



WOODBIDGE TOWNSHIP SCHOOLS

Re-Entry Plan

September 2020

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Re-Entry Team

Frank Della Pietro, III	President, Woodbridge Board of Education
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Sean Daly	Vice Principal, Iselin Middle School
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Jill Marie Osborne	Principal, Oak Tree Road Elementary School
Joanne Beebe	School Nurse, Colonia High School
Lori Robson	School Nurse, Oak Tree Road Elementary School
Julie Lazeration	Parent
Tracy Vitale	Parent
Nicole Bray	Parent

I. Re-Entry Plan

The district and staff realizes that although we were able to deliver remote instruction last Spring in an emergency situation, our distance-learning plan for the Fall has to be better. In our proposal, we have added in more structure for the students' school day as well as planning and professional development time for teachers.

We also realize that our students and their families have been impacted by COVID-19 in many ways. The emotional well-being of our families has become a top priority for our district. We will be offering more opportunities for students to talk to someone if they need help.

Finally, we realize from the survey results that our students have a wide variety of needs for scheduling. Some students want to be in school as much as possible, and some students do not want to come to school in person until a vaccination is available. We need to have a plan that will accommodate all of the individual student situations.

Our proposal below addresses all of the factors involved. There are several major obstacles, however, that require significant changes. The requirement to maintain a social distance of six feet between students is a logistical challenge. This is the reason for splitting the students into two groups—we cannot fit all of the students into the classrooms and keep them six feet apart. The required frequent cleaning and sanitizing, especially for the busses, is another major roadblock to re-entry. The length of time required to clean the busses after each run is causing the time changes. It is important to remember that these cleaning and distancing requirements, although cumbersome, are required to keep our students and staff safe—and that is our top priority.

We all hope to eventually return to a safe, normal school day. Until then, we all need to work together to ensure our students receive the best possible instruction in the safest possible environment.

RE-ENTRY SCHEDULE

1. New Start Times:

- a. Due to the time required to clean each bus after each run, we will have to stagger the start times for all schools. The new times are:

	<u>Start Time</u>	<u>Dismissal</u>
Middle School	7:45 am	12:15 pm
Elementary School	8:45 am	1:15 pm
High School	9:45 am	2:15 pm

2. Phase I: September 2020

- a. Rotating half day schedule with 1/2 of students reporting to school each day. Afternoons will include a 1 hour session for teachers to be available to students for extra help, questions, or review. The rest of the afternoon will be for planning or professional development for teachers.
- i. Monday Group A in-person half day; everyone else remote
 - ii. Tuesday Group A in-person half day; everyone else remote
 - iii. Wednesday Group B in-person half day; everyone else remote
 - iv. Thursday Group B in-person half day; everyone else remote
 - v. Friday Remote instruction for all
- b. Benefits of this model:
- i. Each group will have two consecutive days of instruction
 - ii. Consistent schedule for parents; students don't change days of the week
 - iii. The weekly schedule is intact most of the year
 - iv. Half days allow for afternoon interactions/questions/extra help/emotional check-ups
 - v. Easy transition ahead to Phase 2 or backwards to fully remote for all
- c. At the end of September we will reassess the progress of the plan and the health conditions of our community

3. Phase II: October/November 2020

- a. Rotating full day every day for the two groups; students attend the same days, but they will be full days.
- b. At the end of October we will reassess the progress of the plan and the health conditions of our community.

4. Phase III: December 2020

- a. Return to regular schedules for all students and teachers.

5. Details for In-Person Instruction

- a. In-person instruction for 1/2 of the students.
- b. Parents will be notified in mid-August which group (A or B) their child is in.
- c. Parents may change their minds about fully-remote vs. in-person, but we are asking parents to make a commitment to their decisions since our A/B schedule is based on a significant number of remote-only students
- d. Teachers will be required to avail themselves to their students during designated times during the afternoon.
- e. When possible, class instruction will be streamed to the remote students.
- f. In-person students will be certified by their parents that they:
 - i. Are free of any symptoms,
 - ii. Have not been in contact with anyone who has tested positive,
 - iii. Have not traveled to a state on the quarantine list in the last 14 days.
- g. By swiping in, all staff will certify that they:
 - i. Are free of any symptoms,
 - ii. Have not been in contact with anyone who has tested positive,
 - iii. Have not traveled to a state on the quarantine list in the last 14 days.
- h. Face covering for students will be required. For comfort and familiarity, students will provide their own face coverings. The only exception would be if a student had a special circumstance that would prevent them from wearing a mask or shield.
- i. Social distancing will be maintained at all times.
- j. Hand sanitizers and sanitizing wipes will be supplied in each classroom, lavatory, entrances, exits, and gathering areas.
- k. Hand washing periods will be built into the daily schedule. Younger students will be supervised when hand washing.
- l. In MS & HS students will be required/taught to wipe desks with sanitizing wipes at the beginning and end of each class. Students will also be required to wipe devices regularly.
- m. Busses will be sanitized at the end of each run by school staff.
- n. Students will social distance while on busses. If the bus is filled beyond social distancing capacity, face coverings will be required on that run.
- o. When possible, bus aides will be utilized on ES runs.
- p. All classrooms and busses will be sanitized each evening and deep cleaned on Fridays and weekends.
- q. If a student or staff member tests positive for COVID-19, that school will be placed on a minimum 3-5 day distance-learning only schedule (school closure). Temperature checks may then be required when the school returns to Phase 1.
- r. Schools will establish "isolation rooms" for students with COVID-19 symptoms. Parents will be notified to immediately pick up their student.
- s. The emotional well-being of students and staff will be a top priority.

REMOTE LEARNING

- A. Prioritizes the health, safety, and wellness of students and staff;
- B. Maintains the continuity of learning;
- C. Facilitates equity and ease of access to communications and resources;
- D. Flexibly accommodates the needs and varying circumstances of all learners;
- E. Incorporates educators, students, parents/guardians, board members and other community members into the entire analysis and planning cycle.

The virtual learning program may consist of synchronous and asynchronous tools. Synchronous tools provide ways of accessing and providing information that require interaction with others to occur at the same time (i.e., online classrooms, interactive webinars, video conferencing). Asynchronous tools provide ways of accessing and providing information that does not require interaction with others to occur at the same time (i.e., forums, blogs, email, website links, etc.).

