



COVID-19 REOPENING OF SCHOOLS EDUCATIONAL PLAN

Table of Contents

INTRODUCTION

- Demographic Profile
- School Level Inventory
- School Staff
- Buildings
- Buses
- Technology: Devices and Access
- Communication Plan for 2020-2021

CONDITIONS FOR LEARNING

- General Health and Safety Guidelines
- Classrooms, Testing, and Therapy Rooms
- Transportation
- Student Flow, Entry, Exit, Common Areas
 - Personal Workspace/Classroom
 - Shared Workspace
- Screening, PPE in Response to Students/Staff Presenting Systems
 - Wearing Masks and Other Personal Protective Equipment (PPE)
 - Health Protocols for 2020-2021 School Year
 - Symptoms Impacting Consideration from School
 - Return to School After Exposure
 - Confirmed Cases of COVID-19 on School Property
 - Health/Wellness Screening Protocols
- Contact Tracing
- Facilities Cleaning Practices
- Meals
- Recess/Physical Education
- Extracurricular Activities and Use of Facilities Outside of School Hours
- Academic, Social and Behavioral Supports
- Social Emotional Learning and School Climate and Culture
 - Staff Support
 - Student Support
 - Parent/Guardian Support
 - Training for Staff
 - Training for Students
 - Training For Parent/Guardian
 - Instruction
 - Themes
 - Trauma Informed Care

- School Culture and Climate

LEADERSHIP AND PLANNING

- Staffing Considerations

Scheduling Options

Scenario 1: All Students in Building

Scenario 2: Some Students in Building and Some Virtual

Scenario 3: All Students Virtual

Scenario 4: Intermittent Virtual

POLICY AND FUNDING

Policy/Funding Business/Office

CONTINUITY OF LEARNING

Delivery of Instruction

Grading and Attendance

Related Services and Counseling

IEP Meetings/Evaluations

Daycare Options

Professional Development for Staff

Revised Protocols

Options for Telework and Virtual Teaching for Staff

Options for In School and Virtual Learning for Students

Social Distancing for Staff and Students

Face Coverings for Staff and Students

School Transportation

School Bus Cleaning Information

Know the Difference between Cleaning, Disinfecting, and Sanitizing

Basic Information

Best Practices for Disinfecting & Cleaning School Buses and Vans

Cleaning and Disinfecting

Screening Staff and Students at School or Work Locations

Procedures for Staff and Students with various COVID-19 scenarios

Staff

Staff Test Results

Students

Student Test Results

Protocols for Academic, Social, and Behavioral Supports

COVID-19 Staff/Student Daily Self Checklist

Return to Work Guidelines

CDC Recommendations

Procedure if Student/Staff Presents with Symptoms of COVID-19

COVID-19 Staff Health History Form

COVID-19 Student Health History Form

Classroom Daily Well Screening

COVID-19 Testing Sites in Cape and Atlantic Counties

INTRODUCTION

Cape May County Special Services School District has developed a plan to reopen our schools to in-person instruction for students in Ocean Academy and Cape May County High School that follows CDC and New Jersey Department of Health guidelines. Programming will include appropriate special education instruction and related services for students with disabilities and the provision of school nutrition benefits and services.

This document includes updated health and safety protocols for various areas within our district including transportation, facilities, instruction, nutrition, nursing care services as well as the various daily operations that have been impacted by the COVID-19 pandemic. Scenarios have been developed for in-person instruction, blended in-person and virtual, full virtual, and intermittent virtual instruction. In preparation for re-opening we have worked with our local health department and county offices on reopening guidelines and implementing new health and safety procedures. Through these revised procedures and protocols our goal is to drive as much of the risk down as we can and open our schools safely. Our main areas of focus will be prevention through social distancing, using masks, handwashing, cleaning/disinfecting and monitoring the health and wellness of our staff and students.

Based on ongoing parent surveys, phone calls of parents and guardians, data has been collected as to the various needs of families. All calls to families from various staff members are documented in the Realtime Information Technology System. We have accounted for students whose primary language at home is not English and continue to offer translation services, as needed with the assistance of their sending district representatives. Our case managers, nurses, and therapists have identified students with medical needs, meal plans, BIPS, technology barriers and we are providing families with the necessary support to stay connected to the school district and keep updated with new guidance and district health/wellness procedures.

DEMOGRAPHIC PROFILE

Cape May County Special Services School District serves 240 special education students ages 3-21 in grades Pre K-12. Over 50 percent of our students are eligible for Free and Reduced meals. In addition, 100% of our students receive special education and related services, 2 % of our students are homeless, and 5% are in foster care.

1. School Level Inventory

- Students - 240 students will be expected to be enrolled in the fall 2020 (OA - 137 and CMCHS - 103)
- 54% of students have pre-existing conditions that may compromise their immune systems
- 95% of students take the bus and 5 % are driven in my parents/guardians

2. School Staff

- 283 Staff are in the school and expected to return in the Fall 2020
- 10 Substitutes available within the district
- 30% of Staff have higher health risks related to COVID-19 (pre-existing conditions or are over 65 years old)

Employee Position	2020-2021
1:1 Aides	109
Admin Staff	6
Admin Support Staff	13
Custodial Part Time	4
Custodial/Maintenance	12
Nurse	2
Pool Employees	10
Related Services	31
Teachers	47
Teacher's Aides	41
Technology	1
Transportation	1
Transportation - Part Time	6
Employee Total Count	283

3. Buildings

- 20 classrooms are being used in OA and 14 classrooms are being used in CMCHS. The size of each classroom ranges from 650 sq ft to 835 sq ft. Desks and furniture can be moved within the classrooms to support 6 ft of social distancing in most classrooms. In addition, we can access art/music rooms that can be used if extra classroom space is needed.
- Classrooms: Distancing Suggestions
 - Utilizing two rooms, splitting students for spacing, and splitting roles of teachers with assignments
 - Use larger areas like the cafeteria or gym, and partitions for classes
 - Staff Meetings and PD using virtual format

4. Buses

- Four (4) district vans owned and operated by CMCS SSD set up for seven (7) passengers each
- Two (2) district owned buses. One is set up for 22 walk-ons and one is set up for one (1) wheelchair and 16 walk-ons
- Four (4) part time drivers on staff at CMCS SSD. One (1) can only drive a van. We also have two (2) sub drivers.

5. Technology: Devices and Access

- We currently have 173 Chromebooks in district (149 student, 24 staff)
- We currently have 139 Windows/Mac Devices for staff and students
- We currently have 24 iPads for students
- We have five (5) “hotspots” in inventory for student use
- Technology Help Desk for families, students and staff
- CMCS SSD’s instructional tools are used to ease, encourage, improve, and promote teaching and learning activities throughout each program within our school district. We provide a wide variety of tools, suggestions, and videos for our students, staff, and parents to access.

[Student Online Instructional Resources](#)

6. Communication Plan for 2020-2021

- Weekly All Calls to parents/guardians updating them on district programming
- Weekly emails to staff with updates about in-person/virtual learning programming
- Meetings with staff to collaborate and get feedback on district programming needs
- Communicating updates about procedures and expectations via Google Meet, email, and All Calls
- Steering Committee Meetings monthly to address implications of the virus on school level operations and student staff morale/social emotional learning
- Review all social distancing expectations and new health/wellness procedures with families, students, stakeholders
- Limit family visits or minimize visits

CONDITIONS FOR LEARNING

GENERAL HEALTH AND SAFETY GUIDELINES

- Wearing masks will be required of students while in school, to the extent possible
- Staff will be required to wear masks while in the building - to the extent possible
- Continue to make accommodations, as needed for those students and staff with pre-existing conditions that may compromise their immune systems or are at a higher risk related to COVID-19
- Health/Safety protocols for all students and staff entering building
- Daily sanitizing protocols for buses and schools (see [Facilities Cleaning Practices](#))
- Determine staff/students who have health related conditions and consider implications and scheduling options. Offer remote learning opportunities
- Self reporting procedures and response protocols for staff, students, and families
- Identify skill gaps from 2019-2020 school year and address in goals and objectives of IEP
- Adjust schedule as needed to reflect student and teacher health and safety-time needed for handwashing, sanitizing desks
- Schedule recess opportunities for students that limit mixed groupings
- Developed clear cleaning protocols, including student/staff hand washing, reviewed all areas that need daily deep cleaning (bathrooms, classrooms, therapy rooms, hallways, doors, desks, “hot spots”, furniture, classroom materials, communication devices, buses etc. limit face to face seating
- Re-ordered/stocked cleaning supplies and disinfectants for district
- District-wide water fountains will be turned off until further notice

Review optional special educational programming that meet the needs of all students:

- Offer both in-person and remote instruction based on student medical needs and parent concern
- Determine in-person vs remote instruction with families and sending districts with regard to our most medically fragile populations. Case managers and nurses to identify those students who are at the highest risk and meet with families and sending districts to develop a plan for the 20-21 school year. Programming will be flexible and allow for various scenarios based on student need
- Provide remote learning opportunities for any student who has been exposed to COVID-19 and is under quarantine.
- Cancel all after school LEEP Activities until further notice

Review optional special educational programming that meet the needs of staff with high risk pre existing conditions:

- Where possible, provide teachers and therapists opportunities for remote learning.

