

Woodbine School District

**WOODBINE SCHOOL DISTRICT**

# **RETURN-TO-SCHOOL PLAN**

***IN RESPONSE TO COVID-19***



## INTRODUCTION

### I. CONDITIONS FOR LEARNING

#### General Health and Safety Guidelines

EMPLOYEE SCREENING AND PROTOCOLS 4

HEALTH PROTOCOL 5

NURSE (NON COVID SITUATIONS) 5

#### Contact Tracing

GUIDANCE IF EXPOSED 5

#### Classrooms, Testing, and Therapy Rooms

SOCIAL DISTANCING 6

#### Screening, PPE, and Response to Students Presenting Symptoms

PERSONAL PROTECTIVE EQUIPMENT (PPE) 6

PERSONAL WORKSPACE/CLASSROOM 6

SHARED WORKSPACE 7

#### Student Flow, Entry, Exit, and Commons Areas

SCHOOL SPECIFIC GUIDELINES

#### Facilities Cleaning Practices

DEEP CLEANING AND DISINFECTION PROTOCOL 8

SIGNAGE 9

PREVENTIVE MATERIAL INVENTORY 9

COVID19 CASE FORM 10

FACE COVERINGS 1

RESTROOM USAGE DURING THE WORK DAY 10

#### Recess/Physical Education

LOCKER ROOM 10

VISITORS ON CAMPUS 11

#### Meals

CAFETERIA AND MEAL PERIODS 11

MODIFIED ARRANGEMENTS 11

#### Transportation

BUS DRIVERS/BUS PROTOCOLS 9

TRANSPORTATION CHECKLISTS 11

#### Extracurricular Activities and Use of Facilities Outside of School Hours

SOCIAL DISTANCING

HEALTH GUIDANCE

SOCIAL-EMOTIONAL WELL-BEING OF STUDENTS AND STAFF 11

MULTI-TIERED SYSTEMS OF SUPPORT- MTSS

STAFF TRAINING 12

COMMUNICATION METHODS 12

**II. LEADERSHIP AND PLANNING**

RESTART COMMITTEES

SCHOOL BUDGETARY CONSIDERATIONS

**III. CONTINUITY OF LEARNING**

ENSURING THE DELIVERY OF SPECIAL EDUCATION AND RELATED SERVICES

GRADING POLICY

15

Grading and Attendance

15

Completion Protocols

15

HYBRID OR FULL ONLINE INSTRUCTION

15

SCHEDULES AND ONLINE ACCESS CODES

15

**IV. POLICY AND FUNDING**

TECHNOLOGY ACCESS

ASSESSMENTS AND INSTRUCTION

PROFESSIONAL LEARNING

## INTRODUCTION

This plan was devised to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to the district. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC) and World Health Organization (WHO). Regular updates will be made to this plan based on information provided by the CDC, WHO, and applicable federal, state and local agencies.

## GUIDING PRINCIPLES

In order to ensure the continued well-being of our employees the following guiding principles have been put in place:

1. EMPLOYEE AND STUDENT SAFETY MEASURES
2. HEALTH GUIDELINES
3. SUPPORT FOR FAMILIES

## I. Conditions for Learning

### EMPLOYEE SCREENING AND PROTOCOLS

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and students, we will be requiring employees to complete a self-screening which includes a temperature reading and answering a set of questions related to COVID-19 symptoms including:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Known close contact with a person who is lab confirmed to have COVID-19

All screening information will be kept confidential by the district nurse.

**SELF-SCREENING PROTOCOL** Access <https://self.covid19.nj.gov/> for information and complete the affidavit in Appendix B.

## **HEALTH PROTOCOL**

School districts must adopt a policy for safely and respectfully screening students and employees for symptoms of and history of exposure to COVID-19. Therefore, temperature and visual screening will take place at the four entry points for children and staff. Temperatures will be recorded. Staff will complete a document certifying lack of symptoms and if traveling from a hot spot, a 14 day quarantine has taken place. See the affidavit form in Appendix B.

(Concerns -human error and environmental factors, such as cold and heat, as well as stress and anxiety can significantly alter the results of temperature monitoring, how will we avoid these potentially critical errors? Temperature monitoring for the asymptomatic has not been proven effective for determining Covid-19 exposure. Families often medicate students with antipyretic medications such as Tylenol and older adults take aspirin or anti-inflammatories on a daily basis, both of which mask fevers.)

Students and staff with symptoms related to COVID-19 must be safely and respectfully isolated from others in a room located in the Chief School Administrator's office.

If a school district becomes aware that an individual who has spent time in a district facility tests positive for COVID-19, district officials must immediately notify local health officials, staff, and families of a confirmed case while maintaining confidentiality

If you have been diagnosed with COVID19, you may return to work when all 3 criteria are met:

1. At least 3 days (72 hours) have passed since recovery (no fever without the use of fever-reducing medications); and
2. You have improved in respiratory symptoms (cough, shortness of breath, etc); and
3. At least 7 days have passed since symptoms first occurred

## **CONTACT TRACING**

A. All school district administrators, school safety specialists, counselors, and any other staff deemed appropriate by the school district, should be provided with information regarding the role of contact tracing in keeping school communities safe from the spread of contagious disease.

B. School districts should collaborate with the local health department and engage their school nurses to develop contact tracing policies and procedures, as well as educate the broader school community on the importance of contact tracing.