The length of the school day for in-person, fully virtual and hybrid learning programs shall be in accordance with N.J.A.C. 6A:32-8.3, stating that a school day shall consist of not less than four hours, except that one continuous session of two and one-half hours may be considered a full day in kindergarten. School policy 5113 Attendance, Absences and Excuses shall apply and attendance shall be recorded in all educational programs. The attendance and instructional contact time shall accommodate opportunities for both synchronous and asynchronous instruction and ensure that the requirements for a 180-day school year are met.

Additional Anticipated Minimum Standard

The New Jersey Department of Education (NJDOE) Anticipated Minimum Standard provides that, in addition to the methods and considerations explicitly referenced in the NJDOE guidance, *The Road Back: Restart and Recovery Plan for Education*, for scheduling students for in-person, remote, or hybrid learning, families/guardians may submit, and the school shall accommodate, requests for full time remote learning. Such requests may include any service or combination of services that would otherwise be delivered on an in-person or hybrid schedule, such as instruction, behavioral and support services, special education and related services. A family/guardian may request that some services be delivered entirely remotely, while other services follow the same schedule they otherwise would according to the school's reopening plan.

F. Unconditional Eligibility for Full-Time Remote Learning

All students shall be eligible for full-time remote learning. Eligibility shall not be conditioned on a family/guardian demonstrating a risk of illness or other selective criteria. This includes students with disabilities who attends school or are placed at receiving schools (county special services school districts, educational services commissions, jointure commissions, Katzenbach School for the Deaf, regional day schools, college operated programs, and approved private schools for students with disabilities).

G. Procedures for Submitting Full-Time Remote Learning Requests

Recognizing that planning is required in order to provide continuity in the student's educational program and arranging the appropriate staff and resources, a family/guardian shall submit a request for full-time remote learning, including requests to begin the school year receiving full-time remote learning and requests to transition from in-person or hybrid services to full-time remote learning during the school year. Procedures for submitting the request are as follows:

1. The request shall be submitted to the principal at least thirty (30) days before the start of the semester;
2. Requests shall be approved ten (10) days after the receipt of the request;
3. Questions and concerns may be directed to the principal or their designee;
4. The family/guardian shall submit the following information or documentation with their request. The documentation shall not exclude any students from the school's full-time remote learning option, but rather be limited to the minimum information needed to ensure proper recordkeeping and implementation of successful remote learning:
 - a. Verification of the technology necessary to receive remote instruction (including camera and speaker capability) and assurance that the student will have access to the device for the length of the school day;
 - b. Verification of internet access and/or Wi-Fi sufficient to receive remote instruction;

Families/guardians having limited access to equipment or the internet shall inform the principal or their designee. The school shall make a reasonable effort to support the remote instruction by facilitating services and/or providing equipment.

5. For students with disabilities, the school shall determine if an IEP meeting or an amendment to a student's IEP is needed for full-time remote learning.
6. Families/guardians shall submit a request according to the procedures above for transitioning their student from in-person or hybrid delivery to full-time remote delivery;
7. Families/guardians are expected to cooperate in setting up the transition and may be required to participate in scheduled meetings (in-person or video or tele conferences) during the transition period;

8. School teachers, administrators and other school staff shall endeavor to provide supports and resources to assist families/guardians, particularly those of younger students, with meeting the expectations of the school's remote learning option.

Upon satisfaction of these minimum procedures, the school shall approve the student's full-time remote learning request.

H. Scope and Expectations of Full-Time Remote Learning

A student participating in the board's full-time remote learning option shall be afforded the same quality and scope of instruction and other educational services as any other student otherwise participating in school programs (e.g. students participating in a hybrid model). This includes but is not limited to:

1. Access to standards-based instruction of the same quality and rigor as that afforded all other students of the school;
2. The school shall make its best effort to ensure that every student participating in remote learning has access to the requisite educational technology;
3. Special education services and related services shall be provided to the greatest extent possible.

I. Procedures to Transition from Full-Time Remote Learning to the In-Person Educational Program

A student shall be eligible to transition to the in-person educational program. This will allow families/guardians to make the arrangements needed to effectively serve students' home learning needs and will support educators in ensuring continuity of instruction. The family/guardian shall submit a request to transition from full-time remote learning to the in-person educational program according to the following procedures:

1. The request shall be submitted to the principal at least thirty (30) days before the start of the semester. The principal may consider requests submitted during the semester on a case by case basis;
2. Requests shall be approved ten (10) days after the receipt of the request;
3. Questions and concerns may be directed to the principal or their designee;
4. The family/guardian shall submit the following information or documentation with their request. The documentation shall not exclude any students from the school's in-person educational program, but rather be limited to the minimum information needed to ensure proper recordkeeping and implementation of a successful transition to the in-person education program:
 - a. Summary of synchronous and asynchronous learning opportunities successfully completed;
 - b. Summary of synchronous and asynchronous learning opportunities still working through;
 - c. The student shall submit to the COVID screening process upon reentry to the school;

5. Students transitioning to the in-person educational program may be required to submit to an academic assessment prior to being placed in a class. Remediations shall be provided for students that need them;
6. Families/guardians are expected to cooperate in setting up the transition and may be required to participate in scheduled meetings (in-person or video or teleconferences) during the transition period.

J. Procedures for Communicating School Policy with Families

Teaching staff members and administrators shall provide clear and frequent communication with families/guardians, in their home language, and shall ensure that communication opportunities are as readily accessible as possible. Communication shall include but shall not be limited to, information regarding:

1. Summaries of, and opportunities to review, the school's full-time remote learning policy and attendance policy;
2. Procedures for submitting full-time remote learning requests;
3. Scope and expectations of full-time remote learning;
4. Procedures for transition from full-time remote learning to in-person services and vice-versa;
5. The school's procedures for ongoing communication with families and for addressing families' questions or concerns;
6. Teaching staff members who are teaching remote classes shall have office hours to address questions and concerns. Teachers shall notify the families/guardians of their students regarding the time of the office hours and the method of contact (email, text, video or teleconference).