CLASSROOMS, TESTING, AND THERAPY ROOMS

- Reviewed building space
- Reconfigured classrooms to support social distancing. All desks facing the same direction
- Students seated 6 feet apart, when possible
- Utilize mats in classrooms to create “barriers.”
- Determined pre-designated drop off points for parents and buses. Markings will be visible for buses and passengers to promote social distancing
- Reconfigured cafeterias, media center, and gyms to support social distancing
- Determined distance and flow paths within building and marked floorings
- Set up classrooms/therapy rooms that promoted social distancing
- Provide training to staff, students, and families about virus exposure protocols
- Create signage, visuals, and markings to communicate student expectations
- Review and adjust budget to allow for additional purchases for PPE and other safety measures
- Adjust schedule as needed to reflect student and teacher health and safety-time needed for handwashing and sanitizing desks. Hand washing for at least 20 seconds at regular intervals
- Special precautions including extra PPE, hand wipes, and disinfectants for those classrooms with hands on students who have difficulty wearing masks and need hand/hand assistance as well as feeding, toileting etc.
- Use of plexi glass to separate Therapist/Student at therapy tables
- Limit sharing of items and establish daily cleaning protocols with therapists and teachers to sanitize their areas and equipment
- Provide for adequate ventilation
- Use alcohol based hand sanitizer in classrooms where handwashing is not possible (at least 60%)
- Keep children apart by at least 6 feet when napping
- Designate times for hand washing (arrivals, before snacks/lunch, using bathroom, after snacks/lunch, after recess/gym)
- Ensure adequate supplies to avoid sharing of objects and materials

Designing Physical spaces within Classrooms at CMCSSSD:

- Reviewed square footage and class lists to determine spacing needs
- Worked with facilities to rearrange desks/spaces to support social distancing
- Utilize rooms such as Media Center, cafeterias, gyms, and open classrooms for larger classrooms who need additional space
- Create walking paths for students who require mobility throughout the day
- Create schedules for students and teachers to access supplemental spaces as needed
- Create schedules to reduce movement of students and mixing of groups
- Create lanes in hallways for directional purposes when students need to move throughout the building to and from buses (with arrows)
- Provide for extra PPE for classrooms with severe disabilities and behaviors (Shields, gloves, gowns, masks)
- Determine safety baselines for medically fragile students to return to in person learning or go out on remote learning with nurses and school physician-survey parents and have case managers coordinate.
- Set up video conferencing or virtual programming for students who can’t attend in-person due to illness or exposure

TRANSPORTATION

- Provide opportunities to parents to transport their own children.
- Buses can operate with a maximum of one (1) student per seat, with all students required to wear masks while riding the bus. Bus drivers will be required to wear masks. Disinfect all high touch areas daily on the bus.
- In locations where students line up, place tape marks on the floor to indicate appropriate social distancing. Implement measures to decrease employees congregating in one location:
- Procedures for health screenings before students enter the bus (questions, temperatures at home, etc.)
- Look at additional budgetary needs based on additional staffing and buses
- Assign staff to supervise and ensure social distancing as students enter/exit bus
- Develop cleaning cycles and identify high use areas for disinfecting.
- Provide PD for drivers and aides regarding new procedures and how to promote social distancing with special needs students
- Deep cleaning of buses between runs and trips
- Order disinfectant spray guns to clean buses
- One (1) student per row
- Stagger transportation times-arrivals and departures, if possible
- Open windows, where possible
- Clean and disinfect buses after run - if possible
- Signage about mask wearing and proper hygiene located on buses
- Door to door pick up/drop off
- Provide courtesy busing, as needed
- Procedures for daily cleaning, training of drivers etc., daily checklist for each driver to check off and sign after each cleaning/run.

STUDENT FLOW, ENTRY, EXIT, COMMON AREAS

- Reviewed building space
- Reconfigured cafeterias, media center, and gyms to support social distancing
- Determined distance and flow paths within building and marked floorings
- Student schedules that limit movement in building
- Eating in classrooms, special teachers rotate to classes, recess, PE
- Set up classrooms that promoted social distancing
- Classrooms and common areas will be ventilated with additional circulation of outdoor air when possible, using windows, doors and fans
- Stagger drop-off and pick-up processes
- Stagger times that classes are released
- Rearrange furniture to avoid clustering in common areas
- Limit usage of the staff/teacher's lounge
- Encourage virtual meetings
- Make alternate plans for whole staff gatherings
- Use sign-in sheets for in-person meetings to document attendees
- Keep accurate records of any persons other than students and staff entering the building, their reason for entering, and the locations in the building to which they travel
- Ensure that student and staff groupings are as static as possible by having the same group of children stay with the same staff as much as possible
- Stagger use of cafeterias and communal spaces and disinfect in between use
- Eliminate or reorganize assemblies, field trips, registrations, orientations, round-ups, and other large gatherings to allow for social distancing

- Alternate recess to minimize the number of students on the playground, encourage social distancing, and allow time to disinfect equipment between use.
- Increase space between students during in-person instruction
- Eliminate activities that combine classes or grade levels
- Eliminate or minimize whole staff gatherings/meetings
- Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (art supplies, equipment, etc. assigned to a single child) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between uses
- Avoid or minimize the sharing of electronic devices, toys, books, art supplies, and other games or learning aids when possible.
- Procedure for in district screenings if students/staff presenting with symptoms of COVID-19:
 - If an individual presents with any symptoms that consist of GI/respiratory should isolate the individual in the classroom and distance the other people away from them.
 - Example: Fever (suspected fever), loss of taste and smell, shortness of breath/difficulty breathing, diarrhea, vomiting, nausea, sore throat, cough, chills, headache, fatigue, muscle or body aches, congestion/runny nose.
 - You must call GEB nurse's office immediately after isolating individual ext. 4423 or 4424.
 - DO NOT BRING A SICK STUDENT OR STAFF MEMBER TO THE OA NURSING OFFICE. THE OA NURSING OFFICE IS FOR WELL VISITS OR INJURIES ONLY. WE CAN NOT EXPOSE THIS OFFICE TO ANY ILLNESS.
 - DO NOT REPORT TO ANY NURSING OFFICE UNTIL YOU HAVE SPOKEN TO ONE OF THE NURSES OR THEIR SECRETARY.
 - After instructed by the school nurse the student/staff member will be escorted down to GEB nurse's office. Escort must wear a face mask and face shield and will knock on the door of the office and wait to be instructed to enter the nurse's office. Further instructions will be given upon arrival to the office.

Personal Workspace/Classroom

Staff will be directed by the signage present to indicate the status of the room for sanitizing and disinfecting. All teachers and students are asked not to visit other classrooms. Employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc.) throughout the day, giving special attention to commonly touched surfaces.

Shared Workspace

Employees are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched areas. The district has alcohol-based hand sanitizers throughout the workplace and in common areas. 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.

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 will 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 will have limited capacity until further notice.

- **Copy Room:** There will be limited access to the copy room. Signage indicating restrictions will be posted.

SCREENING, PPE IN RESPONSE TO STUDENTS/ STAFF PRESENTING SYMPTOMS

- Screening policy for staff and students entering building (see [Checklists](#) and [Procedures](#))
- Provide training to staff, students, and families about virus exposure protocols- Sept. 1st, 2nd, and 3rd
- Students and Staff to minimize contact and maintain social distancing wherever possible
- Special precautions including extra PPE, hand wipes, and disinfectants for those classrooms with hands on students who have difficulty wearing masks and need hand/hand assistance as well as feeding, toileting etc.
- Self reporting procedures and response protocols for staff, students, and families
- Participation in district-wide Reopening Steering Committee
- Establish procedures for wellness/health screening as students and staff enter school
- Identify thresholds for students to attend in-person (no fever in last 24 hours, no exposure to individuals with COVID-19)
- Establish Sick Bay Area in GEB Nursing Office with separate doors to outside for pick up
- Utilize N95 masks with students/staff suspected of COVID-19 Symptoms
- Assign staff to work in nurses offices and screening points to support time needed for health screenings at OA and GEB. Provide safety PPE, protective gear, and training for staff to assist with health screenings
- Establish COVID-19 Checklist that has procedures for staff and students to self report COVID like symptoms or exposure. Procedures will include who staff, families, and students report to and how it will be documented.
- School nurses and health services staff to wear PPE when working with students
- Restocking of PPE and other supplies needed to treat students
- Order touch free thermometers and train staff on usage
- Update Nursing Care Plan to include checklist/procedures for those presenting with COVID-19 like symptoms.
- Require doctor's note to return to school after being sent home due to illness
- Follow procedures for students/staff who may arrive at school with illness and send home as soon as possible to avoid spread of infection
- Develop specific nursing office/sick bay cleaning/disinfecting protocols
- Update specific guidelines/standing orders with Dr. Horowitz
- Ordering PPE for district - send home with families for them to try on with students and send home social stories and videos supporting wearing masks - supported by all ESY Staff
- Determine what students can't tolerate wearing masks at all (medical/behavioral) and speak with teachers and case managers about other accommodations
- Report positive cases of Covid-19 to Department of Health and County Education Office - Track reasons for student/staff absences
- Revise student health plans and work with families/physicians to determine if educational services and health plans need to be revised to minimize infection exposure
- Review Fixed Facility Plan
- Daily screening process ([Classroom Daily Well Screening](#))
 - Teachers/aides ask all students "How are you feeling today?" (if able) upon arrival. AND/OR
 - Teachers/aides to observe their student's for any illnesses/symptoms and report as needed
- Documentation process when COVID-19 symptoms are observed
 - Students' symptoms will be documented in real time
 - Staff members will be documented on the staff member's nurse's office visit log
 - Will call the student's parent or guardian as needed

- Nurse to describe Sick Bay area in nurses office with separate entrance/exit
 - Students/Staff members will be isolated in separate rooms in GEB nursing office
 - If the student/staff member is sent home, they will be exiting the building through the GEB nursing office back door
 - Ventilation will be used as needed
 - All persons in the GEB nursing office will be wearing PPE as needed
 - GEB nursing office hallway door will remain closed at all times
- Nurse to describe written protocols if student/ staff test positive
 - If nurse's receive a positive test by a student/staff member, the nurse will contact the local health department for further guidelines
- Nurse to provide PD on safe mask wearing and additional accommodations if unable to wear mask
 - Medical and Fabric masks: Who wears what when
https://www.youtube.com/watch?v=esM_ePHn0aw&list=PL9S6xGsoqIBU2V6AZYGIJwZRAFJ3YDreb&index=75
 - How to wear a fabric mask safely
https://www.youtube.com/watch?v=9Tv2BVN_WTk&list=PL9S6xGsoqIBU2V6AZYGIJwZRAFJ3YDreb&index=78
 - How to wear a Medical Mask <https://www.youtube.com/watch?v=adB8RW4I3o4>
 - How to wear a Fabric Mask <https://www.youtube.com/watch?v=ciUniZGD4tY>
 - Staff Only: Please provide a written doctor's note if unable to wear a mask due to medical conditions. A face shield will be provided by the nursing department.

1. Wearing Masks and Other Personal Protective Equipment (PPE)

- Non-students mask-wearing requirements or recommendations in schools will follow state and local guidelines. The current CDC guidelines recommend that all employees wear cloth face coverings.
- Some non-students may be required to wear additional PPE (i.e. health-related, custodial staff, specialized positions, etc.) when directed to do so by district/school protocol or the employee's supervisor.
- Additional accommodations may need to be made for staff based on their individual health plan
- Students mask-wearing requirements or recommendations in schools are consistent with state and local guidelines. The current CDC guidelines recommend that all students wear cloth face coverings when social distancing is not possible
- Some students may be required to wear additional PPE (i.e. health-related, special conditions, etc.) when directed to do so by student health plans
- Additional accommodations may need to be made for students based on their individual health plan

2. Health Protocols for 2020-2021 School Year

It is essential for the school community to work together to prevent the introduction and spread of COVID-19 in the school environment and in the community while still providing a high quality special education program.

