CAPE MAY CITY ELEMENTARY SCHOOL DISTRICT

RETURN-TO-SCHOOL PLAN

IN RESPONSE TO COVID-19

Presented to the Cape May City Board of Education for Review
July 23rd, 2020.

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INTRODUCTION

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

Three surveys were dispersed to the stakeholders during the summer: Early June - Parent Feedback about Distance Learning, Late June - Volunteer for the Reopening Committee, and Early July - CMCES Reopening for the 2020-2021 School Year. Feedback from these surveys were incorporated into the reopening plan and were a topic of discussions among the reopening subcommittees: Health & Wellness, Facilities, School Operations, Curriculum and Instruction, and Technology, chaired by the faculty assigned to these groups. The following plan is a result of discussion and planning from multiple stakeholders: School Board Members, Administration, Faculty, and Parents/Students.

GUIDING PRINCIPLES

The CMCE *Restart and Recovery Plan* includes four key subject areas, ten critical areas of operation, and support services. These guiding principles include health and learning guidelines for the safety of our students and staff as well as social and emotional support for our students, staff and families.

Four Key Subject Areas:

I. Conditions for Learning
   A. Ten Critical Areas of Operation
   B. Support Services
II. Leadership and Planning
III. Policy and Funding
IV. Continuity of Learning

IA. Ten Critical Areas of Operation:

1. General Health & Safety Guidelines,
2. Classrooms, Testing, and Therapy Rooms,
3. Transportation,
4. Student Flow, Entry, Exit Areas
5. Screening, PPE, and Response to Students and Staff Presenting Symptoms
6. Contract Tracing
7. Facilities Cleaning and Practices
8. Meals
9. Recess/ Physical Education
10. Extracurricular Activities and Use of Facilities of School Hours

IB. Support Services:

1. Social Emotional Learning
2. Multi-Tiered Systems of Support (MTSS)
3. Wraparound Supports
4. Food Service and Distribution
5. Child Care

I. Conditions for Learning

IA. Ten Critical Areas of Operation

1. GENERAL HEALTH AND SAFETY GUIDELINES

"In all Stages and phases of pandemic response and recovery, schools must comply with Center for Disease Control (CDC), state, and local guidelines. Schools must also provide reasonable accommodations for staff and students at higher risk for severe illness and promote behaviors that reduce spread, such as social distancing, frequent hand washing, and the use of face coverings"

A) Cape May City Elementary will do, but not be limited to, the following:

- Obtain pertinent information from CDC, state, and local health officials
- Dispense needed information to all CMCES Community members
- Invoke good hygienic practices, through our daily "soft curriculum" (i.e. hand washing, wearing a mask properly, identifying personal space, etc.)
- Give all students access to their instructors in a safe and reasonable requirement
- Provide a safe working environment for staff members
- Outline a description of the School Nurse's Duties in both COVID and Non COVID Situations (See Below).

B) NURSE (NON COVID SITUATIONS)

During this identified pandemic, the Nurse's office, will be limited to serious injuries and illnesses.

Teachers will need to use discretion in sending students down to the Nurse's office during this time. Students will still be able to gain access to daily medication, however, proper safety protocols will need to be practiced at all times (i.e. washing hands, wearing mask/ face guard, temperature check).

The nurse will continue to be the 504 coordinator for the school district and coordinate with teachers to best meet student accommodations and academic performance.

The nurse will continue to inform the staff, students, and parents, about various seasonal and various ongoing health concerns.

The nurse will also continue to monitor and inform teachers/administration about any student that has an Individual Health Plan (IHP).

The nurse will maintain up to date training for the staff in regards to keeping a safe environment. Finally, the nurse will have duties as assigned by administration should any future concerns come to fruition.

C) GUIDANCE IF EXPOSED TO COVID19

While we all hope to avoid exposure to illness from COVID19, we need to be prepared for that possibility. If you or someone you've been in contact with has been exposed to the virus, our first concern is for your health and safety and those around you. In this rapidly changing situation, healthcare providers should have the most up-to-date information from the CDC. **[See Protocol Further Addressed in Section 6 of Part I]**

Please do the following:

1. Quarantine yourself in a specific room away from others in your home
2. Contact the following (in order of priority), let them know you have been exposed to COVID19, then follow their instructions.
    a. Your healthcare provider
    b. Your district administrator
3. Your supervisor will work with central administration to determine appropriate next steps.
4. In case of a severe emergency, call 911 and let them know you have been exposed to COVID19, then follow their instructions.

D) SOCIAL DISTANCING

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

1. Traffic Flow – Identified pathways via tape/signs will mark the walking direction throughout the building in order to maintain the social distancing requirement of 6 feet
2. Ad-hoc Interactions/Gatherings – Non-essential/informal meetups and visiting should be avoided

E) REASONABLE ACCOMMODATIONS

Reasonable accommodations will be provided for individuals that the CDC identifies as having a higher risk for severe illness from COVID-19, including older adults (65 years and older) and individuals with disabilities or serious underlying medical conditions which may include: Chronic lung disease or asthma

(moderate to severe); serious heart conditions;
Immunocompromised, Diabetes, chronic kidney disease undergoing dialysis, liver disease.

Student Specific Accommodations: In addition to the above, medically fragile students with Individualized Education Programs (IEPs), students with complex disabilities with IEPs; or students who require accommodations under a plan in accordance with the Section 504 of the Rehabilitation Act of 1973 (504 Plan).

Recommendations for accommodations will be made according to individual needs. School officials will ensure staff and students who are at higher risk for severe illness are protected and supported, such as providing options for telework and virtual learning.

2. CLASSROOM, TESTING, AND THERAPY ROOMS (ETC.)

A) CLASSROOM

MODIFIED SEATING ARRANGEMENTS

In the classrooms at Cape May City Elementary School we will:

- Space seating/desks at least 6 feet apart when feasible.
- Place desks to face in the same direction.
- Ensure table use will be limited, and marked off to promote social distancing.
- Provide physical guides, such as tape on floors or sidewalks and signs on walls.
- Ensure that staff and children remain at least 6 feet apart in lines and at other times.
- Limit the use of common areas.
- Convert common areas into makeshift classrooms as needed.
- Have teachers monitor students to ensure that they are at a safe distance apart.

B) PERSONAL WORKSPACE/CLASSROOM

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

C) LIMITED SHARED WORKSPACE

Cape May City Elementary is continuously working on allowing faculty members to have their own work spaces and classrooms. Employees are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched.

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 and student surface areas at their designated cleaning times.

Please note that proper equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces.

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 could be closed for use until at different times of the year or at limited capacity. This includes the use of shared appliances such as coffee machines, refrigerators, and microwaves.

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

D) NURSE'S ROOM

In order to properly address the COVID-19 Pandemic, the Nurse's Room will be treated as a "Sick Bay" for students who exhibit COVID Symptoms. In doing so this addresses the "Isolation Room" requirement in regards to the "Road to Recovery" Plan; in such the Nurse will have to prioritize to meet the needs of the district. Students will be strongly discouraged from visiting the Nurse's Office, unless there is a visible ailment observed by a faculty/staff member. The Nurse will still have to maintain Non COVID responsibilities as outlined below. By limiting the amount of interaction in the Nurse's Office it will reduce the probability of transmission of communicable diseases.

NURSE (NON COVID SITUATIONS)

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The nurse will continue to be the 504 coordinator for the school district and coordinate with teachers to best meet student accommodations and academic performance.

The nurse will continue to inform the staff, students, and parents, about various seasonal and various ongoing health concerns.

The nurse will also continue to monitor and inform teachers/administration about any student that has an Individual Health Plan (IHP).

The nurse will maintain up to date training for the staff in regards to keeping a safe environment. Finally, the nurse will have duties as assigned by administration should any future concerns come to fruition.

E) RESTROOM USAGE DURING THE WORK DAY

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

Staff will be assigned to monitor bathroom use for students to as to limit the number of children utilizing the restrooms. Students will also be assigned times during the day to use the restrooms.

For classrooms that have bathrooms within the space, teachers/staff will monitor them from the room and address issues as they arise.

F) LOCKER ROOMS

Locker rooms will be closed while the COVID19 restrictions are in place. Students will be encouraged to wear non restrictive gym clothing so that they can properly participate in Health and Physical Education.

G) VENTILATION

Dilution and filtration of air are the key fundamental focus measures for enhanced COVID-19 spread prevention. All indoor facilities will have adequate ventilation, including operational heating and ventilation systems where appropriate. Recirculated air must have a fresh air component, windows will be opened, if practical, and filters for HVAC units must be maintained and changed according to manufacturer recommendations.