K. Reporting

To evaluate full-time remote learning, and to continue providing meaningful guidance for schools, the New Jersey Department of Education (NJDOE) may require schools to report to the NJDOE data regarding participation in full-time remote learning. Data will include the number of students participating in full-time remote learning by each of the following subgroups: economically disadvantaged; major racial and ethnic groups; students with disabilities; and English learners. The lead person shall ensure that such reports are completed efficiently.

Adopted:

FIRST READING: August 20, 2020

Key Words

Virtual Education, Virtual Learning, Remote Education, Remote Learning, Synchronous, Asynchronous, Transition Request

Legal References:

N.J.S.A. 18A:33-1

N.J.S.A. 18A:6-3 Courses in constitution of United States District to furnish suitable facilities; adoption of courses of study

N.J.S.A. 18A:35-1 et seq. Curriculum and courses
N.J.S.A. 18A:35-4.6
 through -4.8 Parents Right to Conscience Act of 1979
N.J.A.C. 6A:8-3.1 Curriculum and instruction
N.J.A.C. 6A:8-5.1 Graduation requirements
N.J.A.C. 6A:9B-3.1 et seq. State Board of Examiners and certification
See particularly:
N.J.A.C. 6A:9B-5, -6, -8,
-9, -10, -11, -12, -14
N.J.A.C. 6A:14-3.7 Individualized education program
N.J.A.C. 6A:14-4.1 General requirements
N.J.A.C. 6A:23A-9.5 Commissioner to ensure achievement of the
 New Jersey Student Learning Standards
N.J.A.C. 6A:30-1.1 et seq. Evaluation of the
 Performance of School Districts
N.J.A.C. 6A:32-8 et seq. Student attendance and accounting

New Jersey Department of Education: *Clarifying Expectations Regarding Full Time Remote Learning Options for Families in 2020-2021* (Supplementary to *The Road Back: Restart and Recovery Plan for Education*); July 24, 2020. See: <https://nj.gov/education/reopening/updates/docs/7.24.20%20RtR%20Fulltime%20Remote%20>

Possible

Cross References:

*2224 Nondiscrimination/affirmative action
 *6121 Nondiscrimination/affirmative action
 *6122 Articulation
 *6140 Curriculum adoption
 *6142.1 Family life education
 *6142.2 English as a second language; bilingual/bicultural
 *6142.4 Physical education and health
 *6142.6 Basic skills
 *6142.9 Arts
 *6142.12 Career education
 *6146 Graduation requirements
 *6147 Standards of proficiency
 *6164.2 Guidance services
 *6171.1 Remedial instruction
 *6171.2 Gifted and talented
 *6171.4 Special education
 *9130 Committees

*Indicates policy is included in the Critical Policy Reference Manual.

WTSD Phase I - Playbook –

WTSD PHASE 1 PLAYBOOK



Student Home School

Hybrid Live Choice

Time Requirement- 4 hours daily total instructional work time*
Min-4 in-person or live days per week
(achieved through in-person, synchronous remote, and asynchronous remote activities)

M	T	W	Th	Fri
Group A Live in person instruction Live stream B if applicable		Group B Live in person instruction Live stream A if applicable		synchronous remote - mandatory live video conference with all groups
Group B asynchronous remote taped lessons video links student projects, group work, digital platform reinforcement synchronous remote- teacher access via scheduled office hours (min 1)		Group A asynchronous remote activities - taped lessons video links student projects, group work, digital platform reinforcement synchronous remote- teacher access via scheduled office hours (min 1)		asynchronous remote activities - continuation or student projects, group work, digital platform reinforcement

* 2.5 for Kindergarten



WTSD Virtual Academy

(If 100% remote teacher is available; if no 100% remote is available, students will follow group B with livestream)

100% Virtual choice

Time Requirement- 4 hours daily total instructional work time*
Min-4 live video conference days per week
(achieved through synchronous remote, and asynchronous remote activities)

M	T	W	Th	Fri
synchronous remote day teachers schedule live video conference lessons within normal school day time windows all students participate live Mandatory attendance Asynchronous remote- Students follow up on independent work, digital platforms, etc	synchronous remote day teachers schedule live video conference lessons within normal school day time windows all students participate live Mandatory attendance Asynchronous remote- Students follow up on independent work, digital platforms, etc	synchronous remote day teachers schedule live video conference lessons within normal school day time windows all students participate live Mandatory attendance Asynchronous remote- Students follow up on independent work, digital platforms, etc	synchronous remote day teachers schedule live video conference lessons within normal school day time windows all students participate live Mandatory attendance Asynchronous remote- Students follow up on independent work, digital platforms, etc	asynchronous remote activity day no live video students watch taped links or taped lesson, read teacher instructions, wrap-up assignments

Min. 1 office hour Monday or Tuesday and Wednesday or Thursday

Student attendance at office hour video meetings are not mandatory

WTSD PHASE 1 PLAYBOOK EXPECTATIONS

HYBRID CHOICE

STUDENTS/PARENTS

Report daily attendance and health confirmation everyday via Genesis.

When coming in live, students will wear mask at all times.

When coming in live, student will maintain minimum 6 feet distance from all other people.

When coming in live, students will abide by school hand washing/sanitizing recommendations.

Students are expected to submit all work on time. Late work policies will be followed.

All students who have additional questions or need extra help from the teacher should attend the teacher's office hour session. Student who have specifically been invited to come to an office hour for extra help are required to attend the session.

All students will attend the mandatory Friday video conference with teacher and abide by all video conference expectations.

100 % VIRTUAL CHOICE

STUDENTS/PARENTS

Report daily attendance and health confirmation everyday via Genesis.

If your child is being taught by a 100% virtual teaching staff member(s), they will follow the virtual academy schedule. If no 100% remote teacher(s) is/are available, the student will follow the B group student's schedule in the hybrid choice schedule.

Each Monday all students will report attendance and complete all asynchronous remote activities which may include but are not limited to streaming content, watching taped lessons, video links, completing readings, introductory or review assignments, group projects, digital platform reinforcement, etc.

Monday through Thursday, all students will attend all synchronous remote video sessions run by their teacher(s). These sessions will be run in the normal live block windows of time. Students are expected to follow all video conference expectations.

Students are expected to submit all work on time. Late work policies will be followed.

All students who have additional questions or need extra help from the teacher should attend the teacher's office hour session. Student who have specifically been invited to come to an office hour for extra help are required to attend the session.