3. Symptoms Impacting Consideration from School

- A fever of 100.0 or greater
- Cough
- Shortness of breath/difficulty breathing
- Chills
- Repeated sweating with chills
- Muscle Pain
- Headache

- Sore throat
- New loss of taste or smell
- Fatigue
- Congestions or running nose
- Nausea or vomiting
- Diarrhea

Students and employees will be excluded from school if they test positive for COVID-19 or exhibit one or more of the symptoms of COVID-19 based on CDC Guidance that is not otherwise explained.

4. Return to School after Exposure

Once a student or employee is excluded from the school environment, they may return if they satisfy the recommendation of the CDC. Currently those guidelines are:

- **Untested:** Persons who have not received a test proving or disproving the presence of COVID-19 but experience symptoms may return if the following three conditions are met:
 - They have not had a fever for at least 24 hours (that is one full day of no fever without the use of medicine that reduces fevers); and
 - Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
 - At least 10 calendar days have passed since your symptoms first appeared.
- **Tested Positive - Symptomatic:** Persons who experienced symptoms and have been tested for COVID-19 may return to school if the following conditions are met:
 - The individual no longer has a fever (24 hours (1 full day) without the use medicine that reduces fevers); and
 - Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
 - At least 10 calendar days have passed since symptoms first appeared; or
 - The individual has received negative test result or a 14 day exclusion if they were not retested.
- **Tested Positive - Asymptomatic:** Persons who have not had symptoms but test positive for COVID-19 may return when they have gone 10 calendar days without symptoms and have been released by a healthcare provider assuming no symptoms have developed. Students may also return if they are approved to do so in writing by the student's health care provider.
- **Student/staff member sent home from school with COVID-like Symptoms**
 - **IF SICK STAY HOME DO NOT RETURN TO SCHOOL.** Please contact your primary care provider for further instructions. Please inform the nursing department of the treatment plan.
 - If tested, cannot return to school until you have negative test results or 14 dy exclusion if not retested.
 - Test results must be sent in to the nursing department before returning to school.
- **I have no symptoms and tested negative for COVID-19 but was told I am a close contact of a person who is COVID-19 positive. Now what?**
 - If you were identified as being a close contact of a COVID-19 person, it is recommended that you self-quarantine for 14 days from the last date of exposure with the person, even if you tested negative. This is because it may take 2-14 days for symptoms to develop. While you are self-quarantining, monitor yourself for symptoms. 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.

- **Please Follow Department of Health Guidelines Below:**
 - **Forms will be updated as released from the Department of Health**
 - **Forms are available in Spanish if needed**
 - NJ Residents who Tested Negative for COVID-19: Instructions and Next Steps
 - Updated June 3, 2020
 - NJ Residents who Tested Positive for COVID-19: Instructions and Next Steps
 - Updated May 28, 2020
 - Timeframe for Self-Isolation/Quarantine based off Testing Results
 - Updated June 3, 2020



NJ Residents who Tested Negative for COVID-19: Instructions & Next Steps

Question	Instructions
I had symptoms and tested negative for COVID-19.	If you tested negative for COVID-19 but are currently experiencing symptoms, the recommendation is to stay home and practice social distancing until 72 hours after your fever has ended without the use of fever reducing medications and other symptoms improve. After this time, you may resume regular activities. It is recommended that everyone wears a face covering when in public spaces. This protects you from anyone who may not feel sick (but might be asymptomatic) and able to spread the virus to others. Wash hands and clean and disinfect high-touch surfaces often.
I have no symptoms and tested negative for COVID-19 but <u>live with someone</u> who is COVID-19 positive.	Even though you tested negative and have no symptoms, living with a person with COVID-19 means that you may be exposed to the virus. For this reason, it is recommended that you monitor yourself for symptoms. The person who lives with you has a self-isolation of 10 days from the time symptoms began AND 72 hours (or 3 full days) being fever-free without fever reducing medicine. You are recommended to self-quarantine for 14 days AFTER their self-isolation ends. This is because it may take 2-14 days for symptoms to develop.
I have no symptoms and tested negative for COVID-19 but was told I am a <u>close contact</u> of a person who is COVID-19 positive. Now what?	If you were identified as being a close contact of a COVID-19 person, it is recommended that you self-quarantine for 14 days from the last date of exposure with the person, even if you tested negative. This is because it may take 2-14 days for symptoms to develop. While you are self-quarantining, monitor yourself for symptoms. 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.
What if I tested negative but still feel sick?	If you test negative for COVID-19 but still have symptoms, it is likely you may have another respiratory virus. You should continue to self-isolate yourself from others, practice good hand hygiene and clean and disinfect surfaces in the home. If your symptoms worsen or don't get better after several days, you should call your health care provider. You should not return to work/school or go to public places until 72 hours (3 full days) after your fever has ended without the use of fever-reducing medications and other symptoms have improved.
What other actions should I take to protect my health?	As long as the virus that causes COVID-19 is spreading in your community, continue to practice social distancing, wash hands often and avoid touching your face, and clean and disinfect high-touch surfaces daily in household common areas (e.g. tables, hard-backed chairs, doorknobs, light switches, remotes, handles, desks, toilets, sinks, phones). Wear a face covering when in public places. This protects you from anyone who may not be sick (but may be asymptomatic) and able to spread the virus to others.

For general information about COVID-19, call 1-800-962-1253 or 211. Or go to njcovid19.nj.gov or nj.gov/health

June 3, 2020



NJ Residents with a Positive COVID-19 Test: Instructions & Next Steps

Question	Instructions
I tested positive for COVID-19. What should I do now?	<p>If you tested positive, you must stay at home and self-isolate. This means stay in a different bedroom from others in your home, and if possible, use a separate bathroom. You must self-isolate until 3 full days (or 72 hours) have passed since you had a fever without the use of fever-reducing medications AND other symptoms are greatly improved AND at least 10 days have passed since symptoms first started, or, if you had no symptoms, stay home 10 day after you received your positive test results.</p> <p>If you live with other people and they were not tested, they should keep their distance from you. This includes not eating meals together and not sitting around the house together. Practice social distancing as much as is possible (stay at least 6 feet from each other).</p>
What should the people who live in my home know/do?	<p>If they are symptomatic (sick; have COVID-19 symptoms), they should also self-isolate for 3 full days (or 72 hours) until they are fever-free without the use of fever-reducing medications AND other symptoms are greatly improved AND at least 10 days have passed since symptoms first started. If the symptoms are mild, they should recover at home. If the symptoms worsen and a medical evaluation is needed, call health care provider. Consider getting a viral COVID-19 test to see if you are currently infected.</p> <p>If they are asymptomatic (not sick; have no COVID-19 symptoms), they should self-quarantine for 14 days AFTER any sick person in the household's self-isolation period ends. If the asymptomatic person develops symptoms, they should follow the self-isolation instructions above. Symptoms may take 2-14 days to appear. It is important to monitor their health long enough to ensure they do not develop symptoms. Consider getting a viral COVID-19 test to see if you are currently infected.</p>
What is the difference between mild and moderate symptoms?	<p>Mild symptoms are when you feel unwell but can stay home and manage at home. Most people with mild symptoms can recover from home. See above for how long you should stay home/self-isolate.</p> <p>Moderate symptoms are those where you may need a medical evaluation from your health care provider. If your symptoms worsen over time and do not get better, especially if you have trouble breathing, call your health care provider to determine next steps.</p>
Should I tell other people that they may have been exposed to the COVID-19 virus?	<p>Those who have been closest to you for a prolonged period of time are going to be at highest risk. Household members and others with whom you spent a prolonged period of time (more than 10 minutes) within 6 feet of you, or shared a meal, would be at increased risk and should be advised to self-quarantine at home for 14 days AFTER your, or any sick household members self-isolation period ends. If the asymptomatic person develops symptoms, they should follow the self-isolation instructions above.</p> <p>People who you did not spend a prolonged period of time (less than 10 minutes) within 6 feet are at lower risk. This would include people that you may have been in an indoor space for a prolonged period of time. They should monitor their health; no restrictions about where they go. They should wash hands often and practice social distancing. If possible, you should notify individuals above regarding your illness. Work or school supervisors may be informed to help with this process.</p> <p>People who you may have casually come into contact with (e.g., passed by in the hall, briefly spent time within a room, shared a short elevator ride), are not considered to be at risk and do not need to be contacted.</p>



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 [^]	No self-quarantine days required	14 days from last known exposure with the COVID-19 + person NOTE: Self-quarantine for individuals with household contacts who are COVID-19 positive begins AFTER 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.

[^]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.

June 3, 2020

5. Confirmed Case of COVID-19 on School Property

When there is confirmation that a person infected with COVID-19 was on school property, CMCSSTD will contact the local health department and County Department of Education immediately. Unless extenuating circumstances exist, the district/school will work with the local health department to assess factors such as the likelihood of exposure to employees and students in the building, the number of cases in the community, and other factors that will determine building closure. It is the responsibility of the local health department to contact the person confirmed with COVID-19, inform direct contacts of their possible exposure, and give instructions to those involved with the confirmed case, including siblings and other household members regarding self-quarantine and exclusions. The individual who tested positive will not be identified in communications to the school community at large but may need to be selectively identified for contact tracing by the local health department. If a closure is determined necessary, schools should consult with their local health department to determine the status of school activities including extracurricular activities, co-curricular activities, and before and after-school programs. As soon as the district/school becomes aware of a student or employee who has been exposed to or has been diagnosed with COVID-19, the custodial staff will be informed, so that impacted building or bus areas, furnishings, and equipment are thoroughly disinfected. If possible, based upon student and staff presence, the custodial staff will wait 24 hours or as long as possible prior to disinfecting. However, if that is not possible or school is in session, the cleaning will occur immediately.

6. Health/Wellness Screening Protocols

The current CDC guidelines recommend screening all students and employees for COVID-19 symptoms and history of exposure. Screening will consist of self-screening, school-based screening, and/or medical inquiries.