## **NURSE (NON COVID SITUATIONS)**

- Visual assessment by teacher
- Teacher calls nurse – characterized as non-COVID
- Nurse assesses the office area for other students re: social distancing and/or facial coverings and responds accordingly
- Student enters nurse suite and sanitizes hands
- Nurse scans student's temperature
- Nurse asks the student what brought the student to the office
- Nurse assesses/treats based upon injury or condition
- Nurse returns student to class and/or calls home for parent pick up
- Protocols for teacher or nurse level treatment will be shared with staff

## **GUIDANCE IF EXPOSED**

While we all hope to avoid exposure to illness from COVID19, we need to be prepared for that possibility. If you or someone you've been in contact with has been exposed to the virus, our first concern is for your health and safety and those around you. In this rapidly changing situation, healthcare providers should have the most up-to-date information from the CDC.

Please do the following:

1. Quarantine yourself in a specific room away from others in your home
2. Contact the following (in order of priority), let them know you have been exposed to COVID19, then follow their instructions.
  - a. Your healthcare provider
  - b. The department of health
  - c. Your district administrator and/or school nurse
3. Notify your supervisor and/or administration to determine appropriate next steps.
4. In case of a severe emergency, call 911 and let them know you have been exposed to COVID19, then follow their instructions.
5. See Appendix A for DOH quarantine and self-isolation guidelines

## **SOCIAL DISTANCING**

Social distancing is an effective way to prevent potential infection. Employees, students, parents, and visitors should practice staying approximately 6 feet away from others and eliminating contact with others.

- Traffic Flow – Signage will mark the walking direction throughout the school in order to maintain the social distancing requirement of 6 feet
- Ad-hoc Interactions/Gatherings – Non-essential/informal meetups and visiting should be avoided

## PERSONAL PROTECTIVE EQUIPMENT (PPE)

In order to minimize exposure to COVID-19, PPE may be needed to prevent certain exposures. PPE can include:

**Masks:** Face masks are an important part of employee protection, as well as personal hygiene, social distancing, and frequent cleaning efforts.

**Gloves:** Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash your hands. Please remember to wash your hands properly as it is the number-one defense against any virus. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination.

**Face Shields:** may be worn in lieu of or in addition to masks per CDC and DOH guidance

*Please note that social distancing should still be practiced even with the use of gloves and masks.*

In addition to using PPE, please remember to:

- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available
- Avoid touching your eyes, nose, and mouth
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow

## PERSONAL WORKSPACE/CLASSROOM

All teachers and students are asked not to visit another classroom outside of their team or grade level. Employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc) throughout the day, giving special attention to commonly touched surfaces. When leaving your workspace/classroom, please use hand sanitizer or wash your hands if you are in a room with a bathroom. When entering another classroom, use hand sanitizer after entry. Always wear a mask or face covering.

## SHARED WORKSPACE

Employees are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. The district has alcohol-based hand sanitizers throughout the workplace and in common areas. CDC approved cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. The custodial team will clean all workspaces at their cleaning time.

## Woodbine School District

*Please note that proper equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces. Training will take place during teacher orientation.*

There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety. Workspace usage is as follows:

**Capacity**– District Staff will be monitoring the number of employees in the offices while the risk of infection exists and begins to diminish.

**Conference Rooms**– Certain conference rooms may be closed until further notice or available after a request is granted. Signage indicating closure/capacity limits will be reviewed for conference spaces.

**Breakrooms or Teacher Lounge/Multipurpose Room**–These spaces may be closed for use except for copier use located in the faculty lounge. This includes the use of shared appliances such as coffee machines, refrigerators, and vending machines.

**Copy Room** – There will be limited access to the copy room. Signage indicating restrictions will be posted. Schedules will be developed to allow for designated times and also time for disinfecting surfaces between uses. Staff using the copier will be responsible for interim disinfection after each use.

### STUDENT FLOW, ENTRY, EXIT, & COMMON AREAS

- School calendar will be modified to add training time on September 1-4. In addition we will cancel mass gatherings such as Bring Your Child to School Day; Back to School Night/ Title I Parent Night (may have to be done remotely), concerts, dances, parent/teacher conferences, etc. Arrival and dismissal times may need to be staggered. Certain half days may become full days , i.e., Back to School Night
- Social distancing
  - Use hybrid schedule AA, BB, remote instruction
  - 12 student maximum in 1-8 grades or use of larger spaces; split classrooms
  - Use of specials rooms for additional class space if needed
  - Use of specials staff to support learning as intervention/BSI or as substitute teachers
  - Separating general education and special education classes for the entire day
  - Adding a teacher for a grade with over 12 students
  - Option for teachers to instruct remotely-pre-recorded lessons or with packets if teaching special areas or medically unable to provide in-person learning
  - Student lunches grab and go at the end of the school day
  - Teachers and duty personnel rotate into classrooms
  - Option for a common prep time; also ASAP period in-person or remote
  - Afternoon remote instruction for any cohort not attending classes or students who are opting for remote learning only