Ventilation Measures to Increase Indoor Air Ventilation:

- Third Party Vendor to develop an Indoor Air Quality (IAQ) Plan
- Outside air dampers will be adjusted to introduce more fresh air to blend with return air
- Enable outside economizer mode on systems where possible to bring in more fresh air.
- Disable DCV (Demand Control Ventilation) in systems equipped.
- Maintain proper building pressurization.
- Maintain proper toilet exhaust.
- Ensure proper function and security of windows
- Improve central air and other HVAC filtration to the highest level achievable, when feasible

H) FACE COVERINGS

- CMCES will provide face shields to all staff and students
- CMCES will provide masks to all staff and students
- Students and staff may wear personal, clean, well-maintained masks appropriate for the school environment
- Students must wear a face covering at all times in hallways, classrooms, public spaces and other common areas
- Replacement face shields will be available for students and staff

Students may remove face shields and masks when:

- Eating or drinking if seated six feet away from others.
- Seated at desks or assigned work spaces at least 6 feet apart
- Engaged in any activity for which maintaining at least 6 feet apart is assured (recess, outdoor, P.E.etc.)
- When shields are removed, they must be placed in their desk or on the lap. Shields should not be placed on tabletops or other communal surfaces.
- Students will be instructed when they may take "shield breaks" and remove their shield, such as during mealtimes, and when outdoors and more than six feet apart from other people.

Accommodations for Students Who Are Unable to Wear a Shields Due to Medical Conditions or Other Reasons

Enforcing the use of face coverings may be impractical for young children or individuals with disabilities.

I) HAND WASHING / SANITIZING STATIONS

Practicing specific hygiene measures will contribute to reducing the spread of COVID-19. All students and employees should follow these hygiene measures to help reduce the risk of transmission:

CMCES will provide alcohol based hand sanitizer stations throughout the school building:

- Entrances/exits
- Common Areas: classrooms, lunch room, bathroom facilities

3. Wash hands frequently--using soap and water-- for at least 20 seconds, particularly after coming into contact with high-touch surfaces, such as doorknobs, handrails, and commonly used equipment, before and after touching their masks, and when using the restroom.
4. Use an alcohol-based hand sanitizer with at least 60% alcohol if hand washing is not feasible.
5. Cough/sneeze into sleeves, preferably into the elbow. When using a tissue, discard it properly and clean/sanitize hands immediately.
6. Avoid touching the face, particularly eyes, nose, and mouth because these are the entry points for the virus.
7. Avoid using other employees' cell phones, desks, offices, or other work tools and equipment.

8. Increase opportunities for hand washing during the school day Handwashing Poster,Handwashing Poster-Spanish
9. Soap and paper towels will be readily available
10. Maintenance staff will engage in checks of stock and supplies throughout the day in order to maintain appropriate levels of soap, hand sanitizer and paper towels

3. TRANSPORTATION

A) TRAVELING TO SCHOOL / BUS DRIVERS / BUS PROTOCOLS

Cape May City Elementary School does not provide bussing to it's students. However, the United States Coast Guard does employ a third party company to provide transportation for children who are currently residing on the base in Cape May. Cape May City Elementary has relayed the "Road to Recovery" outline from the NJDOE to the both the USCG and the housing authority at the base. Emphasis from Cape May City Elementary is seen below in the Transportation Checklists section of this document. For the 2020 - 2021 school year we are strongly encouraging parents and students to use their own method of transportation to ensure everyone's safe arrival and departure; in addition the Cape May City Elementary School District is also strongly encouraging that parents avoid "carpooling" with individuals who do not reside with them at their own home address.

B) TRANSPORTATION CHECKLISTS

- Bussing
    - As previously mentioned Cape May City Elementary School does not provide bussing to it's students. The following are points of emphasis that we are encouraging that the bus company follows suit:
    - School districts should maintain social distancing practices on buses to the maximum extent practicable and adopt best practices for cleaning and disinfecting all vehicles used for transporting students.
    - If maintaining "social distancing" is not possible, all students who are able must wear face coverings while on busses.
    - Sanitation logs will be turned in to the Transportation Director after completing your last route. All surfaces must be cleaned with a disinfectant solution. Bus drivers are encouraged to wear masks at all times. The driver's temperature must be checked and documented before the start of each route.
    - Bus riding expectations are as followed:
        - Parents or Guardians must pre-screen students before bringing them to the bus stop.
        - Any student with a fever or other COVID-19 symptoms should remain home and not ride the bus
        - Students should practice social distancing while waiting for, boarding and departing the bus.
        - Students should remain seated once on the bus for the duration of the ride and should avoid congregating in the aisle or switching seats. District will

employ protocols such as assigned seating and not allowing changing seats during a route.
        - Students should move into open seats where possible on the bus.
    - Bus Routes
        - Bus routes and schedules may be adjusted with notice to align with school arrival and dismissal plans
        - Bus routes and ridership will be reviewed daily in order to adjust and align with school arrival and dismissal plans and to balance ridership where appropriate.
        - Transportation services/ridership will be monitored and may be reduced or eliminated with proper notice based on applicable guidance and local circumstances.
        - Bus Routes may be added, reduced or eliminated with proper notice based on applicable guidance and local circumstances.
        - Special Education transportation will be provided consistent with IEPs.
    - Cleaning of Busses
        - Bus Company and transportation vendors will sanitize all buses and vehicles daily and between runs, consistent with CDC guidance.
        - In the event of a documented COVID-19 case, the bus or vehicle will be immediately removed from service in order to completely sanitize the bus or vehicle.
    - Face Coverings
        - All drivers, students and other personnel will be required to wear a protective face covering (mask) that covers the nose and mouth while riding a bus or other transportation vehicle.
        - Staff and parents are encouraged to supply a clean cloth mask to wear daily.

- Carpooling
    - Due to the close proximity of a person to other individuals, when riding in a personal vehicle, Cape May City Elementary School is highly encouraging parents and students to avoid participating in carpooling practices with other individuals who do not currently reside at the student(s) address.

- Students Who Walk to School
    - Students who walk to school will still be subjected to a pre-emptive questionnaire to be completed by the time of student arrival. Students will be checked in and screened. Any student who exhibits symptoms of COVID or other identifiable communicable diseases will be promptly directed to the Nurse's Office, for further evaluation.

- Field Trips
    - Field trips are cancelled until further notice.

4. STUDENT FLOW, ENTRY, EXIT, AND COMMON AREAS

A) STUDENT FLOW, ENTRY, EXIT, & COMMON AREAS

School district reopening plans should establish the process and location for student and staff health screenings. This should include providing physical guides, such as tape on floors or sidewalks and signs on walls, to help ensure that staff and students remain at least six feet apart. When it is not possible to maintain physical distancing, schools must require the use of face coverings.

Student Flow Entry/Exit and Inside Building

- Grade levels will enter and exit through their individual classroom external doors while observing the marked 6' areas
- Student interaction will be minimized during drop off and entrance into the school building through social distancing protocols
- Parents will remain in cars with children until the start of the school day
- Parents will follow all social distancing guidelines
- Hallway walking patterns will be designated with arrows and follow the social distancing protocols-Stay on right side of hallway
- Student travel inside the building will be minimized with push in specials and services as much as possible
- Classroom exit doors will be utilized for outdoor instruction and exit/entry into building

Student Flow Entry/Exit Arrival/Dismissal

<u>Primary Wing (Grades Pre-K to Grade 1)</u>

A: Students arriving with parents or walking from home:

1. Prior to entry, students will have their well check.
2. Entrance will be from Lafayette St. through the gate and through either the hallway designated to them or the classroom entrances from the courtyard.
3. Classrooms that have access to the courtyard will be opened by the teachers to allow students to enter from there.
4. Students in classrooms that do not have access to the courtyard will enter through Hallway "A"
5. Students will exit the building the way they entered.

B: Students arriving by bus:

1. Prior to entrance of the building, students will have their "well check".
2. Students will enter through the Lafayette Street gated area, for the time being.
3. Students will proceed down the hallway, keeping socially distant from one another and enter the classroom through the hallway entrance doors.

<u>Elementary Wing (Grades 2 to 6)</u>

Students arriving with parents or walking from home:

1. Prior to entry, students will have their well check.
2. Entrance will be from Lafayette St. through the gate and through either the hallway designated to them or the classroom entrances from the courtyard.
3. Classrooms that have access to the courtyard will be opened by the teachers to allow students to enter from there.

4. Students in classrooms that do not have access to the courtyard will enter through the back entrance of the walkway which is around the gardens.
5. Students will exit the building the way they entered.

Hallway Traffic Patterns

1. Students will adhere to standard US traffic patterns; "stay on the right side".
2. Markings will indicate 6 feet of distancing to keep students separated.
3. Students will be required to wear masks when in the hallway.

Common Areas

1. Common Areas access (i.e. Gymnasium, Library, Auditorium, etc.) will be extremely limited.
2. Locker Rooms will be closed until further notice.
3. If students do need to go to identified Common Areas, students will have barriers/markings set in place to reinforce social disancting practices; masks will be encouraged if social distancing is not possible.
4. Students will enter/exit under the guidance of their teacher.
5. To reduce the amount of individuals in a particular room at any one time, virtual meetings are strongly encouraged to take place in lieu of face to face meetings.