- CMCSSTD will communicate information to parents and employees about the symptoms of COVID-19 and require them to self-screen their child before coming to school. No students with symptoms will be sent on a bus or brought to school. Students and employees exhibiting symptoms of COVID-19 without being otherwise explained, are prohibited from coming to school, and if they do come to school, they will be sent home immediately.
- Temperature screening will not be required upon entrance to school for students or staff.
 - CMCSSTD may take the temperature of students, employees and visitors on school property where there is reason to believe that the person may be ill. Touch-free thermometers are available.
- CMCSSTD will provide professional development to staff and students regarding the recognition of COVID-19 symptoms and screening.

CONTACT TRACING

- CMCSSTD will work with CMC Department of Health (CMCDOH) regarding contact tracing procedures including notification requirements (NJ DOH and Families, Staff, and Public)
- Professional Development provided to staff through SafeSchools regarding the role of all staff with regard to contact tracing in schools
- CMCSSTD School Nurses to work with CMCDOH and develop contact tracing procedures
- Administration and Nursing to provide PD to staff about the role of contact tracing in schools - SafeSchools

FACILITIES CLEANING PRACTICES

- CMCSSTD is currently utilizing a List-N Product with a 10 minute dwell time for all disinfecting with discussions of moving to a spraying tool and List-N product which only has a 5 minute dwell time.

- CMCSSSD has developed increased routine cleaning and disinfection of surfaces and objects that are frequently touched (door knobs, light switches, desks, handles, desks, handrails, kitchen and bathrooms, desks, tables and lunchrooms, shared telephones, school bus seats and windows, drinking fountains)
- Hand sanitizer dispensers available at school bus drop off locations throughout district
- Worked with transportation to develop cleaning protocols for buses to be cleaned and sanitized between runs
- CMCSSSD will adhere to all existing required facilities cleaning practices and procedures and any new specific requirements of the local health department
- CMCSSSD has ordered additional hand sanitizers and automatic sanitizer dispensers
- CMCSSSD has ordered additional trash cans for disposing PPE throughout district
- In locations where students line up, CMCSSSD has placed tape marks on the floor to indicate appropriate social distancing. Implement measures to decrease employees congregating in one location
- CMCSSSD has established written cleaning protocols and shared with Administration
- Additional signage for hallways, bathrooms
- CMCSSSD has established Red/green protocols displaying when a common area is clean and ready for use by staff/students
- Continuously review facilities plan and supply inventory to ensure cleanliness of buildings, desks, offices, equipment
- Review drill procedures and revise to support social distancing procedures
- Revise Facility Usage Forms based on recommendations from the CDC/Department of Health
- Post lower capacity numbers in common areas
- Restrict vendor access to the school to times when students are not present.
- Restrict the number of people in the school building who are not students or staff to a minimal number and ensure that someone is assigned to enforce the rules.
- Post lowered revised maximum occupancy numbers.
- [CMCSSSD Custodial Cleaning Plan](#)

MEALS

- Review nutrition service procedures to minimize exposure
- Meals served in classrooms
- No sharing/family style meals
- Practice social distancing and proper hygiene during meals
- Bagged or boxed breakfasts/lunches, as appropriate
- Prior to any meals, students to utilize hand washing and sanitizing to ensure safe eating practices
- Eliminate self-serve food items
- Napkins and silverware (disposable if possible) are provided directly by staff, not for individuals to grab
- Plan to serve medically fragile students separately from other students, as needed
- Place tape marks on the floor to promote social distancing while waiting in line
- Prohibit food-sharing
- Classroom party items should be commercially prepared and prepackaged
- Limit cash transactions
- PPE to be worn by food service staff, including students preparing and serving food
- Continue to work with Nutriserve and local health department officials to comply with all requirements for your county
- Provide meal service to students if the need for remote learning occurs (see [website for procedures](#))

- Continue to provide CMCS SSD Food Bank services for students and families throughout the school year- regardless of programming

RECESS/PHYSICAL EDUCATION

- Revise lesson plans and daily activities to allow for students to social distance and limit sharing of equipment
- No locker room use
- No pool/therapy pool
- Keep groupings singular - no mixed groupings or classes
- No sharing equipment. If equipment needs to be shared it will be cleaned and sanitized after each use.
- Daily cleaning cycle developed with Facilities Department to clean equipment and high use touch areas
- All teachers to include hand washing procedures after playtime
- In locations where students line up, place tape marks on the floor to indicate appropriate social distancing. Implement measures to decrease employees congregating in one location

EXTRACURRICULAR ACTIVITIES AND USE OF FACILITIES OUTSIDE OF SCHOOL HOURS

- Limit extracurricular activities and gatherings
- No LEEP after school activities due to mixed groupings of students and staff
- Limit all facility use outside of school day
- If facility use is permitted, all vendors/guests must adhere to social distancing requirements, use of masks and health/wellness procedures
- Establish cleaning procedures after each use

ACADEMIC, SOCIAL AND BEHAVIORAL SUPPORTS

- CST Services including counseling and case management
- BCBA Support
- Behavior Response Team
- SEL Instruction by Teachers and LCSW
- Intervention and Referral services- probation, Performcare, DCP&P, community mental health, probation, DDD and DVR Services
- Food Services
- Family Engagement through virtual and in person meeting
- Targeted interventions based on IEP goals and objectives
- Educator support and rebuilding relationships - provide ongoing professional development surrounding wellness and health
- Access to outside resources such as NJCAP, Performcare, Marcroft, Children's Interagency Coordinating Council
- Schedule Virtual meeting with parents/stakeholders regarding reopening plan

SOCIAL EMOTIONAL LEARNING AND SCHOOL CLIMATE AND CULTURE

1. Staff Support

- Educators/Staff need to be given the time and opportunity to process traumatic events and re-establish connections with co-workers
 - CMCS SSD case managers will establish a virtual Staff Support Group one (1)time a week from 2:30pm to 3:15pm. (On site and Remote Learning)
 - CMCS SSD case managers will be available 2:30pm to 3:15am to address individual staff needs face to face or virtually. (On site and Remote Learning)
- Educators/Staff need access to Mental Health and Behavioral Health Resources

- Mental Health/Behavioral Health Resources will be placed on district website
- CMCSSTD case managers will provide information to individual staff members as needed
- CMCSSTD will look to establish an Employee Assistance Program which will provide Community Based Mental Health Services to staff in need as identified by supervisors, and administrators
- Educators/Staff will be given the opportunity to learn and reflect on Social Emotional competencies during monthly Teacher Advisory Committees (TAC) and weekly Professional Development Training Sessions (Turnkey Thursdays). Topics and sessions will be designed by the counselors

2. Student Support:

- CMCSSTD Case Managers/ Support Staff will provide staff resources on Trauma Informed Practices and Social Emotional Learning (On site and Remotely)
- CMCSSTD Case Managers/Support Staff Staff will connect with students and families to provide support and community resources (On site and Remotely)
- Parents resources will be available on our district website.

3. Parent/Guardian Support:

- CMCSSTD will provide the opportunity for Parents to share ideas and express concerns through Virtual Meetings with Administrators, Teachers, and Case Managers. Case Managers will establish office hours to address individual parent concerns.

4. Training for Staff:

- (Virtual and In-Person) Professional Development assigned to all staff via SafeSchools.
- Michael Mcknight, county educational specialist will present a virtual refresher for Trauma Informed Practices as they related to COVID-19.

5. Training for Students:

- CMCSSTD staff will teach and implement Trauma Informed Practices/ Social Emotional Learning Strategies with students throughout the school day through Instruction, and School Based Counseling (On site, and Remotely)

6. Training For Parents/Guardian:

- CMCSSTD will provide parents/guardians the opportunity to learn about Trauma Informed Practices through virtual meetings, interactions with their student's teachers, and communication with their student's case manager.

Identify Learning Needs and Mental Health Needs of Students and Align Supports:

- CMCSSTD will provide professional development to staff on protocol for identifying, supporting, and referring students who may be expressing Social Emotional, Behavioral, and Mental Health challenges such as Depression, Anxiety, Mood Instability, Behavior, Loss/Grief, Bullying, Bias, Prejudice, Fear/Anxiety, Domestic Violence, etc. (On site and Remotely)
- CMCSSTD case managers will address trauma and social emotional well being of students and families, will provide school based counseling as needed, and will provide resources and make referrals to community mental health providers as needed. (On site and Remotely)

Identifying Wraparound Services and Outside Resources for Parents/Guardians to Access:

- CMCSSTD Case Managers will identify academic, behavioral, social emotional needs, and medical needs of students through weekly TAC Meetings, through parent/guardian contacts, and through contact with sending school districts, and outside agencies.

- CMCSSSD Case Managers will make referrals and coordinate services for families and students in need of mental health services, medical services, and financial services, and legal services as needed.
- CMCSSSD will provide a community resource contact list to parents/guardians through our district website. A paper copy will be provided as needed.
- CMCSSSD Case Managers will Collaborate with community providers to ensure continuity of care.

7. Instruction

CMCSSSD will provide and sustain instruction on social norms, relationship building, and behavioral expectations through our actions, instructions, Character Education Classes, and Implementation of our School Wide Behavior Intervention Plan which focuses on being Responsible, Respectful, Safe, and Kind. (On site and Remote)

8. Themes

Continue our school wide positive behavior support program that focuses on the principles of being Responsible, Respectful, Safe, Kind with a focused attention to “Safe”.

9. Trauma Informed Care

Trauma Informed Practices and Social Emotional Learning must be infused into everyday school life and must be communicated clearly to Staff, Students, and Parents.