## Woodbine School District

- Bathroom break procedures – students -set schedules and socially distance in hallways; limit number of students in restrooms; students with individual emergencies must wear masks and use hand sanitizer before leaving class; wash hands before leaving bathroom area, use hand sanitizer when entering back in classroom; signage to support social distancing and handwashing
- Wearing of staff and student masks or face coverings per state and CDC guidance
- Early childhood –assist with 20 second handwashing; staff hand wash if assisting
- PK students enter the building at the front lobby area – temperature scan and sanitizing station – maintain social distancing. Parents of younger students remain until student is temperature scanned and is OK. School may require parents to stay in their vehicles until called by teachers or use social distancing markers at the front of school
- Students K-2 – enter through the cafeteria – temperature scan and sanitizing station –maintain social distancing through use of signage
- Students 3-5 – enter through the gym entrance – temperature scan and sanitizing station- ID /mark areas for social distancing- mark bleachers and/or floor
- Students 6-8 – enter through the library – temperature scan and sanitizing station; report to designated area, maintaining social distancing through use of socially distant seating
- If temperature is elevated to the CDC threshold, then student is sent home-tested
- 6-8 grades leave via the middle school wing doors
- 3-5 grades leave via the gymnasium doors
- K-2 leave via the cafeteria doors
- PK leave via the front doors – may require parents to stay in their vehicles until called by teachers or use social distancing markers at the front of school
- Staggered arrival and release times option if common times cause social distancing issues
- Sidewalks and front area of school marked for social distancing
- Sanitizer stations/gloves – Prepare and maintain hand sanitizing stations with alcohol-based hand sanitizers (at least 60% alcohol):
  - In each classroom
  - At entrances and exits of buildings.
  - Near lunchrooms and toilets.
- Possible increased need for substitute teachers if regular teacher is teaching remotely
- Option for students to do remote learning
- Teachers/staff who cannot be in school teach remote learning classes for students unable to come to school or parents unwilling to send to school

## FACILITIES CLEANING

The safety of our employees and students are our first priority. Upon reopening, our schools have been completely cleaned and disinfected and we will continue to adhere to all

necessary safety precautions. In addition to the deep clean of the office and school before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

## GENERAL DISINFECTION

Commented [1]: Are we in agreement with these?

Category	Area	Frequency
<b>Workspaces</b>	Classrooms, Offices	Daily
<b>Appliances</b>	Refrigerators, Microwaves, Coffee Machines, Fountains	<ul style="list-style-type: none"> <li>Water fountains should be turned off throughout the school.</li> <li>If possible, water bottle fill stations should be purchased</li> </ul> All other appliances not in use This excludes kitchen area Daily
<b>Electronic Equipment</b>	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each use/day and/or between use
<b>General Used Objects</b>	Handles, light switches, sinks, restrooms	At least 4 times a day
<b>Buses</b>	Bus seats, handles/railing, belts, window controls	At the end of each use/day
<b>Common Areas</b>	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups

The goal is to establish a sanitary baseline before the site opens complying with CDC and DOH guidelines. Please see appendix C for more details regarding Facilities reopening.

## DEEP CLEANING AND DISINFECTION PROTOCOL

Deep cleaning is triggered when an active employee or student is identified as positive for COVID 19 based on testing. Deep cleaning should be performed as soon as the confirmation of a positive test, as practical. While the scope of deep cleaning is presumed to be the full site, sites may reduce the footprint to be deep cleaned if there is sufficient rationale to do so, and they gain consensus of the superintendent, County Health Department and the COVID19 Crisis Team. Notwithstanding the above, if an active employee is confirmed to have a COVID19 positive test, in lieu of performing deep cleaning, the district may shut down the classroom or the entire school for a period of time for natural deactivation of the virus, followed by site personnel performing a comprehensive disinfection of all common surfaces. See appendix C.

## SIGNAGE

Signage will be placed throughout the offices, classrooms, common areas and hallways.

## PREVENTIVE MATERIAL

1. Confirm school district has an adequate supply of soap, disinfection, hand sanitizer, paper towels, and tissues
2. Confirm a supply of gloves and other protective gear
3. Touchless thermometers on-site for employee and student screening

## COVID19 CASE FORM

If an employee or student becomes ill on campus/district, he/she will immediately report to the district **nurse's isolation room** located in the CSA office and the case form will be completed.

Once the employee or student arrives at the isolation room, immediately provide them with masks and gloves. Explain that this is to help protect other employees and students and prevent the spread of the potential virus.

- The nurse must complete the suspected COVID 19 case form and call the local health authority and seek advice regarding transportation and location.

- The nurse and others attending the suspected infected person, should also wear a protective mask and gloves while working with the suspected infected person.
- The nurse will direct the ill employee to leave work or call the parent of the student to be picked up and go home.
- The nurse and district administration must identify persons who may have come in contact with the suspected infected person. *Unless required by the local health authority, the name of the employee should not be provided.*
- Advise employees that they may have been in contact with a suspected COVID-19 infected employee and to carry out self-screening every morning, and based on the results, contact their building administrator.
- The isolation area and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

## FACE COVERINGS

School staff and visitors are required to wear face coverings unless doing so would inhibit the individual's health. Students are strongly encouraged to wear face coverings and are required to do so when social distancing cannot be maintained, unless doing so would inhibit the student's health. It is also necessary to acknowledge that enforcing the use of face coverings may be impractical for young children or individuals with disabilities.

## RESTROOM USAGE DURING THE WORK DAY

Establish maximum capacity for the facility that allows for social distancing. Post the maximum capacity sign on the door. Provide supplies for employees to clean up after themselves in staff only restrooms.

Assign times and staff to monitor bathroom use for students in order to limit the number of children utilizing the restrooms.

## LOCKER ROOMS

There are no locker rooms at Woodbine Elementary School.

## OUTDOOR SPACE & RECESS

In the event that outdoor recess is permitted the following guidelines will be followed:

Schools will keep an inventory of outdoor spaces and mark off areas to ensure separation between students.

Recess must be staggered by groups and staff must disinfect playground equipment and other shared equipment between uses.