WTSD PHASE 1 PLAYBOOK EXPECTATIONS

VIDEO CONFERENCE EXPECTATIONS

Be on time (log in a few minutes before the start of the meeting)

Be in a quiet and appropriate place for the meeting

Be prepared (Make sure computer is charged)

Keep camera on for maximum participation

Wear appropriate clothing and sit upright

Mute yourself if teacher or others are speaking

Be attentive at all times during the conference

Raise your hand to speak

Type questions if applicable

Speak clearly and look at audience

Be respectful to teacher and all participants

WTSD PHASE 1 PLAYBOOK EXPECTATIONS

HYBRID CHOICE

TEACHERS

Teachers are expected to guide, direct and engage students in instructional activities, a minimum of 4 hours daily (2.5 for K). This can be achieved through in person, synchronous remote and asynchronous remote activities.

Teachers are expected to set up office hours via video conference to assist students with extra help, answer questions, provide reinforcement a minimum of 2 times a week.

Teachers are expected to answer emails within 24 hours or by the end of the following work day.

Teachers will be expected to attend professional development activities on an ongoing basis one Friday afternoon per month within their normal work hours.

100 % VIRTUAL CHOICE

TEACHERS

Teachers are expected to guide, direct and engage students in instructional activities a minimum of 4 hours daily (2.5 for Kindergarten). This can be achieved through synchronous remote and asynchronous remote activities.

Teachers are expected to set up office hours via video conference to assist students with extra help, answer questions, provide reinforcement a minimum of 2 times a week.

Teachers are expected to answer emails within 24 hours or by the end of the following work day.

Teachers will be expected to attend professional development activities on an ongoing basis one Friday afternoon per month within their normal work hours.

Playbook Guidelines - Digital Resources

PHASE 1 DIGITAL RESOURCES

TEACHER PD links *(for staff only – must use WTSDNJ Google account to access)*

ES - <http://bit.ly/wtsdelementarydistance>

MS - <http://bit.ly/DL6-8WTSD>

HS - <http://bit.ly/Wtsddistancelearninghs>

Tech Parent Question and Answer Session - Elementary School

Time: Mar 31, 2020 11:00 AM Eastern Time

YouTube - <https://youtu.be/LrLIINpcNyZc>

slides - <https://docs.google.com/presentation/d/1HNsDicE95SSittAGlxVjMjNqXyyIP3hZB0aZ2MoxxeE/edit?usp=sharing>

Tech Parent Question and Answer Session - Middle School

Time: Apr 1, 2020 11:00 AM Eastern Time

YouTube - <https://youtu.be/i6pSE-Ky7Ro>

slides - https://docs.google.com/presentation/d/11U2HnBwTA5VMYG-VNc4t7e6u443OI3CMC6vsLkIZH_k/preview?slide=id.g72647daa58_1_0

Tech Parent Question and Answer Session - High School

Time: Apr 2, 2020 11:00 AM Eastern Time

YouTube – <https://youtu.be/TY2ejdE9Eyc>

Slides - <https://drive.google.com/open?id=1CSvaq286mOA-59XHvXb6W98CcJAbdpsi87TiRi1pipe>

ALL STUDENTS WILL BE GIVEN A DEVICE AND/OR A HOTSPOT FOR HOME USE AS NEEDED. REQUESTS TO BE MADE TO YOUR BUILDING PRINCIPAL

Playbook Guidelines – Digital Resources (continued)

PHASE 1 DIGITAL RESOURCES

- ConnectEd (Grades K-5)
- Reflex Math (Schools: 4/5, 9, 11, 19, 20, 21, 23, 25, 26, 27, 28)
- First in Math (Schools: 22, 29, 1, 4, 18)
- Zorbit's Math (Kennedy Park only)
- ALEKS (Algebra I and PEG)
- Imagine Math (only for IMS ELLs and Algebra I and Geometry for ELLs at all 3 high schools) 6-12
- Kami (MS & HS)
- MyMathLab (AP Statistics and Calculus)
- Into Math, Ed (grades 6 and 7 at IMS, AMS; Algebra 2 at CMS)
- enVision Math, Realize (grades 6 and 7 at CMS, FMS, WMS; Algebra 2 at JFK, WMS)
- HMH, Ed (Geometry)
- Membean (LA for grades 8 and 9)
- Frontline 504 K-12
- Frontline RTI(I&RS) K-12
- Co:Writer, Snap&Read, Learning Ally (Dyslexia)
- WritingCity (1-4)
- Learning A-Z (K-5)
- ESGI (K & 1)
- Benchmark Universe (K)
- Google Enterprise (*District wide*)
- Brainpop (going on August agenda)
- Flocabulary & Nearpod (K-8)
- Xello & Naviance (*guidance dept and career classes in business*)
- Adobe
- iXL
 - Grades 3-8: ALL students (Math, Science, ELA)
 - Grades K-2: ALL students (Math and ELA)
 - Grades 9-12: Specific students groups (Math and ELA)
- Newsela
- Boom Cards (Special Education)
- Seesaw (possibly purchasing, waiting on quote, K-2)
- LinkIt! (2-12)
- Young Citizens (grades 3&4 social studies)
- Read&Snap 504- Dyslexia K-12
- Co:Writer 504- Dyslexia K-12
- Learning Ally 504- Dyslexia K-12
- TextHelp pending for all struggling students (IEPs, 504s, I&RS) K-12

Preschool Half Day Schedule

Pre-K Disabled - Half Day program

Time Requirement – 2.5 hours minimum daily total educational work time

Each In-person group will receive 4 hours of live instruction on assigned days

Group A – AM Pre-k Students / Group B – PM Pre-k Students

Monday	Tuesday	Wednesday	Thursday	Friday
<u>Group A (AM In-Person)</u> - 8:45 - 1:15		<u>Group B (PM In-Person)</u> - 8:45 – 1:15		<u>Remote Learning Day</u> <u>(Both Groups)</u> - 8:45 – 1:15
Live in-person instruction Teacher and Paraprofessionals will connect with Group A (AM Virtual) via technology and assist students under teacher supervision or live stream if applicable		Live in-person instruction Teacher and Paraprofessionals will connect with Group B (PM Virtual) via technology and assists students under teacher supervision or live stream if applicable		Live video conference will all groups
<u>Group B</u> Taped lessons video links digital platforms student projects tools available on preschool resources website and teacher pages		<u>Group A</u> Taped lessons video links digital platforms student projects tools available on preschool resources website and teacher pages		Continuation of student projects, group work, digital platform reinforcement, tools available on preschool resources page and teacher pages