B) FACE COVERINGS

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

1. Students will have access to the bathroom at various times during the day to prevent overflow.
2. Traffic patterns will be significantly reduced as students will be remaining in their classrooms for the duration of the school day.
3. When students need to move through the hallway as a class, the grade level teacher will accompany them to ensure students are following safe protocols.

C) PROCESS AND LOCATION FOR STUDENT STAFF HEALTH SCREENINGS

Before entering the district, staff must attest to the District that they are symptom-free and have not had close physical contact with someone who has tested positive for COVID-19 in the previous 14 days (even if you or they have few or no symptoms) through an easy-to-use digital form.

Staff Health Screening Protocols:

- All staff members will enter the building though the main doors
- Physical guides such as tape on floors/sidewalks and signs on walls will help ensure staff remain at least 6' apart

- Face coverings must be worn when physical distancing is not possible
- The nurse will conduct all staff health screenings
- Health checks will be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations.
- Individuals who answer "yes" to any of the questions on the electronic or paper screening form will not be allowed in the building that day and should return to and stay home.
- The school nurse will follow up by phone to assess and discuss next steps. Depending on the responses and ability to effectively work from home in current role, outcomes may vary. The staff member may have to take a sick day, use the Family First Coronavirus Act (FFCRA), leave if applicable, or use other leaves that may be available.
- The principal shall develop school entry procedures that includes:
    - Staff assigned to do the screening;
    - Designated entrances that will be used to admit students;
    - The assignment of classes and grades to designated entrances and/or designated entrance times

Design and Link Staff Questionnaire-school nurse; questionnaire to be provided at a later date.

Students' Health Screening Protocols:

- Prior to entering the building all students will be screened by designated staff members (homeroom teachers)
- Staff must visually check students for symptoms upon arrival which include temperature checks and short questionnaire
- Screening procedures shall take into account students with disabilities and accommodations that may be needed in the screening process for those students
- Staff members will be trained to identify symptoms of COVID-19 such as students with 100.4 °F or greater, new onset of cough, *or* shortness of breath unrelated to a pre-existing condition, sore throat, chills, headache, muscle pain, loss of taste or smell, and close contact with a person diagnosed with COVID-19.
- At the start of the school year, parents/guardians will be required to sign the COVID-19 School Health & Safety Agreement that describes their commitment to keeping their children home when sick and to seeking appropriate medical care.All parents/guardians will be required to conduct a daily Pre-Arrival Screening of their children at home, before their children leave for school, which involves taking temperatures daily and monitoring for the symptoms. If a child is symptomatic, the parent must keep the student at home and contact the school nurse for further instructions.

5. SCREENING, PPE, AND RESPONSE TO STUDENTS AND STAFF PRESENTING SYMPTOMS

EMPLOYEE/STUDENT SCREENING AND PROTOCOLS

School districts must adopt a policy for safely and respectfully screening students and employees

for symptoms of and history of exposure to COVID-19. Students and staff with symptoms related to COVID-19 must be safely and respectfully isolated from others. If a school district becomes aware that an individual who has spent time in a district facility tests positive for COVID-19, district officials must immediately notify local health officials, staff, and families of a confirmed case while maintaining confidentiality.

Procedures for Students and Staff with Symptoms Related to COVID-19

- CMCE established an isolation space for students and staff with symptoms related to COVID-19
- Students and staff with symptoms related to COVID-19 shall be safely and respectfully isolated from others. Students should remain in isolation with continued supervision and care by the school nurse until picked up by an authorized adult;
- Staff must provide continuous monitoring of symptoms
- Teacher will inform school nurse by telephone prior to sending the child to the Health Room
- Student will be escorted by an adult (no student escorts) to the Health Room
- Nurse will perform appropriate assessment and documentation
- Nurse will notify parent/guardian to pick up student
- Student will be escorted to designated entrance to meet parent/guardian
- Parents/guardians will be given instructions to contact their medical provider
- No student who develops COVID-19 like symptoms defined above will be permitted to return home on the school bus that day
- Nurse will follow up with family and document interaction
- A student exhibiting symptoms of COVID 19 may be required to submit to a COVID 19 test
- If an employee develops the identified COVID-19 symptoms while at work they will be sent home immediately.

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

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea

- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Known close contact with a person who is lab confirmed to have COVID-19

All screening information will be kept confidential by the district nurse. A complete list of symptoms will be posted on the website under staff resources for continuous referencing.

HANDOUT: SELF-SCREENING PROTOCOL

Readmittance to school shall be consistent with Department of Health guidance and information for schools and Department of Health/Communicable Disease Service's Quick Reference Guidance on Discontinuation of Transmission-Based Precautions and Home Isolation for Persons Diagnosed with COVID-19;

- All employees will be required to affirm they are symptom-free and have not had recent exposure to someone with COVID-19 by completing a Pre-Entry Screening Form which inquires about physical symptoms and exposure to COVID-19. Employees are required to report if they test positive for COVID-19, if they develop symptoms consistent therewith, or if they are self-isolating due to suspected or known exposure to COVID-19

- The school nurse shall require the certification of a physician that the student is contagion free before readmitting a student to school.

CAPE MAY COUNTY EMPLOYEE
COVID-19 SCREENING QUESTIONNAIRE

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

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

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

Representations

1	Are you currently experiencing, or have you experienced in the past 14 days, any of the following symptoms? ***(Please take your temperature before you answer this question.)*** Yes ☐ No ☐ Fever (100.4° F/37.8° C or greater as measured by an oral thermometer) Yes ☐ No ☐ Cough Yes ☐ No ☐ Shortness of breath or difficulty breathing Yes ☐ No ☐ Sore throat Yes ☐ No ☐ New loss of taste or smell Yes ☐ No ☐ Chills Yes ☐ No ☐ Head or muscle aches Yes ☐ No ☐ Nausea, diarrhea, vomiting
2	In the past 14 days, have you been in close proximity to anyone who was experiencing any of the above symptoms or has experienced any of the above symptoms since your contact? Yes ☐ No ☐
3	In the past 14 days, have you been in close proximity to anyone who has tested positive for COVID-19? Yes ☐ No ☐
4	Have you been tested for COVID-19 and are waiting to receive test results? Yes ☐ No ☐
5	Have you have tested positive for COVID-19, or are you presumptively positive for COVID-19 based on your health care provider's assessment of your symptoms? Yes ☐ No ☐ ***NOTE: If you have tested positive for COVID-19 and have not been medically cleared or have been determined to be presumptively positive for COVID-19 based on your health care provider's assessment of your symptoms DO NOT COME TO WORK. Please contact your Supervisor or Human Resources to discuss what you will need to do to be cleared for return to work.***
6	In the past 14 days, have you been on a commercial flight or traveled outside of the United States? Yes ☐ No ☐
7	In the past 14 days, have you been in close proximity to anyone who was recently on a commercial flight or traveled outside of the United States? Yes ☐ No ☐
8	Is there any reason why you feel you are at higher risk of contracting COVID-19 or experiencing complications from COVID-19 by entering the facility? If "yes", please provide a brief explanation. Yes ☐ No ☐ Explanation: _____.

Certification

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

Signature: _____ Date: _____

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

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

Confirmed COVID-19 Notification to Cape May County Department of Health, Staff and Families

- The current Communicable Disease Service guidance for illness reporting shall be followed; If a staff member becomes aware that an individual who has spent time in a

district facility tests positive for COVID-19, the staff members shall notify the principal and the school nurse. The school nurse shall immediately notify local health officials, staff, and families of a confirmed case while maintaining confidentiality;
- Results must be documented when signs/symptoms of COVID-19 are observed;
- Contact tracing shall be initiated including records of groups/cohorts, assigned staff, and daily attendance.

RETURN TO WORK/SCHOOL GUIDELINES

When tested and determined to be **COVID-19 positive,** the employee /student will remain home until all of the following are true:

- At least 10 days since the onset of symptoms AND
- At least 24 hours free of fever without the use of fever reducing medication AND
- Improvement in respiratory symptoms (e.g. cough, shortness of breath)

When tested and determined to be **COVID-19 negative**, the employee will return to work, unless the employee has other medical issues that require staying at home.

Personal Protective Equipment (PPE)

The school nurse will provide training on hygiene protocols for staff. The training will be provided during 2020-2021 staff orientation.

HEALTH PROTOCOL

School districts must adopt a policy for safely and respectfully screening students and employees for symptoms of and history of exposure to COVID-19.

Students and staff with symptoms related to COVID-19 must be safely and respectfully isolated from others.

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

With concerns of the potential unknown of various other communicable diseases and COVID19, if a student has been observed having a fever by an employee of Cape May City Elementary, the student may not return to school until 72 hours have passed since the time of an observed fever. Documentation will be provided to the parent(s)/guardian(s) from both the School Nurse's Office and Administration; during that 72 hours the student will be provided assignments and lessons from his/her teacher.