## VISITORS ON CAMPUS

The safety of our staff and students remains the district's primary concern. To help prevent the spread of the virus and reduce the risk of exposure to our staff and students, we are conducting a simple screening questionnaire. Participation is important to help us take precautionary measures to protect you and everyone in the building.

**Self Declaration by Visitor – see appendix B**

## CAFETERIA AND MEAL PERIODS

Our schools will discontinue family-style, self-service, and buffet-style dining and maintain social distancing.

Cafeteria staff must wash their hands immediately after removing gloves and after directly handling used food service items.

Students will be served breakfast in the classroom and grab and go lunches served at the end of the modified school day. Meals will be served in the classrooms instead of the cafeteria. Nutri-Serve will strive to use disposable food service items. Students in cohort A will receive meals for Wednesday, Thursday and Friday. Students in cohort B will receive meals on Friday for Monday, Tuesday and Wednesday. All remote learners will pick up grab and go meals on Wednesday for Wednesday through Tuesday..

## MODIFIED SEATING ARRANGEMENTS

\*Space seating/desks at least 6 feet apart when feasible.

\*Turn desks to face the same direction, or have students sit on only one side of tables.

\*Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that staff and children remain at least 6 feet apart in lines and at other times.

Close common areas such as dining halls and playgrounds with shared equipment if possible; otherwise stagger use and clean and disinfect between use. Cafeteria or individual classrooms will be used by staff as an option for socially distant lunches. Disinfect after use-custodial staff. No student lunches in the cafeteria.

### **Below are specific seating arrangements**

12 desks per elementary classroom facing in the same direction with 6 ft. distance between desks. Larger rooms, such as the art room and science room may accommodate up to 24 students as they are double classroom spaces. The library may be used as a classroom if necessary.

## **BUS DRIVERS/BUS PROTOCOLS**

Bus drivers or custodial staff must disinfect the buses at a minimum:

1. Right before starting a route to pick up students
2. Right after the morning and afternoon routes

Bus drivers must not report to work if they suspect they are sick or if they have symptoms such as fever or difficulty breathing, or have been in contact with other people who have any confirmed respiratory illness or disease the last 7 days.

Woodbine is a walking district.

## **TRANSPORTATION CHECKLISTS**

School districts should maintain social distancing practices on buses to the maximum extent practicable and adopt best practices for cleaning and disinfecting all vehicles used for transporting students. If maintaining social distancing is not possible, all students who are able must wear face coverings while on busses.

Sanitation logs will be turned in to the Transportation Director after completing your last route. All surfaces must be cleaned with a disinfectant solution. Bus drivers are encouraged to wear masks at all times. The driver's temperature must be checked and documented before the start of each route. [NA as Woodbine is a walking district.](#)

## **SOCIAL-EMOTIONAL WELL-BEING OF STUDENTS & STAFF**

The school counselor will develop videos and resources for parents and teachers to access. The counselor will work with students individually or in small groups to address any well-being needs. Woodbine Elementary School will house this information on its school website and via social media posts.

If counseling is provided through insurance, that is an additional resource which can be utilized by staff and students.

Time will be provided at teacher orientation to discuss concerns and surveys will be sent to stakeholders to assess their comfort levels regarding in-person learning. Staff training/refresher on ACEs during the afternoon of one or the first three days back in school. The first week of school will be devoted to understanding the new protocols during the pandemic and to rebuild lost social connections.

Resiliency team meetings will be held weekly at the start of the school to gain an understanding of the challenges and successes of in person learning, as well as addressing stakeholder concerns and reinforcing the strategies associated with resiliency with our students.

Survey will be sent to parents regarding their challenges and concerns about reopening and the new normal of school culture

Maintain communication with parents; communicate concerns with administration

## MULTI-TIERED SYSTEMS OF SUPPORT- MTSS

Woodbine School District uses a school counselor, NJPBSIS and Resiliency protocols to address students with diverse needs. In addition, Woodbine School District uses the I & RS process to develop strategies to support students with diverse academic and SEL challenges.

## STAFF TRAINING

### 1. **Pre-return to school-**

\*Information in this plan will be presented remotely and shared electronically to ensure understanding and preparedness prior to the first day of school.

### 2. **Sept. 1**(new teachers only), **Sept. 2-4 2020 Training/Orientation** - online or in person\*

\* Google Applications, School Topics, Resiliency, COVID preparations

### 3. **Custodial Protocols- Delivered by James Stebbins**

\*Disinfection methods, comprehensive cleaning training

It is very important that all employees understand the safety requirements, protocols and expectations to ensure everyone and their communities stay safe and prevent the spread of the virus.

We will structure the training plan to effectively disseminate information to all stakeholders

Content Covered:

1. All training topics can be reinforced with signage in the buildings.
2. School/District checklists
3. Response Teams
4. Disinfection Measures
5. Transportation
6. Isolation protocols
7. On site health screening
8. Daily self-screenings
9. Visitors
10. Custodial Cleaning Protocols

## COMMUNICATION METHODS

To stay updated on the most up-to-date information:

1. Teachers, students, and parents need to check their email often.
2. Visit our district website
3. Follow our social media platforms
4. Global Connect
5. Hard copies of communication

## **Extracurricular Activities & Facility Use Outside School Hours**

Woodbine School District does not anticipate having sports or clubs in the fall. Latchkey services will be unavailable due to facilities cleaning.

## **II. LEADERSHIP AND PLANNING**

District and School level staff and parents developed a COVID19 Reopening Committee to organize and develop systems in place for the district's reopening. The committee members were selected from various grade levels to get a diverse set of knowledge and skills. In addition, we have solicited help from the community and the Board of Education to create five working groups: Operations, Health, Instruction, Equity and SEL.