Preschool Full Day

Full Day Pre-K Disabled

Time Requirement – 4 hours minimum daily total educational work time

Each In-person group will receive 4 hours of live instruction on assigned days

**If classroom size and class list allows, students may attend 4 In-Person days.*

Monday	Tuesday	Wednesday	Thursday	Friday
<u>Group A</u> - 8:45 - 1:15 Live in-person instruction Teacher and Paraprofessionals will connect with Remote learners via technology and assist students under teacher supervision or live stream if applicable	<u>Group B</u> Taped lessons video links digital platforms student projects tools available on preschool resources website, remote learning resources, and teacher pages	<u>Group B</u> - 8:45 – 1:15 Live in-person instruction Teacher and Paraprofessionals will connect with Remote learners via technology and assists students under teacher supervision or live stream if applicable	<u>Group A</u> Taped lessons video links digital platforms student projects tools available on preschool resources website, remote learning resources, and teacher pages	<u>Remote Learning Day (Both Groups)</u> - 8:45 – 1:15 Live video conference will all groups
				Continuation of student projects, group work, digital platform reinforcement, tools available on preschool resources page and teacher pages

Special Education Classes

Autism, Intellectual Disabilities, Multiple Disabilities Program

Time Requirement – 4 hours minimum daily total educational work time

Each In-person group will receive 4 hours of live instruction on assigned days

**If classroom size and class list allows, students may attend 4 In-Person days.*

Monday	Tuesday	Wednesday	Thursday	Friday
ES (8:45 – 1:15) / MS (7:45 – 12:15) / HS (9:45 – 2:15)		ES (8:45 – 1:15) / MS (7:45 – 12:15) / HS (9:45 – 2:15)		<u>Remote Learning Day</u> <u>(Both Groups)</u> - 8:45 – 1:15
<u>Group A*</u> Live in-person instruction Teacher and Paraprofessionals will connect with Remote Learning (Group B) students via technology and assist students under teacher supervision or live stream if applicable		<u>Group B*</u> Live in-person instruction Teacher and Paraprofessionals will connect with Remote Learning (Group A) students via technology and assist students under teacher supervision or live stream if applicable		Live video conference will all groups
<u>Group B*</u> Taped lessons video links digital platforms student projects tools available on Remote learning resources website and teacher pages		<u>Group A*</u> Taped lessons video links digital platforms student projects tools available on Remote Learning resources website and teacher pages		Continuation of student projects, group work, digital platform reinforcement, tools available on Remote learning resources page and teacher pages

4 In-Person Day model

Monday	Tuesday	Wednesday	Thursday	Friday
ES (8:45 – 1:15) / MS (7:45 – 12:15) / HS (9:45 – 2:15)				<u>Remote Learning Day</u> <u>(All Students)</u> - 8:45 – 1:15
Live in-person instruction Teacher and Paraprofessionals will connect with Remote Learning students via technology and assist students under teacher supervision or live stream if applicable				Live video conference will all groups
				Continuation of student projects, group work, digital platform reinforcement, tools available on Remote learning resources page and teacher pages

R.I.S.E. Schedule

RISE Schedule

Group A-M/T.	Group B-W/T.	Both
Live in-person instruction	Live in-person instruction	<u>Remote Learning Day (Both Groups)</u>
Teacher and Paraprofessionals will connect with Remote learners via technology and assist students under teacher supervision or live stream if applicable	Teacher and Paraprofessionals will connect with Remote learners via technology and assists students under teacher supervision or live stream if applicable	Live video conference will all groups
		Continuation of student projects, group work, digital platform reinforcement, tools available on preschool resources page and teacher pages
<u>Group A and B on off days and Remote students</u>		
Taped lessons		
video links		
digital platforms		
student projects		
tools available on preschool resources website, remote learning resources, and teacher pages		

Teachers will alternate days with Ms. Rockmaker working M/W and Ms. Caroscio working T/R. They will both teach remotely on Fridays.

Special Services

The Director of Special Services will supervise instruction of all students requiring special services, including:

- Out of District students
- Homeless students
- Incarcerated students

Remote Only Shift back

Should circumstances require schools to shift back to fully-remote instruction for all, we will follow the procedures below:

Remote students will remain with their remote teachers;

Hybrid students will join the A/B student in one fully remote class with their in-person teacher.

Group A&B students will combine with the fully remote students into one fully remote class with the in-person teacher.

NJSIAA School Athletes

High Schools will follow NJSIAA guidelines for all of the following:

- NJSIAA Sports
- Band and Band Front
- Competition Cheerleading

Schools Pandemic Response Teams

Each school will form a Pandemic Response Team (PRT). The function of the PRT will be to review and revise all school protocols regarding student and staff safety. The PRT will include the following members:

- School Principal
- Teachers representing each grade band served by the school;
- Child Study Team member;
- School Counselor or mental health expert;
- Subject area chairperson/director;
- School nurse;
- School safety personnel;
- Members of the school safety team;
- Building Association Representative;
- Custodian; and
- Parents

Digital Divide

The district purchased over 1,000 iPads for grade 8 and 1,100 chromebooks (out of CARES Act funds) for grade 9 supply

The district will continue to supply wifi hotspots to families who need them.

The district will continue to provide devices to student upon request to ensure 100% of our students have a device and connectivity at home to eliminate any digital divide.

All parents/guardians are encouraged to contact their student(s)' principal if they need a device for every student in their household. We do not want students to share devices. We also have wifi hotspots available for families without internet.

General Health and Safety

Students will participate in an emotional well-being assessment. School staff will evaluate the results and identify any students at risk.

Schools staff will be available for emotional check-in.

Classrooms, Testing, and Therapy Rooms

- Students seated six feet apart;
- All rooms comply with social distancing standards
- Limited use of shared objects
- Facilities have adequate ventilation; opening windows, etc.
- Hand sanitizing stations with alcohol-based sanitizers each classroom, entrances and exits of buildings, lunchrooms & bathrooms;
- Handwashing stations with soap, water, & alcohol based sanitizers
- Provisions for student hand washing at regular intervals
- High School & Middle School students will wipe desks with sanitizing wipes at the beginning and conclusion of each class.