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

1. At least 1 day (24 hours) have passed since recovery (no fever without the use of fever-reducing medications); and

2. You have improved in respiratory symptoms (cough, shortness of breath, etc); and
3. At least 7 days have passed since symptoms first occurred.

Guidelines and Communication Protocol for Student/Staff Member with Confirmed Case of COVID-19, COVID-19 Symptoms or Family Members with Confirmed Cases/Symptoms

Signs or symptoms may appear 2 to 14 days after exposure to the virus.
The following symptoms may may be indicative of COVID-19: (CDC Symptoms)

- Cough
- Shortness of breath/difficulty breathing
- Chills/repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Fever ≥100°F or feverish feeling
- Known close contact with a person who has COVID-19

If a student or staff member develop symptoms of COVID-19 during the school day:

- Immediately separate student/staff member(s) with COVID-19 symptoms (such as fever, cough, or shortness of breath) at school. Individuals who are sick should go home or to a healthcare facility depending on how severe their symptoms are.
- Designated isolation room for students who exhibit symptoms consistent with COVID19 until parent/guardian comes to pick-up student
- Separate staff member from others and send them home; consult with personal physician
- Principal will immediately notify the Superintendent, the Cape May County Department of Health, and the School Business Administrator/Board
- Secretary, who will make the appropriate notifications to Board of Education members.
- In either case, the proper notifications will be made to the school community, via both the administrative offices and the nurses office, as quickly as possible via various communication methods while maintaining confidentiality.
- Proper Notifications include:
    - Digital communication via text/email
    - Hard copy notification
    - Letter posted on the official Cape May City Elementary website

If a student or staff member is confirmed to have a case of COVID-19, the following steps will be taken immediately to reduce transmission:

- Contact Maintenance for Standard Operating Procedures of cleaning/disinfection of student's classroom(s) and staff member's desk/workstation.

- Principal will immediately notify the Superintendent, the Cape May County Department of Health, and the School Business Administrator/Board Secretary, who will make the appropriate notifications to Board of Education members.
- In either case, the proper notifications will be made to the school community as quickly as possible via various communication methods while maintaining confidentiality.
- Proper Notifications include:
    - Digital communication via text/email
    - Hard copy notification
    - Letter posted on the official Cape May City Elementary website

If a student or staff member has close contact with individual confirmed to have a case of COVID-19 (i.e. family member), the following steps will be taken immediately to reduce transmission:

- Principal will immediately notify the Superintendent, the Cape May County Department of Health, and the School Business Administrator/Board Secretary, who will make the appropriate notifications to Board of Education members.
- Students or staff members may be requested to quarantine in accordance with CDC guidelines.
- In either case, the proper notifications will be made to the school community as quickly as possible via various communication methods while maintaining confidentiality.

6. CONTACT TRACING

CONTACT TRACING

Contact tracing is the process used to identify those who have come into contact with people who have tested positive for many contagious diseases, including COVID-19. It is a long-standing practice and is an integral function of local health departments. All school district administrators, school safety specialists, counselors, and any other staff deemed appropriate by the school district, should be provided with information regarding the role of contact tracing in keeping school communities safe from the spread of contagious disease. School districts should collaborate with the local health department and engage their school nurses to develop contact tracing policies and procedures, as well as educate the broader school community on the importance of contact tracing.

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

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

All procedures for contract tracing will adhere to applicable federal and state law and regulations regarding privacy and the confidentiality of records.

1. The school nurse and the building principal are the designated staff liaisons responsible for providing notifications and carrying out other components of the board's contact tracing policy.
2. The school nurse in consultation with the building principal shall establish measures for a system of open communication that allows staff, students, and families to self-report symptoms and/or suspected exposure.
3. A staff member shall immediately notify the principal and the school nurse when he/she observes symptoms consistent with COVID 19 or becomes aware that an individual who has spent time in a district facility tests positive for COVID-19. The school nurse shall immediately notify local health officials, staff, and families of a confirmed case while maintaining confidentiality when the COVID-19 test is positive.
4. When the individual exhibits symptoms the school nurse will ensure that the student is taken to the designated isolation area.
5. The nurse will examine the individual and may refer them for testing and treatment. A student exhibiting symptoms of COVID 19 may be required to submit to a COVID 19 test.
6. The school nurse shall require the certification of a physician that the student is contagion free before readmitting a student to school.
7. The nurse shall report all students testing positive for COVID 19 to the health department. The health department shall conduct the contact tracing.
8. The school nurse or his or her designee shall make information available and/or conduct virtual information sessions to educate the broader school community on the importance of contact tracing.

7. FACILITIES CLEANING PRACTICES

A) FACILITIES CLEANING

The safety of our employees and students are our first priority. Upon reopening, our schools have been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep clean of the office and school before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

Daily Enhanced Cleaning Standard Operating Procedures (SOPs):

- Increased disinfection of high touch surfaces in all buildings shall occur throughout the day, including desks, doors/knobs, light switches, handrails, water fountains, bathroom fixtures, tables, chairs, etc. Custodial crew shall use an EPA registered cleaning agent, allow proper dwell time, and wipe clean as possible
- Custodial crew will mop all floor surfaces using EPA registered general floor cleaning agent.

- The custodial department will supply EPA registered disinfectant for the cleaning of tables or desks following breakfast and lunch periods.
- At the end of each operational day, after students and other staff have left the building, the custodial crew or designee will fog/spray with EPA registered disinfectants in all classrooms, bathrooms, office spaces, hallways, , and vestibules.

Specialized/Responsive Cleaning SOPs:
When a situation arises during the day that involves a person being suspected of having the COVID-19 virus (whether due to presentation with one or more symptoms, and/or or receipt of a positive test result for anyone symptomatic or asymptomatic), the following steps shall be taken:

- Close off areas visited by the ill persons. If the area does not have a door, rope off the area to restrict access. Open outside doors and windows and, when possible, use ventilating fans to increase air circulation in the area.
- The ill person shall be contained in an isolation room until they can be exited from the building.
- Cleaning staff should clean and disinfect all areas and items used by affected persons with EPA-registered disinfectants approved for disinfecting for COVID-19. Areas and items include, but are not limited to, classrooms, offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards, remote controls, and copy machines), focusing especially on frequently touched surfaces.
- When responsive cleaning occurs, the Custodial Assistant shall ensure that a cleaning checklist is completed and filed at the end of the cleaning shift.
- In accordance with and subject to change based on CDC guidelines, if it has been more than seven (7) days since a person with showing symptoms visited the building, additional cleaning and disinfection is not considered necessary. However, the School District will conduct responsive cleaning following exposure to an individual who tests COVID-19 positive or after an extended building closure.

High Touch Cleaning - Personal Area/Work Area

- All employees and students will be required to disinfect high touch points in and around their work/personal space every at least every four hours and prior to leaving at the end of each day in the space.
- These high touch points should be wiped down using a supplied EPA registered disinfectant/antiviral wipe or towel and EPA registered disinfectant/antiviral cleanant.
- Staff and students who rotate to more than one location during the day should disinfect their work/personal space at the end of their time using the area.
- High touch points are defined as areas in the employee's or student's work space that are frequently touched. These items include, but are not limited to: desk, worktop surface, computer, including keys and mouse, telephone and chair arms.
- EPA registered cleaning wipes or towels and EPA registered cleaning agent will be supplied for employees and staff to conduct high touch cleaning.

- EPA registered COVID-19 virucide and disinfectant cleaning supplies will be procured and maintained by the Department of Facilities Management and Services to support increased cleaning protocols in all buildings.
- Signage will be posted throughout the building identifying high touch areas and cleaning frequency
- Cleaning/sanitizing checklist will be completed by the Custodial Staff responsible for the cleaning.
- Before students and staff return to school buildings, mounted hand sanitizer dispensers with at least 60% alcohol based sanitizer will be placed at all the following locations:
    - entrances/exits
    - entryways of cafeterias
    - entryways of bathrooms
    - both ends of hallways
    - inside of Health Suites
- Mounted hand sanitizing stations shall be maintained and functional at all times.

- Custodial crew will ensure that all handwashing sinks are operational and have clean running water, soap and paper towels at all times.

B) GENERAL DISINFECTION SCHEDULE

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each use/day
Appliances	Refrigerators, Microwaves, Coffee Machines	Daily
Electronic Equipment	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each use/day and/or between use
General Used Objects	Handles, light switches, sinks, restrooms	At least 4 times a day
Buses	Bus seats, handles/railing, belts, window controls	At the end of each use/day
Common Areas	Cafeteria, Library, Conference	At the end of each use/day; between groups

	rooms, Gyms, Common Areas	

The goal is to establish a sanitary baseline before the site opens. The site should be 100% disinfected prior to anyone returning to work.