- CMCSSSD will provide Professional Development on Trauma Informed Practice and Social Emotional Learning for Staff (On site and Remotely)
- CMCSSSD will provide Professional Development to Staff on protocol for identifying, supporting, and referring students who may be expressing Social Emotional, Behavioral, and Mental Health challenges such as Depression, Anxiety, Mood Instability, Behavior, Loss/Grief, Bullying, Bias, Prejudice, Fear/Anxiety, Domestic Violence, etc. (On site and Remotely)
- CMCSSSD staff will teach and implement Trauma Informed Practices/ Social Emotional Learning Strategies with students throughout the school day (On site and Remotely)
- CMCSSSD case managers will address trauma and social emotional well being of students and families and will make referrals to Community Mental Health Agencies and provide resources as needed (On site and Remotely)
- CMCSSSD will provide the opportunity for Staff, Students, and Parents to share ideas and express concerns through Virtual Meetings with Administrators, Teachers, Case Managers, and Parents (one (1) time a month)

SCHOOL CULTURE AND CLIMATE

- Must address issues raised by Covid-19 and improve the conditions for learning for all students on site or remotely so that students feel cared for, re-engaged, and acclimated to the school community once again.
 - CMCSSSD will prioritize health and emotional well being of staff and students by focusing on Trauma Informed Practices and Social Emotional Learning. (On site and Remotely)
 - CMCSSSD will provide and sustain instruction on social norms, relationship building, and behavioral expectations through our actions, instructions, Character Education Classes, and Implementation of our School Wide Behavior Intervention Plan which focuses on being Responsible, Respectful, Safe, and Kind. (On site and Remote)
 - CMCSSSD will assess school climate and needs through surveying parents, students, and staff (Start of school year and end of school year?)
- Identify learning needs and mental health needs of students and align supports
- Identify wraparound services and outside resources for parents to access

LEADERSHIP AND PLANNING

District and School level staff and parents developed a COVID-19 Steering Committee to organize and develop systems in place for the district's reopening. The committee members were selected from various departments and grade levels to get a diverse set of knowledge and skills.

STAFFING CONSIDERATIONS

- Procedures developed with regard to staff requests to work from home due to higher risk for COVID-19 due to pre-existing conditions.
 - Notify Superintendent of request
 - Provide supporting documentation to nurse regarding medical issue
 - Nurse to arrange for Dr. to Dr. call with school physician and staff physician to determine appropriate accommodations/need for accommodations
 - Communicate with staff members and the BOE regarding accommodation requests

SCHEDULING OPTIONS

The committee has planned for the following scheduling options:

1. Scenario 1: All Students in Building

- Assign certain building spaces
- Reconfigured classrooms to support social distancing. All desks facing the same direction
- Determined entry and exit paths to be utilized throughout the district
- Determined pre-designated drop off points for parents and buses. Markings will be visible for buses and passengers to promote social distancing
- Reconfigured cafeterias, media center, and gyms to support social distancing
- Determined distance and flow paths within building and marked floorings
- Determine staff/students who have health related conditions and consider implications
- Student schedules that limit movement in building (eating in classrooms, special teachers rotate to classes, recess, PE)
- Set up classrooms that promoted social distancing
- Work with Transportation Department to ensure social distancing protocols, food delivery, sanitation and disinfectants, stagger schedules as needed to support runs
- Developed clear cleaning protocols, including student/staff hand washing, reviewed all areas that need daily deep cleaning (bathrooms, classrooms, therapy rooms, hallways, doors, desks, "hot spots", furniture, classroom materials, communication devices, buses etc. limit face to face seating
- Re-ordered/stocked cleaning supplies and disinfectants for district
- Developed clearing cycle for buses and scheduled PD for drivers with regard to cleaning/disinfecting high use areas on bus (steering wheel, handles, seats, seat backs etc.)
- Limit visitor and outside vendors
- Continue to recruit substitute teachers and nurses to handle shortages
- Create signage, visuals, and markings to communicate student expectations
- Review and adjust budget to allow for additional purchases for PPE and other safety measures
- Adjust schedule as needed to reflect student and teacher health and safety-time needed for handwashing and sanitizing desks
- Schedule recess opportunities for students that limit mixed groupings
- Wearing masks will be required of students while in school - to the extent possible.
- Staff will be required to wear masks while in the building - to the extent possible.

- Accommodations made for those students and staff with pre-existing conditions that may compromise their immune systems or are at a higher risk related to COVID-19
- Health/Safety protocols for all students and staff entering building
- Daily sanitizing protocols for buses and schools (see [Facilities Cleaning Practices](#))
- Identify skill gaps from 2019-2020 school year and address in goals and objectives of IEP
- Reestablish relationships and routines - create safe learning spaces

2. Scenario 2: Some Students in Building and Some Virtual

- All Considerations in Scenario 1 and 3
- Determined Staff ability for both environments
- Determine best schedules for medically fragile students
- Determined schedule options to best fit student needs, logistics, and planning
- Reviewed attendance policies to ensure equitable access
- Plan to additional virtual professional development to support staff and students
- Flexible scheduling - Students could attend each day, and those with medical issues who have chosen virtual programming can view the classroom instruction from home. Could either teach all of the students the same lesson at once, or could record the lesson and show it later to the group of students at their homes.

3. Scenario 3: All Students Virtual

- Reviewed Strengths and Weaknesses of Spring 2020 and assigned Administration to address each need
- Continue with Food distribution and Food Bank deliveries
- Plan for additional device and connectivity access (Chrombooks and hot spots)
- Schedule PD for Staff on virtual platforms and digital tools
- Virtual Help Desk for staff, families, and students to support technology and virtual learning
- Review and strengthen communication through emails, all calls, texts, Google Hangout/Zoom
- Define attendance expectations and time on schooling by grade level and cognitive ability for staff and students
- Parents who wish to change their child from virtual to in-person, will allow up to 5 days to coordinate with CST, teachers and transportation.

4. Scenario 4: Intermittent Virtual

- All Considerations in Scenario 1 and 3
- Revised policies and procedures that clarify expectations if shifts have to occur quickly - including communication protocols with staff and families/Students

*** Backup plans for potential staff shortage:

- Use of Teacher Aides, Subs
- Use of Media Center Aide, Music, Art, and CTE Teachers

POLICY AND FUNDING

POLICY/FUNDING BUSINESS/OFFICE

- Contact district/school insurance carrier to discuss specifics of liability coverage
- Adopt blanket resolution suspending policies that conflict with waivers and/or extension and Executive Orders by Governor

- Continue to work with board of education, local bargaining unit, and school attorney regarding COVID-19 related issues
- Track excess costs of COVID-19 related expenses for funding/grant purposes
- Provide staff with list of available resources through health insurance
- Revise staff health plans and work with families/physicians to determine if educational services and health plans need to be revised to minimize infection exposure
- Update student/staff handbooks
- Review supply lists to ensure supportive of in-person and remote learning
- Stopped attendance reward programs for 2020-2021 school year
- Rearranged workstations to encourage social distancing. Take measures so persons exposed can be more easily traced by the health department
- Communicate clear expectations for all staff regarding reopening plan
- Scheduling - provide for four (4) options of scheduling based on student needs and CDC/DOH guidance
- Utilize consortium/state contract vendors when purchasing PPE
- Utilize various accounts to meet unanticipated costs
- Follow budgetary guidance and get approvals for budget actions, as needed

CONTINUITY OF LEARNING

DELIVERY OF INSTRUCTION

- Special education instruction and related services are provided via virtual platforms, such as Google Classroom, Google Hangout; recorded lessons are also provided by teachers and related services providers.
- Special education, Art, Music, and CTE teachers, and case managers engage in ongoing collaboration to modify materials and provide accommodations.
- Paraprofessional support is provided virtually for students' individually and in group/class settings.
- A paraprofessional support plan/handbook was designed and implemented with ongoing communication and support for paraprofessionals.
- Administration and Directors of Special Education hold weekly meetings with CST and guidance to discuss student needs, student progress, and parental concerns.
- Special Education Teachers, Case Managers, and Directors of Special Education add resources to the Special Education Google classroom.

Some students with disabilities will require unique supports that may make it less possible to practice physical distancing. In addition, some students with disabilities will not be able to wear cloth face masks as frequently or at all. In order to support such students safely, CMCSSSD will plan to have:

- Classrooms that are adequately staffed, and in accordance with any approved student: licensed educator: aide ratios;
- Educators, related service providers, paraprofessionals, and other staff members that are prepared with any additional protective equipment that may be needed as unexpected situations arise, such as disposable gowns, face shields, etc.;
- When assessing the amount of protective equipment needed, considerations have been made for itinerant staff who interact with multiple groups of students in multiple locations, staff who perform tasks routinely that require close proximity and/or physical contact with students, and those who go out into the community to support students' educational programming;

- All staff members using additional protective equipment are [properly trained](#) to accommodate children's needs (see [BU SHIELD COVID-19 training resources](#) for videos, posters and other training materials); and
- Families are consulted as partners to ensure the health and safety of students.

GRADING AND ATTENDANCE

To receive credit and attendance for the courses for this school year students are expected to complete the assignments with the support of CMCSSTD Staff and Families. Depending on a full return or hybrid rotation, guidelines for student check in will be program specific.

RELATED SERVICES AND COUNSELLING

- Related services providers are assisting parents with home therapies with live virtual contact and phone calls
- Counseling services are provided via confidential phone conferences, Zoom, and Google Hangout
- Materials are emailed and uploaded to Google Drive and Google Classroom and Class DoJo
- Case managers and related services providers maintain ongoing documentation of services provided
- Virtual implementation meetings with related services providers

IEP MEETINGS/EVALUATIONS

- IEP meetings are documented with attendance sheets and electronic signatures
- IEP meetings are held via Zoom, Google Hangout, and phone conferences
- Reevaluation planning meetings are held via Zoom, Google Hangout, and phone conference
- Reevaluations include review of most recent formal assessments and documentation of students' present levels of performance
- Tracking of outstanding evaluations and dates of parental consent for evaluations are updated daily for educational, psychological, speech-language, functional behavioral assessments, occupational therapy and physical therapy assessments, and vocational evaluations
- Special education teachers, related services providers, and case managers update students' progress via IEP progress reports and documentation notes
- Case managers maintain ongoing communication with parents and students via phone calls, emails, Google Hangout, and Zoom

DAYCARE OPTIONS

- Continue to explore options with staff regarding coverage
- Possible collaboration with in district daycare provider for students aging 0-3

PROFESSIONAL DEVELOPMENT FOR STAFF

- Provide for ongoing training as it relates to curriculum and instruction, digital tools, technology, COVID-19, and remote learning during the 2020-2021 school year
- Provide targeted professional development to parents and students regarding use of district wide technology/software

REVISED PROTOCOLS

1. Options for Telework and Virtual teaching for Staff

- Staff to request in writing their need to work remotely due to medical or childcare issues. The district will try to accommodate requests - but will need to consider each request and balance out the needs of the district. Staff will have option to use sick, vacation, and personal days first if they are to request FMLA and/or COVID-19 benefits

2. Options for In School and Virtual Learning for Students

- Parents/guardians will speak with district case managers and request that their child return to school in person, remain on remote learning, and/or do a blended learning model of both in person and remote learning. These requests will be based on medical concerns and will need to be supported by a doctors note. The district nurses will share the doctor's note with the school physician who will either approve or request a conference with the family's physician who wrote the doctor note requesting remote learning to continue.
- Parents who wish to change their child from virtual to in-person, will allow up to 5 days to coordinate with CST, teachers and transportation.
- Considerations for Students with high risk medical conditions
 - Parents/guardians of students with [high risk medical conditions](#) should be encouraged to consult their child's healthcare provider to discuss the appropriateness of attending in-person instruction. This includes students who depend on mechanical ventilation and students with tracheostomies. School health professionals should work with primary healthcare providers to identify alternatives to nebulizer treatments in the school setting and to inform decision-making relative to how the student can safely access in-person instruction.