Transportation

Student Responsibilities:

- Students must wear face coverings
- Maintain social distancing practices on buses
- Sanitize hands when boarding buses

Daily Bus Cleaning Standard Operating Procedure

Effective immediately the bus driver and aide are responsible for disinfecting and cleaning the bus after each run. For the purpose of this document the end of a run is considered to be any of the following:

- a. When the last student exits the bus at a school and the bus is empty
- b. When the last student exits the bus at a bus stop or at a home stop and the bus is empty
- c. When the last student exits the bus at an athletic event or field trip and the bus is empty
- d. Any other time students are dropped off and the bus is empty

The district will provide the cleaner to be used. These cleaners must be used. Substitute cleaners are not to be used. No exceptions.

Any times given in this procedure must be strictly followed as they allow the necessary times needed for the cleaners to be effective.

The following steps need to be taken:

Spray the disinfectant in the following areas moving from the back of the bus to the front:

- a. All seats, backs of seats, and tops of seats
- b. Seatbelts, car seats, and harnesses
- c. Wheelchair lift parts
- d. Sidewalls of bus
- e. Windows
- f. Drivers compartment
- g. Handles by stairwell
- h. Doors and edging of doors
- i. Any other touch points on the bus

Each time the bus returns to base, after completing a student drop off or pick up, the bus must be swept and all garbage removed from the bus including garbage cans, garbage on the floor and in seats, no exceptions.

Finally, buses will be fogged with disinfectant on Tuesday and Thursday by the mechanics as an additional cleaning; any item that should not be sprayed should be removed, including food and any other personal belongings.

Student Flow, Exit and Common Areas

- Physical guides or markings ensure staff and students remain six feet apart.
- Hand sanitizer available at gathering locations.
- Signs present for social distancing guidelines.

Screening PPE, & Students & Staff Presenting Symptoms

In-person students will be certified by their parents that they:

- i. Are free of any symptoms,
- ii. Have not been in contact with anyone who has tested positive,
- iii. Have not traveled out of state in the last 14 days.

By swiping in, all staff will certify that they:

- i. Are free of any symptoms,
- ii. Have not been in contact with anyone who has tested positive,
- iii. Have not traveled to a state on the quarantined list in the last 14 days.

Face coverings (defined as mask or shield) will be required for all students and staff. For comfort and familiarity, students will provide their own face coverings. The only exception would be if a student had a special circumstance that would prevent him or her from wearing a mask or shield.

Social distancing will be maintained at all times.

Hand sanitizers and sanitizing wipes will be supplied in each classroom, lavatory, entrances exits, and gathering areas.

Hand washing periods will be built into the daily schedule. Younger students will be supervised when hand washing.

In MS & HS students will be required/taught to wipe desks with sanitizing wipes at the beginning and end of each class. Students will also be required to wipe devices regularly.

- Face Coverings for all
- Procedures for Symptomatic students and staff
- Encourage parents to keep children home if they are sick

Contact Tracing

Contract tracing policy in consultation with the local health dept. and school nurses

CDC Quarantine and Isolation Guidelines

1. Persons who have had close contact with a COVID-19 person.

CDC recommends 14 days of quarantine after exposure based on the time it takes to develop illness if infected. (It should be noted that it is possible that a person known to be infected could leave isolation earlier than a person who is quarantined because of the possibility they are infected.)

2. Persons with COVID-19 who have symptoms.

Isolation required for the following duration:

- At least 10 days* have passed since symptom onset; and
- At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; and
- Other symptoms have improved.

*A limited number of persons with severe illness may produce replication-competent virus beyond 10 days that may warrant extending duration of isolation for up to 20 days after symptom onset. Consider consultation with infection control experts.

Persons infected with SARS-CoV-2 who never develop COVID-19 symptoms may discontinue isolation and other precautions 10 days after the date of their first positive RT-PCR test for SARS-CoV-2 RNA

Re-Admittance

Students and staff will follow all CDC guidelines and local health department recommendations on re-admittance to schools if they:

- Test positive for COVID-19;
- Show symptoms of COVID-19;
- Are exposed to a person who is COVID-19 positive;
- Are exposed to a person who is symptomatic for COVID-19

Facilities Cleaning Practices

- Procedure manual established for cleaning and disinfecting schedules.
- All classrooms and busses will be sanitized each evening and deep cleaned on Fridays and weekends.

Security

The Assistant Superintendent for Human Resources will supervise all emergency drill procedures to ensure compliance. Required fire and security drills will be conducted in accordance to NJDOE guidelines.



Meals

- Students spaced 6 feet apart
- Require café workers to wash hands with soap

Students may eat lunch in the school's designated areas. **Glass containers/bottles are not permitted.**

Free lunches are provided for students who meet the criteria.

Elementary school students:

Students may bring their own lunch or may purchase a hot or cold lunch through the school lunch program.

High School & Middle School students:

Students' lunches will be distributed at the end of the day. Breakfast will be distributed upon student arrival.

All students have the opportunity to purchase lunch daily.

Additional lunch information and menus may be accessed by visiting the district website at <https://www.woodbridge.k12.nj.us/o/wtsd/page/cafeteria-food-services>

Recess/Physical Education

- Stagger recess. Utilize cones, flags, tape, etc. to maintain social distance;
- Require students to wash hands with soap immediately afterwards;
- Stagger use of playground equipment & frequently disinfect;
- Close, or stagger use of locker rooms
- Minimize sharing of equipment & clean and disinfect equipment

In accordance with New Jersey law, all students must participate in physical education. In order to be excused, students must present a note, signed by a physician, to the physical education teacher and to the school nurse. This note should state the reason and the length of time the student is to be excused. During the COVID-19 pandemic for student safety, students will not be issued a gym locker and will not change clothes for physical education classes. Activities will be low-impact to prevent excessive perspiration. Students will not share equipment.