C) DEEP CLEANING AND DISINFECTION PROTOCOL

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

D) SIGNAGE

Signage will be placed throughout the offices and hallways. Signage will clearly encourage best practices to ensure health and safety for the students. Signage will be clearly written for various ages and abilities, with visual identifiers. Paper signs have been provided to the school via the Cape May County Government Offices, additional signs may be purchased at any other time as school administration be deemed necessary.

E) PREVENTIVE MATERIAL

As per the New Jersey Board of Health

1. Confirm school district has an adequate supply of soap, disinfection, hand sanitizer, paper towels, and tissues
    a. Inventory will be monitored by the following:
        i. School Business Administrator
        ii. Nurse
        iii. Custodial Staff
    b. Additional purchases may be needed in the event of short supply

2. Confirm a supply of gloves and other protective gear

    c. Inventory will be monitored by the following:
        i. School Business Administrator
        ii. Nurse
        iii. Custodial Staff
    d. Additional purchases may be needed in the event of short supply

3. Touchless thermometers on-site for employee and student screening

4. Be prepared to dispense any preventive materials to any organization that the school district has an shared agreement.

F) RESTROOM USAGE DURING THE WORK DAY

Cape May City will establish a maximum capacity for the facility that allows for social distancing. Post the maximum capacity sign on the door. Provide supplies for employees to clean up after themselves in staff only restrooms.

Staff will be assigned to monitor bathroom use for students to as to limit the number of children utilizing the restrooms.

Students will also be assigned times during the day to use the restrooms.

For classrooms that have bathrooms within the space, teachers/staff will monitor them from the room and address issues as they arise.

G) LOCKER ROOMS

Locker rooms will be closed while the COVID19 restrictions are in place. Students will be encouraged to wear non restrictive gym clothing so that they can properly participate in Health and Physical Education.

H) RECESS EQUIPMENT

Recess/Playground Equipment must be routinely wiped down to ensure the safety of the students who are participating in recess whether it be indoors or outdoors.

8. MEALS

CAFETERIA AND MEAL PERIODS

A. In lieu of using the cafeteria, Cape May City Elementary will have students eat their meals in their own classrooms. All Students are provided a breakfast when they arrive into the classrooms, students will still have the option of purchasing lunches from the cafeteria.

B. Our school will discontinue family-style, self-service, and buffet-style dining and maintain social distancing. Meals purchased by the students from our cafeteria will be delivered to the classroom by staff. Meals purchased from the cafeteria will be packaged in materials that limit the exposure of communicable diseases.

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

D. Students may bring their own meals under the following condition: that there is not a food item that has an allergen (i.e. tree nuts, peanuts, etc.) to which a fellow student in their grade level has an identified allergy.

E. Outside foods from third party vendors will not be able to be delivered to the school while the restrictions are in place.

9. RECESS/PHYSICAL EDUCATION

A) OUTDOOR SPACE & RECESS

Cape May City Elementary will keep an inventory of outdoor spaces and mark off areas to ensure separation between students.

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

Should inclement weather occur during the time the students are in school, recess will be held inside.

Recess in accordance with state law will be guaranteed for 20 minutes for grades PK-5.

B) HEALTH AND PHYSICAL EDUCATION

Physical Education will occur for the required 150 minutes per week in both physical and academic activities. H/PE will incorporate daily lessons of hygienic practice into the daily activities and lessons broadcasted from both SHAPE America and the Great Body Shop.

C) LOCKER ROOMS

Locker rooms will be closed while the COVID19 restrictions are in place. Students will be encouraged to wear non restrictive gym clothing so that they can properly participate in Health and Physical Education.

10. EXTRACURRICULAR ACTIVITIES AND USE OF FACILITIES

A) EXTRACURRICULAR ACTIVITIES

Due to the COVID19 restrictions Cape May City Elementary Elementary will not have any Extracurricular activities until further notice.

B) USE OF FACILITIES AFTER SCHOOL HOURS

Groups that wish to request a use of facilities from outside of Cape May City Elementary, must adhere to the guidelines set forth in the plan and will be determined on a case to case basis.

C) VISITORS ON CAMPUS

The safety of our staff and students remains the district's primary concern. Visitors will need to comply with requests of wearing a mask, following current safety/security procedures, and completing a simple screening questionnaire. The school district has the right to refuse entrance to any visitor that refuses to comply with its requests. To reduce the amount of visitors on campus, virtual meetings are strongly encouraged to take place in lieu of face to face meetings.

Self Declaration by Visitor Visitors to the building will be also required to fill out a questionnaire so that the school can determine proper screening and entrance, see examples below.

CAPE MAY COUNTY EMPLOYEE
COVID-19 SCREENING QUESTIONNAIRE

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

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

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

	Representations	
1	Are you currently experiencing, or have you experienced in the past 14 days, any of the following symptoms? (***Please take your temperature before you answer this question.***)	
	Yes ☐ No ☐	Fever (100.4° F/37.8° C or greater as measured by an oral thermometer)
	Yes ☐ No ☐	Cough
	Yes ☐ No ☐	Shortness of breath or difficulty breathing
	Yes ☐ No ☐	Sore throat
	Yes ☐ No ☐	New loss of taste or smell
	Yes ☐ No ☐	Chills
	Yes ☐ No ☐	Head or muscle aches
	Yes ☐ No ☐	Nausea, diarrhea, vomiting
2	In the past 14 days, have you been in close proximity to anyone who was experiencing any of the above symptoms or has experienced any of the above symptoms since your contact? Yes ☐ No ☐	
3	In the past 14 days, have you been in close proximity to anyone who has tested positive for COVID-19? Yes ☐ No ☐	
4	Have you been tested for COVID-19 and are waiting to receive test results? Yes ☐ No ☐	
5	Have you have tested positive for COVID-19, or are you presumptively positive for COVID-19 based on your health care provider's assessment of your symptoms? Yes ☐ No ☐ ***NOTE: If you have tested positive for COVID-19 and have not been medically cleared or have been determined to be presumptively positive for COVID-19 based on your health care provider's assessment of your symptoms DO NOT COME TO WORK. Please contact your Supervisor or Human Resources to discuss what you will need to do to be cleared for return to work.***	
6	In the past 14 days, have you been on a commercial flight or traveled outside of the United States? Yes ☐ No ☐	
7	In the past 14 days, have you been in close proximity to anyone who was recently on a commercial flight or traveled outside of the United States? Yes ☐ No ☐	
8	Is there any reason why you feel you are at higher risk of contracting COVID-19 or experiencing complications from COVID-19 by entering the facility? If "yes", please provide a brief explanation. Yes ☐ No ☐ Explanation: _____.	

Certification

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

Signature: _____ Date: _____

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

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

IB. SUPPORT SERVICES

1. SOCIAL-EMOTIONAL WELL-BEING OF STUDENTS & STAFF

The school counselor, social worker, and nurse in conjunction with the administrator will develop lessons, strategies, and resources for parents and teachers to access. The counselor will work with students individually or in small groups to address any well-being needs. These include but are not limited to the following:

- **Trauma-Informed SEL**
    - The counselor and social worker will organize and prepare for the next school year acknowledging the potential trauma that staff and students have faced during the COVID-19 school closures. The full impact of the pandemic and the collateral consequences from isolation, fear, and economic hardship have yet to be fully realized. In addition, students and staff returning for the 2020-2021 school year will be faced with new and intimidating routines and circumstances. We must address these challenges head-on to ensure that social and emotional learning are infused into everyday school life.
- **School Culture and Climate**
    - Creating a positive school climate and culture will address the issues raised by the COVID-19 pandemic and improve the conditions for learning for all students in any of the in-person, hybrid, or virtual instructional models. To optimize the learning process, students and staff need to feel cared for, reengaged, and acclimated to the school community, so schools can deliver instruction most effectively.
- **Utilizing the Strengths of Staff**
    - While educators are facing a "new normal" as they work to support the academic, social emotional, and health needs of students, many of the strategies that should be applied to address these challenges are not new. The administration and those entrusted to address SEL should recognize and empower the strengths of educators and staff and their significant role in the context of SEL.

Traditional counseling sessions need to adhere to safety and social distancing protocols.

2. MULTI-TIERED SYSTEMS OF SUPPORT- MTSS

MTSS is a framework that schools can use this fall to select and implement social and emotional, academic, behavioral, and wraparound supports and interventions necessary to maximize the conditions for learning at the school, classroom and individual student level. MTSS is the most recent iteration of Response to Intervention (RTI), and recognized as a systematic approach to prevention, intervention and enrichment in grades PK-12 for academics and behavior (NJTSS Guidelines, RTI Network, Pyramid Model). At Cape May City Elementary the Intervention and Referral Services (I&RS) Team will take the lead on helping direct students and teachers towards student success.