## **SECTION III. CONTINUITY OF LEARNING**

The committee has planned for the following:

### **1. Optimize Instructional Services**

**Re-entry Plan:** We will gather data through various assessments. We will use publisher based and in-house assessment/benchmark tools.

**Instructional Gaps:** We will take the data from the baseline assessments to determine where the gaps are with each student. Since children have been out of school for an extended time, we expect there to be larger gaps than if they were just out of school for the summer. This is especially true in grades K-2 since they are foundational grade levels. After school homework club (ASAP) funded through Title I will begin near the start of the school year either in-person or virtually depending upon the status of the COVID pandemic in September.

**Scope and Sequence:** Since the school was closed for in-person instruction last spring, during this school year (which will not be typical), our scope and sequence may require modification because we will need to integrate previous grade level instructional content and skills with those of the current grade level.



- 2. Optimize Facility, Safety, and Security:** We discourage sharing items that are difficult to clean or disinfect. For example, the sharing of school supplies. Keep each child's belongings separated from others' and in individually labeled containers, cubbies, or areas. Limit the use of supplies and equipment by one group of children at a time and clean and disinfect between uses.

**3. Optimize Student Services Committee**

Woodbine Elementary School members:

- Administrators: Anthony DeVico, Celine Kaelble
- Business Office: Joseph Giambri
- WEA President/designee: Jasmine Murray, Courtney Hearon
- PTO representative
- MAC representative: Rose Hudgins
- CST representative: Jennifer Crowell
- BOE President: Gregory Hudgins
- Counselor: Nicole Continisio or LT substitute
- Nurse: Erika Himstedt
- Head Custodian: James Stebbins
- NJSP SRT: Trooper Ryan Lynch
- Nutri-Serve Kim Wagner, Dineen Billingham

## GRADING POLICY

### Grading and Attendance

To receive credit and attendance for the courses for this school year students are expected to complete the assignments. Depending on a full return or hybrid rotation, guidelines for student check in will take place through Google Classroom if remote learning or OnCourse if learning in-person at school. Login information and acceptable use of electronic equipment will be shared by the district's IT person

### Completion Protocols

Students not making progress, not completing academic work or opting not to participate during possible at home instruction or a hybrid, may be eligible for summer school or virtual summer school. For promotion to the next grade level, students will need to have completed the requirements outlined in the district's grading policy.

## **HYBRID FORMAT OR FULL ONLINE INSTRUCTION**

In the event that the school does not reopen or has to close fully in the 2020-2021, we will follow the guidelines below for online instruction.

- Electronic devices will be distributed in advance of the beginning of the school year
- Pick up of devices and school textbooks/materials will be scheduled
- Login information will be provided as well as schedules which will follow the in-person instructional day.
- Students will log in at 8:00 am for attendance and must stay in class to receive attendance credit.
- Students will be responsible for the timely submission for all work
- Grading will be per school grading policy
- Parents/guardians may opt for online instruction through the school

The district is committed to the use of Google Classroom and other Google applications

The following are other school based platforms and guidelines to be utilized at various grade levels. (The district will be distributing tablets to students in PK and K. Other students will receive chromebooks.)

Google Classroom, Class Dojo, Success for All

## SCHEDULES AND ONLINE ACCESS CODES

<b>Students</b>	<p>Group A attends M/T</p> <p>Group B attend R/F</p> <p>School day is 8:00-12:00</p> <p>Students who are self-contained special education students will attend all four days</p>
<b>Staff</b>	<p>Staff day is 7:45-2:45 on-site</p> <p>Lunch for teaching staff is 12:00-12:30</p> <p>All prep periods are 12:30- 1:10</p> <p>Online group instruction for the cohort not in school 1:10-2:30</p> <p>Aides TBD</p>
<b>Distance Learning</b>	<p>-On M/T from 1:25 to 2:30, teachers check in with Group B</p> <p>-On R/F from 1:25to 2:30, teachers check in with Group A</p> <p>-Wednesday provides time for teaches to create content/conduct small group instruction virtually</p> <p>-Students are engaged in ‘flipped classroom’ learning tasks on days not on-site</p>
<b>Students Using Remote Learning Only Option</b>	<p>Teachers unable to attend school will remotely instruct students not in school by grade bands: PK-2; 3-5; 6-8</p>
<b>Meals</b>	<p>Breakfast in classrooms, lunches grab and go. On Tuesday, cohort A will receive meals for W-F; on Friday cohort B will receive meals for Monday, Tuesday and Wednesday. Remote only students pick up grab and go meals for the week on Wednesday in the cafeteria from 9-11am.</p>

Online components that will supplement live and recorded instruction from the classroom teacher include:

**IXL, MobyMax, Knowre Math, eSpark , Kahn Academy, NJCTL. Edpuzzle, Epic**

**If full remote instruction, follow grade band revised schedules provided by teachers.  
Access codes will be provided by the IT person.**

## **SECTION IV. POLICY AND FUNDING**

### **Review of Technology Dissemination**

**Individual electronic devices will be disseminated for grades PK-8 if we use a hybrid or remote learning model. If in-person school is held, devices stay in school unless staff assignments necessitate students taking devices to their homes.**

### **Professional Learning**

Tasks: Develop a plan for professional development for our staff for:

- Google Applications- tiered level trainings- Michelle Wendt
- Safeschools online training including:
  - a. Social and Emotional wellbeing
  - b. Equity/diversity/cultural awareness
  - c. Covid related topical content

Administrators will survey their staff to gain competency and confidence levels as it relates to the delivery of Google and other online applications. The goal of this committee is to develop tiered training to match teachers' technological levels.