Field Trips, Extra Curricular Activities & Use of Facilities Outside of School Hours

Maintain social distancing & hygiene practice

Require external organizations to follow district health and safety protocols

Require any external organizations to follow district health and safety protocols

There are a variety of clubs and activities available for students. Throughout the year there will be announcements as to the time and place of meetings. Students are strongly urged to participate in these activities since they can prove to be most beneficial to their total development.

7/28/2020

Woodbridge Township School District

Re-Entry
September, 2020

Governor Murphy Orders Schools Open for In-Person Instruction in September, 2020

- › Social distance: 6 feet (CDC) 3 feet (AAP)
- › Student & staff screening
- › Mandatory face coverings
- › Hand Washing
- › Daily cleaning/sanitizing
- › Deep cleaning
 - › Schools
 - › Busses
- › Reasonable accommodations for all

Our Goals

- › Keep people safe
- › Keep students learning
- › Make experiences as "normal" as possible

Issues to Consider

› Student and Staff Safety

- › Six feet social distance
 - › Dividing students into groups (2)
 - › based on parent survey of fully-remote
 - › about 8 people per classroom
- › Transportation
 - › In class
 - › Between classes (MS & HS)
 - › Lunch
- › Mandatory face coverings
- › Screening by parents
- › Frequent hand washing

Issues to Consider continued

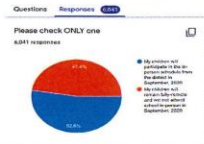
- › Academic fidelity
 - › Remote instruction/streaming/in-person
- › Parent work schedules
- › Social/Emotional well-being of students and staff
- › Medically fragile students, staff, families
- › Staffing issues

Safety v. Academics & Economy

- › Not the same as March 2020—many businesses reopened
- › We know more now
 - › Prevention
 - › Testing
- › Health risk remains
 - › Individuals
 - › Family members
- › Extremes on either side of the spectrum
 - › Fully-remote
 - › Full time in-person

Parent Survey

WTSD Parent Re-Open Survey #2



Timeline to Decision

- Plans presented to parents before 4 weeks until the first day of school (August 3)
- Must be able to easily pivot to fully remote
- DOE approval
- Board approval

Our Proposal

- Phase 1
 - Students divided into 3 groups
 - Group A: in person half-day Monday & Tuesday
 - Group B: in-person half-day Wednesday & Thursday
 - Fully remote: video component/virtual instruction
 - Friday be full virtual for all
 - Easy pivot to fully remote if schools need to close
 - Best scenario for teachers
 - Special needs/ELL/ASI/preschool/Aftercare

New School Start Times

- Due to the time required to clean each bus after each run, we will have to stagger the start times for all school. The new times are:

	<u>Start Time</u>	<u>Dismissal</u>
Middle School	7:45 am	12:15 pm
Elementary School	8:45 am	1:15 pm
High School	9:45 am	2:15 pm

Safety

- Face coverings required
 - Students bring your own
 - Familiarity
 - Level of safety
 - Already in possession
- Screening
 - Parents screen students
- Bussing
 - Cleaned between runs
 - Face coverings required
 - Hand sanitizers
- Cleaning
 - MS & HS clean desks before and after class
 - ES self-contained
- Isolation room
- Friday & Saturday cleaning and sanitizing

Evolution of the Plan

- Phase 2
 - Full days, same schedule for Group A, B, and Fully-Remote
- Phase 3
 - 4 full days for Group A & B combined plus fully-remote
- Phase 4
 - 5 full days for all plus fully remote

Positive Cases or Contact

- ▶ Follow CDC guidelines
- ▶ Work with Woodbridge Health Dept. Officials
 - Confirmed positive
 - Quarantine
 - School Closure
 - Testing
 - Contact tracing
- ▶ Symptoms
 - Quarantine
 - Testing
 - Contact tracing
 - School closure?

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What's Next?

- ▶ Principals will start dividing
 - Consider carefully
 - Plan based on 47% fully-remote
 - Change decision?
 - Delay to return
 - Possibly not home school
- ▶ Transportation
 - Consider carefully
- ▶ Parent notification
 - Group placement
 - Class schedule
 - Bus assignment
 - Fully-remote assignments
 - Pair remote teachers with remote students
- ▶ We need your help!
 - Stick with decisions
 - Keep sick children home
- ▶ Changes to our plan

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Questions/Comments

- ▶ Robert.zega@woodbridge.k12.nj.us
- ▶ All questions/answers will be posted on website on the Superintendent's Desk page here:
- ▶ <https://www.woodbridge.k12.nj.us/o/wtsd/page/superintendent-s-desk--2>
- ▶ More info from principals during the summer

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Appendix I – NJDOE Checklist for Re-Opening



Reopening Document Checklist for the Re-Opening of School 2020-2021

To assist with development and review of school reopening plans, this checklist presents the Anticipated Minimum Standards detailed in the NJDOE's "The Road Back: Restart and Recovery Plan for Education," select statutory and regulatory provisions governing school schedules, and other central reopening priorities. For additional information, please consult the NJDOE's The Road Back [webpage](#).

Does your district reopening plan:

Reopening Planning

- ☐ Implement a schedule for the 2020-2021 school year that includes in-person instruction in some capacity and provides public school facilities for at least 180 days in accordance with N.J.S.A. 18A:7F-9?
- ☐ Incorporate a policy regarding fulltime remote learning services, in accordance with the Department's guidelines?
- ☐ Ensure, consistent with N.J.A.C. 6A:32-8.3, that each student is provided at least four hours of instructional contact time per school day, or one continuous session of two and one-half hours for kindergarten students (such instructional time may be achieved through in-person, synchronous remote, or asynchronous remote activities)?
- ☐ Prepare for a potential shift back to entirely remote learning models by implementing measures to strengthen remote learning capabilities?
- ☐ If a member of the NJSIAA, conduct high school athletics in accordance with protocol issued by the NJSIAA. ****Note:** While NJSIAA does not maintain oversight over middle school sports, it is suggested that districts follow the same guidelines issued for high school sports.
- ☐ Establish or designate in each school a diverse Pandemic Response Team to oversee each school's implementation of the district's reopening plan, particularly health and safety measures? If establishing a new Pandemic Response Team, that team includes, if applicable:
 - ☐ School principal or lead person;
 - ☐ Teachers representing each grade band served by the school;
 - ☐ Child Study Team member;
 - ☐ School counselor or mental health expert;
 - ☐ Subject area chairperson/director;
 - ☐ School nurse;
 - ☐ School safety personnel;
 - ☐ Members of the school safety team;
 - ☐ Custodian; and
 - ☐ Parents.