Intervention and Referral Services

The Intervention and Referral Team designs and monitors the implementation of strategies for educating non-classified students. Assistance is requested primarily due to difficulties that these students are experiencing in their classes. The Committee coordinates

and/or delivers intervention and referral services for these children, drawing from the information provided by the classroom teacher, parents and expertise of the members of the team.

Committee Focus

The I&RS Team is a school-based problem-solving group, providing support and guidance to classroom teachers, planning and providing for appropriate interventions for referred pupils and communicating with parents in the development and implementation of a Student Action Plan. I&RS Team also attempts to monitor the larger academic and social climate of the school by discussing issues of attendance, health and social problems, marking period reports, student promotion and/or retention and other relevant concerns of staff and parents. Members of the I&RS Team function collaboratively, capitalizing on the strengths of the team. I&RS Team has been developed to assist non-handicapped pupils who have difficulty achieving success in regular education.

1. Universal Screening

The Intervention and Referral Team designs and monitors the implementation of strategies for educating non-classified students. Assistance is requested primarily due to difficulties that these students are experiencing in their classes. The Committee coordinates and/or delivers intervention and referral services for these children, drawing from the information provided by the classroom teacher, parents and expertise of the members of the team.

2. Collaborative Problem-Solving Teams

The I&RS Team is a school-based problem-solving group, providing support and guidance to classroom teachers, planning and providing for appropriate interventions for referred pupils and communicating with parents in the development and implementation of a Student Action Plan. Members of the I&RS Team function collaboratively, capitalizing on the strengths of the team. I&RS Team has been developed to assist non-handicapped pupils who have difficulty achieving success in regular education.

3. Family Engagement

I&RS Team also attempts to monitor the larger academic and social climate of the school by discussing issues of attendance, health and social problems, marking period reports, student promotion and/or retention and other relevant concerns of staff and parents.

4. Data-based Decision Making

It is important to note prior to referral to the I&RS:

1. Track how frequently, and in what circumstances, the problem is occurring.
2. Provide opportunities for the student to learn the material in a different setting, to discern the student's changes in attitude or response.
3. Bring the problem to the attention of the Guidance Office and/or Child Study Team.

4. Have a personal or telephone conference with the parent(s) and guidance counselor, at least once, to describe the problem and define your concerns. Alert the parent to the need for an IRST request for assistance.

The I&RS Team exists to propose strategies for implementation by the classroom teacher and support staff. Responsibility for follow-up will be assigned to the case coordinator on the I&RS Team committee, and to the classroom teacher. It is important that interventions be documented and reviewed after 4 weeks. Teachers need to maintain communication with the student's case coordinator on I&RS Team regarding the impact of interventions on the child's learning and behavior.

3. WRAPAROUND SERVICES

Wraparound services differ from traditional school-based services in their comprehensive approach to addressing the academic, behavioral and social-emotional needs of students with interventions both inside and outside of the school environment. A well-trained collaborative team is typically responsible for determining student and family needs, coordinating services, and providing additional resources to the students and families.

1. Mental Health Supports
    a. School Counselor
    b. Social Worker
    c. Third Party Services
2. Primary Health Care and Dental Care
    a. School Nurse
    b. School Physician Agreement
3. Family Engagement
    a. Parent Teacher Communication
    b. School Counselor
    c. School Social Worker
    d. Third Party Services
    e. Parent Teacher Committee (United States Coast Guard)
    f. Partnership in Education (United States Coast Guard)
4. Academic Enrichment
    a. Virtual Gifted and Talented Online Enrichment
    b. Tiered Level and Scaled Assessments
    c. Partnership in Education (United States Coast Guard)
5. Staff Training
    a. **Pre-return to school**- Information in this plan will be presented remotely and shared electronically to ensure understanding and preparedness prior to the first day or school.
    b. **September 2020 Training/Orientation** - online or in person will include but not limited to:
        - Google Applications
        - School Law Hot Topics
        - SEL & Equity Sessions

- COVID Preparations
- New Policies (i.e. Grading, Attendance, etc.)
- New expectations / Staff requirements / New Protocols

c. **Cleaning Crew/Staff/Faculty Protocols** Will include but not be limited to:
    - Disinfection methods
    - Comprehensive cleaning training
    - Scheduling
    - Identifying potential problems and make necessary adjustments

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

We will structure the training plan to effectively disseminate information to all teams and audiences.

Content Covered:

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

4. COMMUNICATION METHODS

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

1. Teachers, students, and parents need to check their email often.
2. Visit our district website
3. Follow our social media platforms Facebook and Twitter
4. Remind
5. Thrillshare
6. Hard copy letters via postage

II. LEADERSHIP AND PLANNING

District and School level staff and parents developed a COVID19 Task Force 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. The committee members were then divided out into sub-committees for each school. As a whole, the committee held regular meetings followed by sub-committee meetings.

Leadership and Planning	
Requirements to Re-Open	
Critical Area	*District Actions and Person(s) Responsible*
<u>What We Know</u>	1. Public Health Trends Support School Re-Opening a. Important to note: i. State of NJ could proclaim shut down of schools ii. Dept. of Health at the local level can determine if schools should be shut down 2. Schools Must Reopen for In-Person Instruction Start of School Year a. As part of this mandate CMCES will for the initial start of the school year can meet this request with an abbreviated school day and going to a more scaled back amount of students in the classroom. 3. Many Schools Will Operate on Reduced Capacity a. CMCES can operate at any capacity within State/Local Guidelines due to the low enrollment numbers, however should there be an influx, CMCES is prepared to have split sessions in which students will attend school for in-person instruction on a modified schedule. 4. Districts Need to Prepare to Pivot to Remote Instruction a. CMCES is fully prepared for remote instruction as each student from Pre-K to Grade 6 will be provided a chromebook for digital instruction. b. CMCES has continuously surveyed parents and students to see who needs access to the internet and wireless capabilities.
<u>Operational Requirements</u>	1. Prepare Buildings and Grounds a. CMCES is working in conjunction with the city of Cape May to secure materials and equipment to ensure our students have access to have class either inside or outside b. CMCES during the summer months is repurposing

	rooms to meet the current guidelines of the CDC and the NJ Road to Recovery Plan 2. Form Pandemic Response Team in the District a. Assembled from the previous Crisis Intervention Team 3. Clear Communications Protocols a. CMCES will continue to have community members as part of the planning process for reopening schools and once schools are reopened continue to have both formal and informal meeting settings with the stakeholders to share information pertinent to all. b. CMCES will continue to utilize various forms of communication via the following: i. Paper letters ii. Social Media iii. Text / Email 4. Adopt Contingency Plans in Event Schools Must Close a. Should CMCES be closed for any reason, CMCES will resume instruction on a designated school day on the school calendar 5. Collect Feedback from Stakeholders a. Surveys were collected and shared with stake holders in early June 2020 [evaluation of distance learning], and July 2020 [Reopening Planning for CMCES 2020-2021] 6. Key Considerations re: Policy and Practice Changes a. CMCES subscribes to Strauss Essmay who will continuously review and update our local policies to be shared with the Board of Education.
School-Level Pandemic Response Teams	
<u>Establish School-Level Pandemic Response Teams (PRT)</u>	1. CMCES PRT (Crisis Intervention Team) a. Superintendent b. Principal c. Nurse d. Teachers from the Pandemic Committee e. School Counselor / Social Worker f. Custodians g. Parents 2. Identify Responsibilities of PRT a. Overseeing each school's implementation of the district's reopening plan, particularly health and

	safety measures, and providing safety and crisis leadership. b. Adjusting or amending school health and safety protocols as needed. c. Providing staff with needed support and training. d. Reviewing school level data regarding health and safety measures and the presence of COVID19 and reporting that data to the district as required. e. Developing and implementing procedures to foster and maintain safe and supportive school climates as necessitated by the challenges posted by COVID-19. f. Providing necessary communications to the school community and to the district. g. Creating pathways for community, family, and student voices to continuously inform the h. Team's decision-making.
Scheduling	
<u>What Counts?</u> "According to N.J.A.C. 6A:32-8.3, 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 kindergarten. District and School Policies for attendance and instructional contact time will need to accommodate opportunities for both synchronous and asynchronous instruction, while ensuring the requirements for a 180-day school year are met"	The 2020-2021 School Calendar will be determined by the CMCES BOE before or on the August 20th, 2020 Board Meeting The CMCES School Day from the initial start will consist of four hours of instruction for ALL Students, as restrictions from health officials gradually are reduced and scaled back CMCES is committed to resume a full day schedule for the students that starts at 8:30am and concludes at 3:00pm. The CMCES School Day and daily schedule is taking into account multiple levels of instruction including a virtual setting, a tiered level hybrid model, and a normal school schedule with no restrictions.