## Appendix A



### Timeframe for Self-Isolation/Quarantine based on Testing Result

The purpose of quarantine is to keep people who might have been exposed (but not sick) to COVID-19 away from others. Isolation is to keep sick people and those infected with the COVID-19 virus away from those who are not infected. Self-quarantine/isolation are voluntary practices to reduce the spread of COVID-19.

It is expected that any person getting a COVID-19 diagnostic test (nasal swab or saliva) will self-quarantine after specimen collection AND are advised of the results of their test, unless otherwise directed by those administering the test. These recommendations are not for individuals who got serologic test (antibody). Depending on the test result, see below for the length of time that the individual should self-isolate/self-quarantine.

	Symptomatic Tested +	Symptomatic Tested –	Asymptomatic Tested +	Asymptomatic Tested –  No COVID-19 household* or close contacts*	Asymptomatic Tested –  But is a household contact* or close contact*	Asymptomatic Not/Never tested  But is a household* or close contact*
Timeframe for Self-Quarantine or Self-isolation	72 hours (3 full days) fever-free without use of fever-reducing medications AND improvement in respiratory symptoms AND 10 days since symptoms first began (whichever is longer)	At least 72 hours (3 full days) after symptoms go away	10 days after specimen collection, assuming no symptoms develop <sup>a</sup>	No self-quarantine days required	14 days from last known exposure with the COVID-19 + person  <b>NOTE:</b> Self-quarantine for individuals with household contacts who are COVID-19 positive begins <b>AFTER</b> the end of self- isolation of the household contact ends	

\* Household contacts are individuals who live in the same house as a lab confirmed COVID-19 case. Close contacts are individuals who were within 6 feet of a lab confirmed COVID-19 case for a prolonged period (about 10 minutes or more) or had direct contact with the infectious secretions of a COVID-19 case (e.g., were coughed on). Walking past a lab confirmed COVID-19 case or just being in the same building does NOT qualify as being a close contact.

<sup>a</sup> Asymptomatic positive individuals who develop symptoms during their self-quarantine timeframe, should self-isolate and refer to the Symptomatic, Tested + column.

**NOTE:** Recommendation for self-isolation/quarantine is to stay/sleep in a separate room from others living in the home and use separate bathroom (if possible). This includes not being in close contact with household members (i.e., not sharing meals and spending time together in common areas) or going to work or out in public other than for health care. Wash hands often and clean and disinfect household items.

**Appendix B****COVID-19 SCREENING QUESTIONNAIRE**

The safety of our employees is our overriding priority. As the coronavirus (COVID-19) pandemic continues, we are monitoring the situation closely and following the guidance from the Centers for Disease Control and Prevention and local health authorities. In order to prevent the spread of the coronavirus and reduce the potential risk of exposure to our workforce, we are asking everyone to complete and submit this questionnaire prior to entering the worksite. Please do not enter the worksite until your responses have been reviewed and your entry has been approved.

**Please respond to each of the following questions truthfully and to the best of your ability.** Your participation is important to help us take precautionary measures to protect you and our other employees.

Name:
Phone Number (mobile/home):
Position:

Representations	
1	<p>Are you currently experiencing, or have you experienced in the past 14 days, any of the following symptoms? <i>(Please take your temperature before you answer this question.)</i></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/>      Fever (100.4° F/37.8° C or greater as measured by an oral thermometer)</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/>      Cough</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/>      Shortness of breath or difficulty breathing</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/>      Sore throat</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/>      New loss of taste or smell</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/>      Chills</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/>      Head or muscle aches</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/>      Nausea, diarrhea, vomiting</p>
2	<p>In the past 14 days, have you been in close proximity to anyone who was experiencing any of the above symptoms or has experienced any of the above symptoms since your contact?</p> <p>Yes <input type="checkbox"/>      No <input type="checkbox"/></p>
3	<p>In the past 14 days, have you been in close proximity to anyone who has tested positive for COVID-19?</p> <p>Yes <input type="checkbox"/>      No <input type="checkbox"/></p>
4	<p>Have you been tested for COVID-19 and are waiting to receive test results?</p> <p>Yes <input type="checkbox"/>      No <input type="checkbox"/></p>

Woodbine School District

5	<p>Have you have tested positive for COVID-19, or are you presumptively positive for COVID-19 based on your health care provider's assessment of your symptoms?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>NOTE: If you have tested positive for COVID-19 and have not been medically cleared or have been determined to be presumptively positive for COVID-19 based on your health care provider's assessment of your symptoms DO NOT COME TO WORK. Please contact your Supervisor or Human Resources to discuss what you will need to do to be cleared for return to work.</i></p>
6	<p>In the past 14 days, have you been on a commercial flight or traveled outside of the United States?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
7	<p>In the past 14 days, have you been in close proximity to anyone who was recently on a commercial flight or traveled outside of the United States?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
8	<p>Is there any reason why you feel you are at higher risk of contracting COVID-19 or experiencing complications from COVID-19 by entering the facility? If "yes", please provide a brief explanation.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Explanation: _____</p>

**Certification**

**I hereby certify that the responses provided above are true and accurate to the best of my knowledge.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: The information collected on this form will be used to determine only whether you may be infected with COVID-19. The information on this form will be maintained as confidential. Any questions should be directed to your Supervisor or Human Resources.