Checklist for the Re-Opening of School 2020-2021
8.3.2020



STATE OF NEW JERSEY DEPARTMENT OF EDUCATION

Digital Divide

- ☐ Include a plan outlining steps to ensure that all students who are expected to engage in remote instruction have access to the requisite educational technology (including hardware and connectivity), whether that technology is issued by the school district or provided by the student's family? That plan must:
 - ☐ Include a documented process for identifying students in need of educational technology;
 - ☐ Identify steps that the district will take to provide needed technology to students identified as otherwise lacking access to such technology;
 - ☐ Prioritize provision of district-issued technology to those students who, in the absence of district-issued technology, may be unable to fully participate in remote instruction; and
 - ☐ Include ongoing monitoring, provisions for issuing educational technology throughout the school year, and other provisions necessary to prevent lapses in student access to remote instruction as district or family circumstances evolve.

General Health and Safety

- ☐ Provide reasonable accommodations for students and staff identified as having a higher risk for severe illness from COVID-19, including older adults and individuals with disabilities or serious underlying medical conditions?

Classrooms, Testing, and Therapy Rooms

- ☐ Ensure that students are seated at least six feet apart within the classroom?
 - ☐ [If district answers "No" to the above] Implement social distancing modifications to the greatest extent practicable, including the use of physical barriers between desks and turning desks to face the same direction or having students sit on only one side of the table, spaced apart?
- ☐ Ensure that other instructional and non-instructional rooms comply with social distancing standards to the greatest extent practicable?
- ☐ Provide for limited use of shared objects when possible and clean such objects between uses?
- ☐ Ensure that indoor facilities have adequate ventilation, including by: maintaining operational heating and ventilation systems where appropriate; ensuring that recirculated air has a fresh air component; opening windows if A/C is not provided; and maintaining filters for A/C units according to manufacturer recommendations?
- ☐ Ensure that hand sanitizing stations are maintained with alcohol-based hand sanitizers in each classroom, at entrances and exits of buildings, and near lunchrooms and bathrooms?
- ☐ Ensure that existing handwashing stations with soap, water, and alcohol-based hand sanitizers?
- ☐ Include provisions that facilitate student hand washing at regular intervals (or use of alcohol-based hand sanitizer if washing with soap and water is not possible), such as designating certain times for students to wash hands (e.g. before eating, after using the bathroom, and after



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blowing their nose/coughing/sneezing), use of signage to encourage handwashing, or other provisions?

Transportation

- ☐ Require students to wear face coverings if the student can do so, while providing accommodations as appropriate for young students or students with disabilities?
 - ☐ Maintain social distancing practices on buses to the maximum extent practicable?
 - ☐ Adopt best practices for cleaning and disinfecting school buses and other transport vehicles?
- [What Bus Transit Operators Need to Know About COVID-19](#)

Student Flow, Entry, Exit, and Common Areas

- ☐ Incorporate a policy which, includes the process and location, for student and staff health screenings? Such process will include screening upon arrival for symptoms and history of exposure, visual check of students for symptoms and/or confirmation with families that students are free of COVID-19 symptoms, documentation of when signs/symptoms are observed, and any necessary accommodations for students with disabilities.
- ☐ Ensure that there are physical guides or markings to help ensure that staff and students remain at least six feet apart in lines to enter or exit the building and at other times, and require utilization of face coverings when physical distancing (six feet) cannot be maintained for individuals waiting to enter or exit a building while providing accommodations as appropriate for young students or students with disabilities?

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

- ☐ Require students, staff and visitors to wear face coverings unless doing so would inhibit the individual's health, the individual is under two years of age, or other exceptions outlined in NJDOE's guidance apply, while providing any necessary accommodations for young students or students with disabilities?
- ☐ Incorporate policy and procedures for symptomatic students and staff that include:
 - ☐ Written protocols detailing the district's response to students or staff that test positive for COVID-19;
 - ☐ Immediate notification of local health officials, staff, and families in the event that an individual who has spent time in a district facility tests positive for COVID-19;
 - ☐ Isolation of symptomatic individuals, with continued supervision and care for students;
 - ☐ Methods to assist in contact tracing, including records of groups/cohorts, assigned staff, and daily attendance;
 - ☐ Continuous monitoring of symptoms; and
 - ☐ Readmittance policies consistent with the relevant NJDOH guidance?
- ☐ Encourage parents to be alert for signs of illness in their children and keep them home when they are sick?

Contact Tracing

- ☐ Incorporate a contact tracing policy in consultation with the local health department and its school nurses?

Checklist for the Re-Opening of School 2020-2021
8.3.2020

**Facilities Cleaning Practices**

- ☐ Develop a procedure manual to establish schedules for increased cleaning and disinfection; targeted areas to be cleaned, including frequently touched surfaces and objects and frequent sanitization of bathrooms; and methods and materials to be used?

Meals

- ☐ Stagger use of cafeteria or group dining areas, and clean and disinfect them between groups?
- ☐ Provide for the discontinuation of family, self-service, and buffet meal service in cafeterias or group dining areas?
- ☐ If cafeterias or group dining areas are used, ensure students are spaced at least six feet apart?
- ☐ Require individuals to wash their hands with soap after removing their gloves or after directly handling used food service items?

Recess/Physical Education

- ☐ Stagger recess or other outdoor activities? Utilize cones, flags, tape, or other signs to maintain six feet of space between groups participating in recess or other outdoor activities?
- ☐ Require students to wash hands with soap immediately after outdoor playtime?
- ☐ Stagger the use of playground equipment and establish frequent disinfecting protocols?
- ☐ Close, or stagger the use of and frequently disinfect, locker rooms?
- ☐ Minimize sharing of equipment and clean and disinfect equipment between each use?
- ☐ Designate specific areas for each class during recess to avoid cohort mixing?

Field Trips, Extra-curricular Activities & Use of Facilities Outside of School Hours

- ☐ Maintain social distancing and hygiene practices during extra-curricular activities?
- ☐ Require any external community organizations that use district facilities to follow district procedure and health and safety protocols?