"Hours of instructional time are not defined as a student's time spent in front of a teacher or in front of the screen, but time engaged in standards-based learning under the guidance of a teacher". Road to Recovery - p. 49	
<u>Implementation Strategies</u>	1. Communication 2. Attendance 3. Access to Technology 4. Professional Development 5. Feedback Loops 6. Contingency Planning 7. School Personnel 8. Access to Supports Class Schedules 9. Accomodations a. Students in self contained MD programs that would benefit from a transition program to refamiliarize themselves with the school building will occur during the last three weeks in August. Families will be afforded the opportunity to meet one time a week with a BCBA in an individual session to brainstorm any solutions to potential transition challenges 10. Learning Management System - OnCourse
Staffing	
<u>Guidance</u>	1. Mentoring [Principal and Lead Teacher] 2. Educator Evaluation 3. Certification [Superintendent and Principal] 4. Information ○ https://www.nj.gov/education/covid19/teacherresources/mentguidance.shtml ○ https://www.nj.gov/education/covid19/teacherresources/edevaluation.shtml EdTPA https://www.nj.gov/education/covid19/teacherresources/edtpaguidance.shtml Certification https://www.nj.gov/education/covid19/teacherresou

	rces/eppcert.shtml
Instructional Staff	Under the lead of the Principal the Instructional Staff will chair: 1. School Operations (Principal / Lee Anne Tarr) 2. Instructional Contributions (Principal / Nicole Cooper / Stephanie Neuman) 3. Wellness (Principal / Thomas Holden / Nurse) 4. Feedback and Assessment (Principal / Nicole Cooper / Stephanie Neuman) 5. Materials (Principal / School Business Administrator / Faculty Committee Members) 6. Technology (Principal / Jay Eppenbach)
Administrator	Principal will oversee: 1. School Operations 2. Instructional Contributions 3. Wellness 4. Staff with Health Concerns (Health and Wellness Committee) 5. Evaluation 6. Scheduling
Educational Services Staff	Principal will oversee: 1. School Operations 2. Support Teaching 3. Wellness

SECTION III. CONTINUITY OF LEARNING

The committee has planned for the following:

1. **Optimize Instructional Services**

   Re-entry Plan: CMCES will gather data through various assessments. MAPS Math and Literacy assessments will be conducted. Various other platforms to identify student achievement will also be implemented.

   Instructional Gaps: We will take the data from the baseline assessments to determine where the gaps are with each student. Since they have been out for an extended time, we expect there to be larger gaps than if they were just out for the summer. Especially in K-2 since they are foundational grade levels. Teachers will approach the NAIT Strategies as outlined on page 79 on the Road to Recovery.

Scope and Sequence: Since we will not be starting out like a normal school year, our scope and sequence will look a lot different. We will need to integrate previous grade level instructional.

English Language Learners: At present time, Cape May City Elementary, has a small number of students who identify themselves as English Language Learners (ELLs), but not a number that constitute needing an official program at this time. However, it is with the understanding that students may be displaced or relocated due to COVID, and the administration and staff will diligently look towards taking a proactive approach under the NJDOE guidelines in matters pertaining to these students and their needs.

Students with Special Needs:

1. Medically Fragile Students
    a. All students that are considered medically fragile are in out of district settings. As the district receives the plans for their reopenings, they will be reviewed to ensure they meet the needs of our medically fragile.
2. Growth Students with Disabilities
    a. Special education students will be expected to complete the same district assessments that the general education students are expected to complete
3. Evaluation Processes
    a. The CST will continue to hold any type of meetings in a virtual format
    b. If assessments are needed, all social assessments will continue to be completed in a virtual format
    c. All other assessments will be completed with the following safety precautions: masks will be worn, plexiglass dividers will be utilized, pointers will be provided to students for pointing to protocols. In addition, after each assessment session, assessment materials will be cleaned with clorox wipes.
4. Communication
    a. In regards to school-based information, students will receive information in the same format that all students in that building due via email, school messenger and teacher phone calls
    b. In regards to CST documents (IEP, notice statements, etc.) an electronic copy of these items will be forwarded via the Frontline system. If CST personnel remain in the office, hard copies will be forwarded as well.

2. **Optimize Facility, Safety, and Security:**
    a. We strongly discourage sharing items that are difficult to clean or disinfect. For example, the sharing of school supplies. Keep each child's belongings separated

from others' and in individually labeled containers, cubbies, or areas. Limit the use of supplies and equipment by one group of children at a time and clean and disinfect between use.

b. School Officer on site while students are learning.
c. Custodial staff adhering to the cleaning schedule.
d. Maintain drilling practices while school.

3. **Optimize Student Services Committee**
4. **Technology and Connectivity**

III. Curriculum, Instruction, and Assessments

GRADING POLICY

Grading and Attendance

Grading To receive credit and attendance for the courses for this school year students are expected to complete the assignments. Depending on a full return or hybrid rotation, guidelines for student check in will be grade level specific and grading is done through the discretion of the teacher, and adheres to the Student/Parent Handbook.

Attendance will be taken daily regardless of the setting. Students are obligated to fulfill their attendance through participation in the classroom whether in person or in a distance setting. Participation in daily assignments will count as a student being "present" for the day and allow for that day count to fulfill the 180 day requirement.

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

Governor Murphy Online Option On July 20, 2020, Governor Murphy announced that students have the option of attending school virtually. Please review the addendum attached at the end of this document.

SCHEDULES AND ONLINE ACCESS CODES

Cape May City Elementary recognizes that in the wake of the COVID19 Pandemic that at some point students will be subjected to online instruction, whether it be on a rotating basis or for an extended period of time that would occur daily. Cape May City Elementary also recognizes that at a moment's notice that learning environments can shift with little time to.

The district is committed to the use of Google Classroom at the Elementary Level Grades (3 - 6), and Seesaw at the Primary Level Grades (PK-2). Teachers will provide access codes to their

respective classes; school administration will provide technical services to any student who has difficulty in using their assigned devices.

The School District has the ability to change the School Calendar based on the guidance of the Superintendent, with board approval.

Online components will aid to deliver weekly live and recorded instruction from the classroom teacher.

The School District has developed three potential daily schedules to adhere to the ”Road to Recovery Plan”
Below you will find Schedule For:

- **A) Full Online Instruction**
- **B) Hybrid Format Instruction (Based on Tiers)**
- **C) No Restrictions.**

It is important to note that students and faculty adhere to a daily schedule regardless of the learning environment. Students will receive four hours of instruction daily as outlined in the “Road to Recovery” provided by the NJDOE. The following schedules represent when the most restrictive health limitations are in place, and towards where the least amount of limitations are put in place. It is CMCES’s intention to begin the 2020-2021 school year in either Schedule “A” or Schedule “B” with the hopes to transition to Schedule “C” to which both staff and students are back in school for a full day of regular instruction.

Time	Period	Monday	Tuesday	Wednesday	Thursday	Friday
8:20-9:00		Staff Check-In PLC Check-In Duty	Staff Check-In Grade Level Collaboration Check-In Duty	Staff Check-In Grade Level Collaboration Check-In Duty	Staff Check-In PLC Check-In Duty	Staff Check-In Grade Level Collaboration 4-6 Prep Check-In Duty
9:00 – 9:30	1st	Student Check-In Breakfast Check-In Duties	Student Check-In Breakfast Check-In Duties	Student Check-In Breakfast Check-In Duties	Student Check-In Breakfast Check-In Duties	Student Check-In Breakfast Check-In Duties
9:35 – 10:10 **9:35 – 9:55** **Recess: 6th**	2nd	TPC	TPC	TPC	TPC	TPC
10:15 – 10:55 **10:15 -10:35** **Recess: 5th** **10:40 -11:00** **Recess: 3rd & 4th**	3rd	TPC	TPC	TPC	TPC	TPC
11:00 – 11:40 **11:05 -11:25** **Recess 1st & 2nd**	4th	TPC	TPC	TPC	TPC	TPC
11:45 – 12:20 **11:45 -12:05** **Recess: K**	5th	TPC	TPC	TPC	TPC	TPC
12:25 – 1:10	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
1:15	Student Dismissal	Student Dismissal	Student Dismissal	Student Dismissal	Student Dismissal	Student Dismissal
1:30 – 2:10	K-6 Lunch	K-6 Lunch	K-6 Lunch	K-6 Lunch	K-6 Lunch	K-6 Lunch
2:15 – 3:00	K-6 Prep	K-6 Prep	K-6 Prep	K-6 Prep	K-6 Prep	K-6 Prep
3:00 – 3:20 MTWTH 3:00 – 3:05 Friday						

A) FULL ONLINE INSTRUCTION

Anticipated learning settings that will follow this schedule are as followed:

- **<u>Virtual Learning</u>**
  - Distance learning will transform and improve for the 2020-2021 school year. Students will be able to see their teachers and peers in a virtual setting on a daily basis. The district will employ a blend of asynchronous and synchronous learning (access to "live" high-quality teacher support via office hours and instruction on a regularly scheduled basis) for the 2020-2021 school year during a closure. With this parents must keep in mind of the following:
    - Virtual learning could potentially happen at any time at the discretion of the school/district administration
    - Students will be provided a chromebook
    - Lessons will be done virtually
    - Streamed and virtual lessons will be conducted daily from 9:00 to 1:15 to reflect the four hours of instruction, assignments will also continue this allotted time to reflect independent student work
    - Teachers will be available for instruction via streaming media

- Teachers will be in constant contact communication via email and other communication platforms.
- School Administration and Teachers will take into account screen time as recommended by the American Pediatric Association.
- School District reserves the right to have discretion to go to a virtual setting in regards to the health and safety of the students.
- The school district will adhere to student Individualized Educational Plans, 504s, and Individualized Health plans.
- Parent conferences / IEP Meetings will be conducted via a streaming media platform, preferably from from 8:30 to 9:00 am.
- If CMCES is in this model there will be no "Snow" or "Inclement Weather" Days unless indicated that there is a state of emergency from the state or local government.