Department Head Worksite Access Approval (circle one): Approved Denied

## **Appendix C**

### **Facility Reopening Plan**

Due to the ongoing pandemic the Woodbine School District will be implementing a facility cleaning / disinfection plan based on three areas of focus points to provide our community with clean, safe and healthy school. The district will also be using guidance from the New Jersey Department of Education's: The Road Back: Restart and Recovery Plan for Education. The focus areas are as follows:

- **Summer Cleaning-** Providing restorative summer cleaning services in order to prepare our facilities for the return of students, teachers and staff in the fall. These tasks are outlined below and are completed each summer.
- **Interim disinfection-** Disinfecting and sanitizing of high touch areas during work hours to maintain a safe environment and help reduce the spread of potential contaminants. This process would begin when students or staff return to school.
- **Comprehensive Daily Cleaning and disinfection-** Deeper comprehensive cleaning and disinfection to be completed during off hours to further reduce potential spread of any bacterial and viral pathogens.

#### **Summer Cleaning**

Summer Cleaning - Each summer the custodial staff has provided restorative cleaning and maintenance to prepare for the upcoming school year. This summer we will be providing the services listed below while simultaneously maintaining safe working conditions as recommended by the State of New Jersey and the CDC. Staff will practice social distancing and wear masks. Gloves will also be made available to staff.

- Desks in classroom must be seated at least 6ft apart and facing the same direction
- Classroom furniture/storage should be kept to a minimum to allow students/desks to be socially distant. .
- Prepare and maintain hand sanitizing stations with alcohol-based hand sanitizers (at least 60% alcohol):
  - In each classroom
  - At entrances and exits of buildings.
  - Near lunchrooms and toilets.



## Woodbine School District

- For classrooms that have existing handwashing stations, prepare stations with soap, water, as well as alcohol-based hand sanitizers (at least 60% alcohol).
- Floor and/or wall mounted directional signs for hallways (one way directional and others) need to be purchased.
  - Provide physical guides, such as tape on floors or sidewalks and signs on walls, to help ensure that staff and students remain at least 6 feet apart in lines and at other times (e.g. guides for creating “one-way routes” in hallways).
  - Coordinate with Principal on placements
- Thoroughly ventilate, clean, and then disinfect all rooms, offices, desks, equipment, and other surfaces prior to students returning, using CDC and State guidelines.
- Remove tops of all trash cans to allow touchless access to cans; Health Department mandated trash can covers have a foot activated release to lift the lid
- Evaluate how hygiene products like soap, paper towels, tissues and toilet paper are dispensed in the building.
  - Cleaning schedule shall include checking these items each night.
- Ensure adequate supplies of:
  - PPE for custodians while disinfecting including gloves and masks
  - Cleaning supplies.
    - Use disinfectant products that are less likely to trigger asthma attacks.
- Install plastic barriers for secretaries to protect them from students and visitors.
- Post signs in bathrooms on how to effectively wash hands.
- Water fountains should be turned off throughout the school.
  - If possible, water bottle fill stations should be purchased.
- Check Ceiling Tiles: Replace damaged, stained, and missing tiles. Check for cobwebs in corners.
- Ceiling vents: Dusted, cleaned, disinfected.
- Lights: Replace burned out, dim, mismatched bulbs. Check lens and remove bugs and dirt if necessary.
- Windows and Mirrors: Cleaned, disinfected
- White boards and Chalk boards: Cleaned, disinfected and top dusted
- Clock: Dusted, face cleaned, disinfected and working properly
- Walls: Tape removed, fingerprints and dirt removed. Electrical outlets working properly.
- Sinks, Counters, Cabinets: Cleaned, disinfected and stains removed, Drawers and doors working properly, towels and soap dispensers working properly and filled.
- Pencil Sharpener: Emptied and working properly, cleaned, disinfected
- Telephone and light switch: Cleaned, disinfected and working properly
- Doors and Frames: Dusted, Fingerprints removed, Glass Cleaned, disinfected, Kick Plates: Cleaned, disinfected, and shined. Doorknob and hinges working properly

- Furniture: Fingerprints, writing, gum removed and dusted, chair glides cleaned, disinfected, trash cans washed
- Baseboards: Cleaned, disinfected and attached to the wall
- Restroom: Toilets and sink thoroughly cleaned, disinfected and working properly, floor cleaned, disinfected, towel and soap dispensers working properly and filled, vents cleaned, disinfected
- Carpet: Cleaned, and stains removed, no musty or mildew smells
- Tile Floor: Top Scrubbed or Stripped
- Tile Floor: Appropriate number of coats of wax applied
- Furniture back in place, Final Inspection complete. Ready for class

### **During the School Day (Interim Disinfection)**

Woodbine School District utilizes disinfectants which are EPA approved for use against Covid-19. They includes Virex and Peroxy Hdox. Each chemical is to be used on hard non porous surfaces. In addition, Peroxy Hdox can be used on all surfaces with a 5 minute dwell time. Virex will be used after classes end and has a 10 minute dwell time. The focus during Interim disinfection is to treat high touch point areas that facilitate the spread of pathogens. While students are in session custodians will focus on these high touch areas in common areas. The disinfectants will be sprayed or wiped on surfaces and left to dry.

- Clean and disinfect all areas throughout the day:
  - Door handles
  - Counter tops
  - If a classroom is empty desks.
  - Anywhere that is touched frequently during the day.
- Make sure bathrooms being used have doors propped open.
- Ensure fresh air continues to circulate in the building
- Clean air handler filters on the regular or expedited schedule.