3. Social Distancing for Staff and Students

Students and staff, to the best extent possible, will practice social distancing while at CMCSSSD. CMCSSSD has reconfigured classrooms to support social distancing. Classroom desks will be facing the same direction, and there will be predetermined entry and exit paths to be utilized throughout the district. In addition, pre-designated drop off points for parents and buses are available for both OA and CMCHS. Markings will be visible for buses and passengers to promote social distancing. In addition, we have reconfigured cafeterias, media center, and gyms to support social distancing and determined distance and flow paths within building and marked floorings to support. CMCSSSD has also revised student schedules that limit movement in the building where special teachers come to their assigned classrooms in lieu of students moving throughout the building. Students will be eating in classrooms. CMCSSSD has developed Transportation protocols to promote social distancing and increased sanitation and disinfectant schedules.

4. Face Coverings for Staff and Students

Staff and students are required to wear masks while riding the school bus and when in district, to the greatest extent possible. Students and staff with medical issues that can not wear masks will try and socially distance and wear shields, if appropriate and medically appropriate.

5. School Transportation

Cape May County Special Services Transportation Department will be asking vendors if they have a plan for transporting students under contract through our office. Our office will also share guidelines.

- Drivers and bus aides will be required to complete a self screening questionnaire prior to doing their morning bus check.
- A face covering must be worn by all students who are able to do so upon entering the school bus when social distancing is not possible with the exception of students with medical conditions.
- All bus drivers and bus aides who are able to do so, will wear face masks and face shields.
- Children that become sick during the day may not ride the bus home.
- Students will have assigned seats.
- Upon entering the bus, when possible, students should fill the back rows first, and then progress forward.
- PDI Hygea Multi-Purpose Washcloths will be on the school vehicles as an alternative to hand soap for washing their hands

- Hand sanitizer will be available for bus staff and older children who can safely use it. The bus aide will assist in dispensing hand sanitizer for children ages 5 and younger and anyone that may need help.
- Windows and roof hatches will be open, when possible and weather permits.
- A bus aide will accompany the driver to ensure safety and social distancing when possible.
- Buses will be cleaned and disinfected daily before, after and in-between school runs/activities with a Protexus Electrostatic Sprayer using QT3 cleaner and disinfectant.
- QT3 cleaner and disinfectant has a dwell time of 5 minutes. It is a cleaner and disinfectant in one. There is no need to wipe dry.
- All transportation staff will be trained on the proper way of cleaning and disinfecting buses.
- Every seat will be used. Social distancing will be practiced by staggering students in the seats.
- Students who reside in the same household will be seated in the same row, whenever possible.
- Seats will be marked with colored tape indicating where each passenger will be seated.
- Students transported by 8-10 passenger vans will be seated two (2) students per seat with the space in the middle of the bench seat staying empty. Students who reside in the same household will be seated next to each other.



School Bus Cleaning Information

Students and drivers can contaminate an area as soon as they touch it. Handrails, seat backs, seat cushions, and windows are all common touch areas. This document contains information to assist you with cleaning your school buses. All school vehicles should be considered an extension of the classroom with the same expectation of cleanliness. It is recommended the vehicle be cleaned and sanitized after every trip.

Know The Difference Between Cleaning, Disinfecting, and Sanitizing

- **Cleaning** removes germs, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.
- **Disinfecting** kills germs on surfaces or objects. Disinfecting works by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.
- **Sanitizing** lowers the number of germs on surfaces or objects to a safe level, as judged by public health standards or requirements. This process works by either cleaning or disinfecting surfaces or objects to lower the risk of spreading infection.

Basic Information

- The floors on the bus should be swept **FIRST** then **START** at the rear of the bus and walk towards the front of the bus when cleaning. (refer to training video at <https://www.youtube.com/watch?v=85fqXAKIYIE>)
- When disinfecting, be sure to always review and follow safe handling and safety instructions that are on the label or inserts of the cleaner/chemicals being used.
- Only school approved cleaners and disinfectants may be used. Do not use cleaning products brought from home.
- Wear gloves (latex gloves may be worn) while cleaning and disinfecting and **wash hands thoroughly** afterwards. If you are not able to use soap and water, use the PDI Hygea Multi-Purpose Washcloths provided to you that are kept on your bus.
- All cleaning supplies/products should be kept in the overhead glove compartment or in a secured area out of the reach of students and direct sunlight.

Best Practices for Disinfecting & Cleaning School Buses and Vans

- The interior of each bus/van should be cleaned and swept thoroughly after each morning and evening route and/or at least once each day
- Cleaning high-contact surfaces such as handrails, backs and sides of seats, windows, window ledges, gear shift, parking brake, steering wheel, etc.
- Remove trash every day
- Sweep bus/van floor after each morning and afternoon route and/or at least once per day
- Buses/vans can be brought into the auto shop, **bi-weekly and/or as needed** where the air compressor can be used on the interior floor of the school buses to blow out dirt particles and other debris from tight areas where a broom may not reach, such as the wheelchair tracking, between the seat and wall, between the seats
- Clean spills
- Spot clean walls and seats
- Exterior of the buses/vans must be washed at least bi-weekly and must be maintained in as clean a condition as possible - weather and other conditions permitting
- Towels used for cleaning and wiping down the bus are to be turned in everyday so they can be washed
- Sensory items that stay on your bus must be cleaned/disinfected daily
- Blankets are **NOT** to stay on the bus and should be handed to the student or parent at the end of the day when dropping them off at home
- Protex backpack must be used at least once per day, at the end of the day to clean and disinfect the bus

6. Cleaning and Disinfecting (Classrooms, Offices, Common Areas, and Other Similar Areas)

- Standard cleaning and disinfecting will be accomplished using Virex II 256 which is a cleaning and disinfecting product with a dwell time of 10 minutes. Stride Citrus will be used to clean floors.
- Enhanced Cleaning and disinfecting will be accomplished using QT3 which is a cleaning and disinfecting product with a dwell time of 5 minutes. The use of hand held misters and or back pack units will be used during enhanced cleaning. Virex II 256 will be used to clean and disinfect the floors.
- Horizontal surfaces and high touch objects will be cleaned/disinfected daily with Virex II 256.
- Enhanced cleaning of these kinds of surfaces will be accomplished with QT3 using a hand held mister and wiping off any residual QT3 after the 5 min dwell time.
- Vertical Surfaces will be cleaned and disinfected weekly with Virex II 256. Enhanced cleaning will happen daily at the end of the day with misters using QT3.

- Standard frequency of cleaning and disinfecting of common areas ie, handrails, hallway furniture, water fountains will be two (2) times a day while school is in session.
- Enhanced frequency of cleaning and disinfecting of common areas ie, handrails, hallway furniture, water fountains will be three (3) times a day while school is in session.
- Standard cleaning and disinfecting of classroom areas and similar areas will happen at the end of the school day using Virex II 256 Or as needed via service call.
- Enhanced cleaning and disinfecting of classroom areas and similar areas will happen at the end of the school day using QT3 Or as needed via service call.

Standard Cleaning (using Virex II 256)		Enhanced Cleaning (using QT3)	
Daily	Weekly	Daily	Weekly
Trash Removal	Trash Removal	Trash removal; cleaning/disinfecting; Trash can	High/low dust
Spot clean vertical surfaces	Spot clean vertical surfaces	Clean/disinfect all vertical surfaces	
Spot clean/disinfect all horizontal surfaces and high touch areas	High/low dust	Clean/disinfect all horizontal surfaces and high touch areas	
Spot clean floors (using Stride Citrus)	Clean/disinfect all horizontal surfaces and high touch objects	Vacuum carpets and clean/disinfect floors with Virex II 256	
Inspect the room	Vacuum carpets or mopping of floors (using Stride Citrus)	Inspect the room	
	Inspect the room		

*Note: During enhanced cleaning handheld and backpack Misters will be used for disinfecting purposes.

** Increased frequency of disinfecting areas will be performed as needed

7. Screening Staff and Students at School or Work Location

The current CDC guidelines recommend screening all students and employees for COVID-19 symptoms and history of exposure. Screening will consist of self-screening, school-based screening, and/or medical inquiries.

- CMCSSSD will communicate information to parents and employees about the symptoms of COVID-19 and require them to self-screen their child before coming to school. No students with symptoms will be sent on a bus or brought to school. Students and employees exhibiting symptoms of COVID-19 without being otherwise explained, are prohibited from coming to school, and if they do come to school, they will be sent home immediately.
- Temperature screening will not be required upon entrance to school for students or staff.
- CMCSSSD may take the temperature of students, employees and visitors on school property where there is reason to believe that the person may be ill. Touch-free thermometers are available.

- CMCSSTD will provide professional development to staff and students regarding the recognition of COVID-19 symptoms and screening.

All Staff must answer the following questions before signing in for work each day:

STOP- Answer the Following Question Before Entering

Question #1: In the last 2 weeks have you experienced the symptoms of COVID-19; lost your sense of smell or taste, traveled to a state or country with high COVID-19 risk, or been exposed to anyone with COVID-19 or flu like symptoms that can't otherwise be explained?

District Response: If you answered **yes** to any of the above: Please stay 6 feet away from others, return to your car and call your direct supervisor or the main office at 609-465-2720 ext. 8803 for additional guidance. You are not permitted to enter the building at this time.

If you answered No to all - please enter.

REMINDER- YOU MUST WEAR A MASK WHILE IN THE BUILDING

All Parents/Guardians must answer the following questions before sending their child to school each day:

Question #1: In the last 2 weeks has your child experienced the symptoms of COVID-19; lost their sense of smell or taste, traveled to a state or country with high COVID-19 risk, or been exposed to anyone with COVID-19 or flu like symptoms that can't otherwise be explained?