### **Visitors**

In order to prevent the spread of disease during pandemic recovery and to protect the health and safety of students and staff against infection, no visitors shall be permitted in the schools until pandemic restrictions are lifted. The principal may admit a visitor if he or she determines that it is necessary. In all such cases, the visitor shall submit to the screening procedure (e.g., temperature and exposure questionnaire) and shall be required to wear a face mask while in the school building. The face mask shall be required in all cases. However, an accommodation may be made where the visitor can demonstrate that wearing a face mask is detrimental to the visitor's health. A child under two years of age shall not be required to wear a face mask.

### **Meals**

- Meals will be bagged and delivered to classrooms or student classrooms for distribution
- Students will receive breakfast and lunches based on their anticipated number of in-person days
  - Example: If a student is in school Monday and Tuesday, they will receive three and three breakfasts and lunches on Tuesday in addition to their Tuesday meals.
  - Rosters should be used by teachers to accurately track breakfast and lunch meal participation for proper CEP claiming
  - Families of students who are learning remotely can pick up breakfasts and lunches for the week at the cafeteria on Wednesday between 9:00 am and 11:00 am.

### **After School – After Students and Staff Leave**

**Comprehensive Daily Cleaning** - Each evening the Woodbine School District custodial staff provides daily cleaning services for our facilities. During the fall of 2020 we will be providing a more comprehensive cleaning program that will incorporate the usage of Peroxy Hdox and Virex. These disinfectants are approved for use against Covid-19 by the EPA. This cleaning will be more detailed. Staff will not only focus on high touch point areas in common areas but also disinfect areas such as classrooms and areas continually in use during the school day. Our custodial staff will be following a Covid-19 cleaning disinfectant protocols as outlined below by the manufacturer, the State of New Jersey and the CDC.

- A full thorough cleaning of all areas used during the day.
  - Particular attention to high intensity areas such as nurse's office and M104 which will be the quarantine room.
- Refill all soaps, wipes, and hand sanitizer.

Woodbine School District

- Remind custodial staff their equipment should also be wiped down thoroughly after using them.

<b>EXAMPLES OF HIGH TOUCH POINTS</b>					
Door Knobs	Toilet Flush Handles	Light switches			
Railings	Faucets	Handles			
Student Chairs	Sinks	Buttons			
Toilets	Water Fountains	Sanitary Receptacles			
Soap Dispensers	Paper Dispensers	Countertops			
<b>Equipment Needed:</b>			<b>Precautions:</b>		
1. Spray Bottles			1. Always wear appropriate Personal Protective Equipment when cleaning		
2. Microfiber rag			2. Do not breathe spray		
3. Gloves			3. Refer to the label for complete instructions		
4. Appropriate PPE					

## DISINFECTING AGAINST COVID-19

**SCHOOL  
-DAILY-**

**SAFETY FIRST!** - Always Use The Appropriate Personal Protective Equipment!

DAILY

- 1

**DUST**  
 Remove cob webs and insect debris from artwork, baseboards, doors, dispensers, equipment, fire extinguishers, light fixtures, plants, speakers, tops of mirrors, TVs, computers, monitors, etc.
- 2

**FLOOR**  
 Pick Up Large Debris - Trash - Towels - Sweep

PICK UP  
DEBRIS

SWEEP
- 3

**TRASH CONTAINERS  
SANITARY RECEPTACLES**  
 Check - Empty - Spray Interior - Spot Clean Exterior - Refill

CHECK  
EMPTY

SPRAY  
INTERIOR

SPOT CLEAN  
EXTERIOR
- 4

**SINKS - COUNTERS -  
DRINKING FOUNTAINS**  
 Apply Disinfectant - DWELL 10 MIN

SPRAY  
APPLY

DWELL  
10 MIN
- 5

**DISPENSERS**  
 Towels - Tissue - Hand Sanitizer  
 Check - Refill - Apply Disinfectant

CHECK  
REFILL

DWELL  
10 MIN
- 6

**COMMON TOUCH SURFACES**  
 Knobs, Switches, Phones, Markers, Etc.  
 Spot Clean - Apply Disinfectant - DWELL 10 MIN

SPRAY  
APPLY

DWELL  
10 MIN
- 7

**MIRRORS - GLASS**  
 Spot Clean - Spray a glass and window cleaner on to a Cloth - Wipe Clean

WIPE
- 8

**DESKS/TABLES\*\*/  
CHAIRS/PHONES**  
 Straighten - Spot Clean - Apply Disinfectant - DWELL 10 MIN

SPRAY  
APPLY

DWELL  
10 MIN
- 9

**CARPET/WALK-OFF MATS**  
 Spot Clean - Vacuum
- 10

**HARD FLOOR - DUST MOP**  
 Use a Dust Mop

DUST  
MOP
- 11

**HARD FLOOR - DAMP MOP**  
 Damp Mop with an appropriate floor cleaner From Farthest Point to the Door.

DAMP  
MOP

DAILY

\* Disinfectants such as Q.T. Plus, Q.T.-T.B., Q.T. 3, Pur Tabs, Re-Juv-Nal, Non-Add Restroom Cleaner, or Vindicator+ can be used.

\*\* When disinfecting lunch tables and other food surfaces, **which may include desktops**, be sure to wipe them off with a cloth dampened with plain water after the 10 minute dwell time is complete. Hillyard Best Practice recommends disinfecting desktops with a hand trowel & microfiber pad.