District Response: If you answered **yes** to any of the above: Please keep your child home from school and call the school nurse for additional information at 609-465-2720 ext. 8803. Your child is not permitted to enter the building at this time.

If you answered No to all - please send your child to school!

8. Procedures for Staff and Students with various COVID-19 scenarios

All students/staff members sent home from school with COVID-19 like symptoms:

- **IF SICK STAY HOME DO NOT RETURN TO SCHOOL.** Please contact your primary care provider for further instructions. Please inform the nursing department of the treatment plan.
- If tested, cannot return to school until you have negative test results.
- Test results must be handed in to the nursing department before returning to school.

Staff:

- **Procedure for staff who come to work and then leave early due to feeling ill (COVID-19 symptoms) and goes and gets tested (but results are not available for up to 3-5 days):**
 - **IF SICK STAY HOME DO NOT RETURN TO SCHOOL.** Please contact your primary care provider for further instructions. Please inform the nursing department of the treatment plan.
 - If tested, cannot return to school until you have negative test results.
 - Test results must be handed in to the nursing department before returning to school.
- **Procedure for staff who come to work and then leave early due to feeling ill (COVID-19 symptoms) - goes home and does not get tested or go to the doctor but feels better and wants to return to work:**
 - Email nursing department prior to coming in.
 - Call the nursing department upon arrival to school and go to GEB back door entrance to go through the screening process by one of the nurses.
 - Temp check, general physical assessment, symptom checklist review (checklist paper will be filled out by nurse for documentation purposes)
 - If cleared by a nurse, staff member can return to work.
- **Procedure for staff who test positive:**
 - Notify the Nursing department of ALL test results.
 - The Family First Coronavirus Response Act (FFCRA) Leave Request Form and supporting documentation accompanying paperwork **MUST BE HANDED IN BEFORE STARTING WORK**

Staff Test Results:

- **Tested Positive - Symptomatic**

Persons who experienced symptoms and have been tested for COVID-19 may return to school if the following conditions are met:

 - The individual no longer has a fever for one (1) full day (without the use medicine that reduces fevers); and
 - Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
 - At least 10 calendar days have passed since symptoms first appeared; or
 - The individual has received two negative tests at least 24 hours apart or a 14 day exclusion if they were not retested.
- **Tested Positive - Asymptomatic**

Persons who have not had symptoms but test positive for COVID-19 may return when they have gone 10 calendar days without symptoms and have been released by a healthcare provider. Students may also return if they are approved to do so in writing by the student's health care provider.

Students:

- **Procedure for students who come to school and teacher identifies as having flu like symptoms and possible fever:**
 - If an individual presents with any symptoms that consist of GI/respiratory should isolate the individual in the classroom and distance the other people away from them.
 - Example: Fever, loss of taste and smell, shortness of breath/difficulty breathing, diarrhea, vomiting, nausea, sore throat, cough, chills, headache, fatigue, muscle or body aches, congestion/runny nose
 - You must call GEB nurse's office immediately after isolating individual ext. 4423 or 4424.
 - DO NOT BRING A SICK STUDENT OR STAFF MEMBER TO THE OA NURSING OFFICE. THE OA NURSING OFFICE IS FOR WELL VISITS OR INJURIES ONLY. WE CAN NOT EXPOSE THIS OFFICE TO ANY ILLNESS.
 - DO NOT REPORT TO ANY NURSING OFFICE UNTIL YOU HAVE SPOKEN TO ONE OF THE NURSES OR THEIR SECRETARY.
 - After instructed by the school nurse the student will be escorted down to GEB nurse's office. Escort must wear a face mask and face shield and will knock on the door of the office and wait to be instructed to enter the nurse's office.
- **Procedure for students who come to school and then leave early due to feeling ill (COVID-19 symptoms)- goes and gets tested (but results are not available for up to 3-5 days)**
 - **IF SICK STAY HOME DO NOT RETURN TO SCHOOL.** Please contact your primary care provider for further instructions. Please inform the nursing department of the treatment plan.
 - If tested, cannot return to school until you have negative test results.
 - Test results must be handed in to the nursing department before returning to school.
- **Procedure for students who come to school and then leave early due to feeling ill (COVID-19 symptoms) - goes home and does not get tested or goes to the doctor but feels better and wants to return to school**
 - Email OR call the nursing department prior to coming in.
 - Call the nursing department upon arrival to school, please go to GEB back door entrance to go through the screening process by one of the nurses.
 - Temp check, general physical assessment, symptom checklist review (check list paper will be filled out by nurse for documentation purposes)
 - If cleared by the school nurse, students can return to school.

Student Test Results:

Notify the Nursing department of **ALL** test results - all accompanying paperwork **MUST BE HANDED IN BEFORE RETURNING TO SCHOOL**

- **Tested Positive - Symptomatic**
Persons who experienced symptoms and have been tested for COVID-19 may return to school if the following conditions are met:
 - The individual no longer has a fever (without the use medicine that reduces fevers); and
 - Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
 - At least 10 calendar days have passed since symptoms first appeared; or
 - The individual has received two negative tests at least 24 hours apart or a 14 day exclusion if they were not retested.
- **Tested Positive - Asymptomatic**
Persons who have not had symptoms but test positive for COVID-19 may return when they have gone 10 calendar days without symptoms and have been released by a healthcare provider. Students may also return if they are approved to do so in writing by the student's health care provider.

9. Protocols for Academic, Social, and Behavioral supports:

The Board of Education approves the use of comprehensive behavioral supports that promote positive student development and the students' abilities to fulfill the behavioral expectations established by the Board. These behavioral supports include, but are not limited to, positive reinforcement for good conduct and academic success including the programs that honor and reward student conduct and academic achievement; supportive intervention and referral services including those services outlined in Policy 2417; remediation of problem behaviors that take into account the behavior's nature, the students' developmental ages and the students' histories of problem behaviors and performance; and for students with disabilities, the behavior interventions and supports shall be determined and provided pursuant to N.J.A.C. 6A:14.

Students under severe stress cannot benefit fully from the educational program. The Board directs all school staff members to be alert to a student who exhibits warning signs of anxiety, social/emotional issues or who threatens or attempts suicide. Any such warning signs or the report of such warning signs from another student or staff member shall be taken with the utmost seriousness and reported immediately to the Principal or designee. Mental Health and Social/Emotional Support will be provided in the following ways to address student's anxiety when returning to school.

COVID-19 STAFF/STUDENT DAILY SELF CHECKLIST

(checklist will be sent via email/text daily)

Review this COVID-19 Daily Self Checklist each day before reporting to work or coming to school.
If you reply yes to any of the questions below, you **MUST STAY HOME** (enter your absence in Frontline)
and follow the steps below:

Step 1: Call or email your direct supervisor and email the nursing office:
mkennedy@cmcspecialservices.org

If you start feeling sick during the school day follow step 1 above.

Have you, or anyone you have been in close contact with, been diagnosed with COVID-19, or been placed on quarantine for possible contact with COVID-19?

Yes No

Have you been asked to self-isolate or quarantine by a medical professional or a local public health official?

Yes No

Do you have a fever (temperature over 100.0) without having taken any fever reducing medications?

Yes No

Loss of Smell or Taste?

Yes
No

Muscle Fatigue?

Yes
No

Sore Throat?

Yes
No

Cough?

Yes
No

Shortness of Breath?

Yes
No

Chills?

Yes
No

Headache?

Yes
No

Congestion/Runny Nose?

Yes
No

Have you experienced any gastrointestinal symptoms such as nausea/vomiting, diarrhea, loss of appetite?

Yes No

RETURN TO WORK GUIDELINES

1. Have you reviewed the COVID-19 Daily Self Checklist?
2. All employees need to come to work wearing a mask. If you do not have one, we will provide a mask.
3. Masks MUST be worn by everyone entering the building.
4. All employees and visitors who register a temperature reading of 100.0 or higher will not be permitted in the building. Employees not permitted in the building should contact the Superintendent's Office and notify their supervisor.
5. Masks Must be worn in all common areas of the building.
6. Social distancing rules apply. This pertains to breaks and lunch.
7. Masks MUST be worn when leaving your work area and walking through the building.
8. When leaving your area for the day please notify the custodial staff if there is a specific area of concern that needs extra attention.
9. All employees will be required to complete several Professional Developments regarding COVID-19 (coming soon) on SafeSchools or other virtual platforms.
10. Practice social distancing along with frequent hand washing and good hygiene.

CDC RECOMMENDATIONS IN THE FOLLOWING SITUATIONS

If you have a fever, cough or other symptoms, you might have COVID-19. Most people have mild illness and are able to recover at home. If you think you may have been exposed to COVID-19, contact your healthcare provider.

- Keep track of your symptoms
- If you have an emergency warning sign (including trouble breathing), get emergency medical care IMMEDIATELY!

When you can be around others after you had or likely had COVID-19

- If you have or think you might have COVID-19, it is **IMPORTANT** to stay home and away from other people! Staying away from others helps stop the spread of COVID-19. If you have an emergency warning sign (including trouble breathing), get emergency medical care IMMEDIATELY!

When you can be around others (end home isolation) depends on different factors for different situations:

I think or know that I had COVID-19, and I had symptoms:

You can be with others after 1 full day with no fever and your symptoms are improved and 10 days since your symptoms first appeared.

Depending on your healthcare provider's advice and availability of testing, you might get tested to see if you still have COVID-19. If you will be tested, you can be around others when you have no fever, symptoms have improved, and you receive **2 NEGATIVE** test results in a row, at least 24 hours apart.

I tested positive for COVID-19 but had no symptoms:

If you continue to have no symptoms, you can be with others after 10 days have passed since the test.

Depending on your healthcare provider's advice and availability of testing, you might get tested to see if you still have COVID-19. If you will be tested, you can be around others after you receive **2 NEGATIVE** test results in a row at least 24 hours apart.

If you develop symptoms after testing positive, follow the guidance above for "I think or know I had COVID-19, and I had symptoms".

I have a weakened immune system (immunocompromised) due to health conditions or medication. When can I be around others?

People with conditions that weaken their immune system might need to stay home longer than 10 days. Talk to your healthcare provider for more information. If testing is available in your community, it may be

recommended by your healthcare provider. You can be with others after you receive **2 NEGATIVE** test results in a row, at least 24 hours apart.

If testing is not available in your area, your doctor should work with an infectious disease expert at your local health department to determine if you are likely to spread COVID-19 to others and news to stay home longer.

For anyone who has been around a person with COVID-19:

It is important to remember that anyone who has close contact with someone with COVID-19 should stay home for 14 days after exposure based on the time it takes to develop illness.

PROCEDURE IF STUDENT/STAFF PRESENTS WITH SYMPTOMS OF COVID-19

IF THIS IS AN EMERGENCY SITUATION PLEASE FOLLOW CODE BLUE PROTOCOL

1. If an individual presents with any symptoms that consist of GI/respiratory should isolate the individual in the classroom and distance the other people away from them.

Possible Symptoms to look for:

- **SUSPECTED FEVER**
 - **DIFFICULTY BREATHING/ SHORTNESS OR BREATH**
 - **LOSS OF TASTE AND/OR SMELL**
 - **COUGH**
 - Diarrhea
 - Vomiting
 - Nausea
 - Sore Throat
 - Chills
 - Headache
 - Fatigue
 - Muscle or Body Aches
 - Congestion/Runny Nose
2. You must call GEB nurse's office **immediately** after isolating individual ext. 4423 or 4424.

DO NOT BRING A SICK STUDENT OR STAFF MEMBER TO THE OA NURSE'S OFFICE. THE OA NURSING OFFICE IS FOR WELL VISITS OR INJURIES ONLY. WE CAN NOT EXPOSE THIS OFFICE TO ANY ILLNESS.

DO NOT REPORT TO ANY NURSING OFFICE UNTIL YOU HAVE SPOKEN TO ONE OF THE NURSES OR THEIR SECRETARY.
 3. After instructed by the school nurse the student will be escorted down to GEB nurse's office. **Escort must wear a face mask and face shield. **IF STUDENT IS UNABLE TO WEAR A FACE MASK IN HALLWAY, PLEASE LET GEB NURSE KNOW PRIOR TO LEAVING THE CLASSROOM****
 4. Please knock on the door of the office and wait to be instructed to enter the nurse's office.
 5. Escort will be provided with PPE upon arrival to office. (gown, gloves, face mask) and will remain with the student for the duration of their visit.

COVID-19 Staff Health History Form

***MUST BE COMPLETE BEFORE BY THE END OF THE FIRST WEEK OF SCHOOL OR YOU
WILL NOT BE PERMITTED IN THE BUILDING PER THE NURSING DEPARTMENT-
Submit Google Form***

Name: _____ Date: _____

Please circle your responses below

1. Have you ever been diagnosed with COVID-19? YES NO
2. If answered YES to question number 1, please provide to the best of your knowledge the dates of test results and isolation.

3. Has anyone you have been in close contact with been diagnosed with COVID-19, or been placed on quarantine for possible contact with COVID-19 within the last month?

YES NO

If answered yes, please provide dates of Exposure: _____

4. Have you ever been tested for COVID-19? YES NO

If answered YES to above, estimated tested date: _____

Results of test: POSITIVE NEGATIVE

Signature: _____ Date: _____

COVID-19 Student Health History Form

MUST BE COMPLETE BEFORE BY THE END OF THE FIRST WEEK OF SCHOOL PER THE NURSING DEPARTMENT

Name of Student: _____ Date: _____

Please circle your responses below

1. Have you ever been diagnosed with COVID-19? YES NO
2. If answered YES to question number 1, please provide to the best of your knowledge the dates of test results and isolation.

3. Has anyone you have been in close contact with been diagnosed with COVID-19, or been placed on quarantine for possible contact with COVID-19 within the last month?

YES NO

If answered yes, please provide dates of Exposure: _____

4. Have you ever been tested for COVID-19? YES NO

If answered YES to above, estimated tested date: _____

Results of test: POSITIVE NEGATIVE

Signature Parent/Guardian: _____ Date: _____

Classroom Daily Well Screening

1. Teachers/aides **ask** students **“How are you feeling today?”** (if able) upon arrival

AND/OR

2. Teachers/aides to **observe** their student’s for any illnesses/symptoms and call the **GEB Nursing Office** as needed at extension **4424/4423**

Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:



Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

***Seek medical care immediately if someone has emergency warning signs of COVID-19.**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

COVID-19 Testing Sites in Cape and Atlantic Counties:

Please use the following website to find the closest testing location for you.

<https://covid19.nj.gov/pages/testing#test-sites>

Cape May County

- Cape Regional Urgent Care, Cape May Court House (9am-7pm)
 - Appointment required, 16 years or older, Phone screening required prior, Antibody testing available
- AtlantiCare Physician Group Primary Care Plus, Rio Grande (8am-5pm)
 - Appointment required, Phone, virtual or in-person screening required prior, MD order needed,
- Cape Regional Urgent Care, Wildwood (8:30am-8pm)
 - Appointment Required, 16 years or older, Phone screening prior, Antibody testing available
- AtlantiCare Urgent Care, Cape May (8:30am-7:30pm)
 - Appointment Required, Phone, virtual or in-person screening required prior, MD order needed
- Cape Regional Urgent Care, Marmora (9am-7pm)
 - Appointment Required, 16 years or older, Phone screening prior, Antibody testing available

Atlantic County

- Southern Jersey Family Medical Centers, Hammonton Center (11am-2pm)
 - Appointment required, Phone screening prior, antibody testing available
- AtlantiCare Regional Medical Center, Pomana
- AtlantiCare Urgent Care, Galloway
 - Appointment Required, Phone or virtual screening prior, MD order needed
- Southern Jersey Family Medical Centers Merle Pavillion, (Wed 11am-2pm)
 - Appointment Only, Phone Screening prior, Antibody testing available
- Surf Stadium (Fri 10am-2pm)
 - Appointment Only, In-person screening prior, MD order needed, AC residents only.
- AtlantiCare Regional Medical Center, Atlantic City

Cumberland County

- Mid Atlantic Pain Specialist (Mon & Th 9am-12pm)
 - Appointment Required, Symptomatic/Exposed Patients only, in-person screening prior

- MedExpress, Vineland (8am-8pm)
 - Phone screening prior
- Rowan College, Cumberland Campus Drive Thru
 - Appointment Required, Phone screening prior, MD order needed, Cumberland resident or CompleteCare patients only, 18 years or older
- Cumberland Co VA Clinic (7:30am-4:30pm)
 - Appointment only, Virtual or in-person screening prior, MD order needed, VAs only

CVS is also providing drive thru testing on an appointment only basis. This is for anyone 18 and over and is a self swab. Please visit [CVS.com](https://www.cvs.com) for more information and to find a testing location near you.

JEFFERY PIERSON
Freeholder

KEVIN L. THOMAS, M.A.
Health Officer
Public Health Coordinator

ALOYSIUS ONWUKA, M.D.
Medical Director

CAPE MAY COUNTY DEPARTMENT of HEALTH

4 Moore Road
Cape May Court House, N.J. 08210-1601
(609)465-1200 after hours (609) 465-1190
Fax: (609) 463-0511



FOR IMMEDIATE RELEASE: Revised July 24, 2020

Cape May County Announces Opening of Drive-thru COVID-19 Testing by Appointment Only

Cape May Court House- Freeholder Jeff Pierson announces that the Cape May County Department of Health and CompleteCare Health Network (CCHN) are partnering to open drive-thru COVID-19 testing clinics. The first drive-thru will be held on Thursday July 30th **by appointment only** at the Cape May County Fire Academy, 171 Crest Haven Rd, Cape May Court House, NJ 08210 starting at 8am. Other testing dates will be scheduled based on community need.

- **Persons requesting COVID-19 testing will need an appointment with a CCHN provider**
- **Persons requesting a COVID-19 test will be screened by the CCHN provider**
- **Persons requesting COVID-19 tests can be tested whether they have COVID-19 symptoms or COVID-19 exposure and No-symptoms. Many people have had some type of exposure and although they have no symptoms, wish to be tested and that is acceptable.**

Appointments for screenings can be requested by visiting [CompleteCareNJ.org](https://www.completecarenj.org) and clicking the Request an Appointment tab or calling 609-465-0258. To help save time, using the website is recommended.

Once your appointment request is received, you will receive a call back from a CompleteCare representative to help you schedule your visit. If testing is required, your prescription will be sent to the Health Department who will then call you to schedule your drive-thru testing time.

The full process for scheduling an appointment for COVID-19 drive-thru testing and more information about the virus can be found at [CompleteCareNJ.org/COVID19](https://www.completecarenj.org/COVID19).

CompleteCare accepts Medicaid, Medicare as well as private insurance plans and those without insurance. The test will be free of charge and no co-pay will be required for the screening. Your insurance company will be billed for the test and screening. For those who do not have insurance, the cost will be covered by the federal government. Translation services are available for those in need.

Cape May County Department of Health and CompleteCare Health Network will work to ensure people are informed of their results in a timely manner. This is a nasal saline test and results are usually available within 3-4 days, however recently some delays have been experienced due to a surge in testing.

There is currently no vaccine or treatment for COVID-19. The best thing to do is protect yourself by wearing a mask, social distancing and washing your hands often. If you are sick, please help prevent the spread of COVID-19 to friends and family by doing the following:

- **Stay home except to get medical care.** Most individuals with COVID-19 have mild illness and can recover at home without medical care. It is important that you do not leave your home, except to get medical care.
- **Stay in touch with your doctor. Call before** you get medical care. Call 9-1-1 or visit the emergency department if you are having trouble breathing or other serious symptoms.
- **Monitor your symptoms.** Common symptoms include fever and cough. Trouble breathing is a more serious symptom that means you should get medical attention but **call first**.

- **Do not visit public places and avoid public transportation.**
- **Separate yourself from other people in your home, this is known as “home isolation”.** You want to stay away from others as much as possible. Create a “sick room” if possible.
- **Call your doctor ahead before visiting.** Many medical visits for routine care are being postponed or done by phone or telemedicine.
- **Cover your coughs and sneezes.**
- **Clean your hands often.** Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- **Avoid sharing personal household items.**
- **Clean all “high-touch” surfaces every day.**

Stay up to date on the current situation as it evolves. Some reliable sources are New Jersey Poison Information and Education System Hotline at 211 or 1-800-962-1253, Centers for Disease Control and Prevention at www.cdc.gov, World Health Organization at www.who.int, New Jersey Department of Health at COVID19.nj.gov. For additional information visit Cape May County Department of Health at www.cmchealth.net and also like us on Facebook.