B) HYBRID FORMAT INSTRUCTION

- **<u>Hybrid Learning Based on Tiers</u>**
  - <u>Tier I A/B Schedule</u> [50% Capacity + Students receiving special educational services, identified English Language Learners]
    - Students assigned days to come to school (50% come to school / 50% receive their learning at home)
    - Early dismissal to allow for deep cleaning / sanitation
    - Students are assigned into cohorted groups.
    - Administration will to the best of their ability ensure that siblings residing at the same residence attend school with the same schedule.
    - Designated "Virtual Day" for deep cleaning on the calendar
      - If a traditional 5 day school week occurs, the "Virtual Day" will occur on Wednesdays
      - If a 4 day school week occurs, two "Virtual Days" will occur,
        - (For example: one following a weekend/holiday, and one prior to a weekend/holiday)
        - Subject to change if "Deep Cleaning" is not warranted by Administration
      - If a 3 day school week occurs, the "Virtual Day" will occur on an assigned day during the week.
        - Subject to change if "Deep Cleaning" is not warranted by Administration
      - Monthly calendars will be provided for public view on the cmcboe.org website
    - School District reserves the right to have discretion to go to a virtual setting in regards to the health and safety of the students.
    - The school district will adhere to student Individualized Educational Plans, 504s, and Individualized Health plans.
    - Parent conferences / IEP Meetings will be conducted via a streaming media platform, preferably from from 8:30 to 9:00 am.

    - Large Group Instruction Rooms may be utilized to address overflow of students.
    - If CMCES is in this model there will be no "Snow" or "Inclement Weather" Days unless indicated that there is a state of emergency from the state or local government. All students will attend a "Virtual Day".

- <u>TIer II A/B Schedule</u> [50% Capacity + Students receiving special educational services and identified English Language Learners and students at risk via Title I]
    - Students assigned days to come to school (50% come to school / 50% receive their learning at home)
    - Early dismissal to allow for deep cleaning / sanitation
    - Students are assigned into cohorted groups.
    - Administration will to the best of their ability ensure that siblings residing at the same residence attend school with the same schedule.
    - Designated "Virtual Day" for deep cleaning on the calendar
        - If a traditional 5 day school week occurs, the "Virtual Day" will occur on Wednesdays
        - If a 4 day school week occurs, two "Virtual Days" will occur,
            - (For example: one following a weekend/holiday, and one prior to a weekend/holiday)
        - If a 3 day school week occurs, the "Virtual Day" will occur on an assigned day during the week.
        - Monthly calendars will be provided for public view on the cmcboe.org website
    - School District reserves the right to have discretion to go to a virtual setting in regards to the health and safety of the students.
    - The school district will adhere to student Individualized Educational Plans, 504s, and Individualized Health plans.
    - Parent conferences / IEP Meetings will be conducted via a streaming media platform, preferably from from 8:30 to 9:00 am.
    - Large Group Instruction Rooms may be utilized to address overflow of students.
    - If CMCES is in this model there will be no "Snow" or "Inclement Weather" Days unless indicated that there is a state of emergency from the state or local government. All students will attend a "Virtual Day".

- <u>Tier III 100% Capacity Hybrid</u>
    - All students return to school on identified days
    - Early dismissal to allow for deep cleaning / sanitation
    - Designated "Virtual Day" for deep cleaning on the calendar
        - If a traditional 5 day school week occurs, the "Virtual Day" will occur on Wednesdays
        - If a 4 day school week occurs, two "Virtual Days" will occur,
            - (For example: one following a weekend/holiday, and one prior to a weekend/holiday)

        - If a 3 day school week occurs, the "Virtual Day" will occur on an assigned day during the week.
        - Monthly calendars will be provided for public view on the cmcboe.org website
    - School District reserves the right to have discretion to go to a virtual setting in regards to the health and safety of the students.
    - Students are assigned into cohorted groups.
    - Administration will to the best of their ability ensure that siblings residing at the same residence attend school with the same schedule.
    - The school district will adhere to student Individualized Educational Plans, 504s, and Individualized Health plans.
    - Parent conferences / IEP Meetings will be conducted via a streaming media platform, preferably from from 8:30 to 9:00 am.
    - Large Group Instruction Rooms may be utilized to address overflow of students.
    - If CMCES is in this model there will be no "Snow" or "Inclement Weather" Days unless indicated that there is a state of emergency from the state or local government. All students will attend a "Virtual Day".

C) **"ONLY PRECAUTIONARY RESTRICTIONS" INSTRUCTION**

- <u>Only under the guidance of the State and Cape May County Board of Health</u>
- <u>Clearance and transition from Tier III</u>
    - School deemed to return as normal under the direction of the Board of Health
    - Regular School Day to be conducted prior to the 2020 COVID19 shutdown, with the exception to Grades K and Pre-K
    - Regular Calendar to be followed
    - Schedule will be adjusted to reflect both full day instruction and honor teaching contracts.

CAREER TECHNICAL EDUCATION (CTE)

Currently there are no Perkins funded CTE programs available at CMCES, however there are career exploration programs, career ready practices, and various other components of NJSLS 9 implemented into the daily curriculum

<u>SECTION IV. POLICY AND FUNDING</u>

Review of Technology Dissemination

- Technology / Acceptable Use Policy Review
- Technology Survey yielded at home internet access at 90% or greater
- District is prepared to go to a full one to one chromebook distribution
- Review of CARES Act funding principles for purchasing technology for instruction

Professional Learning

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

1. Google Applications- tiered level trainings
2. School Law / Instructional Technology / Equity Sessions
3. Social and Emotional Connections
4. Basic Technology Support
5. Public School Works added Covid related topical content
6. Project Based Learning
7. Multiple Intelligences
8. Gifted and Talented
9. NAIT For Addressing Learning Loss
10. Virtual Library Sessions
11. Strategies for English Language Learners

Addendum to the **RETURN-TO-SCHOOL PLAN**

IN RESPONSE TO COVID-19

Presented to the Cape May City Board of Education for Review
July 23rd, 2020.

Optional Online Learning Selection

As stated from NJDOE, "All public school students will be eligible for an all-remote learning plan, including special education students, students with disabilities and those who need special services. Families do not need to document a medical reason for keeping students at home."

→ Online school can be delivered to all students via an assigned faculty member to a class.
→ All students from Cape May City Elementary are eligible

"School districts must create clear procedures on how students can switch to all-remote learning at home and how they can transition back to attending in-person classes, if they wish."

→ Families were contacted via hard copy mail for current students enrolled at Cape May City Elementary on July 23rd.

→ Families have until August 6th, 2020 to make a decision on whether to have their students participate in full online learning or not.

→ New enrollments in the district will have similar options on a rolling basis.

Schools must communicate with families in the language their families speak.
→ Spanish Interpreter Services available
→ Google Translate

Schools also need to set a minimum amount of time a student can be on an all-remote plan before they can request to return to class.
→ Marking Period by Marking Period
→ Only one opportunity per marking period to make the change
→ There will be a two-week waiting period prior to the students return to school
→ Any other circumstance will be addressed by a case by case by basis by administration

Students must receive the “same quality and scope of instruction” at home that they would receive in the classroom.

→ Live Streaming
→ Pre-Recorded Lessons
→ Podcasts
→ NJSLS Standards Based Lessons

1) Districts must make their “best effort” to get students the technology and special services they need to complete their schoolwork.

→ Every student at Cape May City Elementary, can be assigned a chromebook.
→ Special Services can be provided remotely as need be.
→ Parents can request in person special services at the home.

2) Students learning at home must follow the same regulations on attendance and the length of the school day.

Adhere to:
→ Parent / Student / Teacher Contract of Attendance
→ Parent / Student / Teacher Contract of Grading Policy
→ Parent / Student / Teacher Contract of NJSLS Standards

→ Students will be required to check in with their assigned teacher(s) at various times during the day for proper attendance.

→ Students will be required to be online from 9:00 to 1:30 while Cape May City Elementary is participating in either the hybrid or virtual model for in-person teaching. (Breaks will be noted to signify Lunch and Recess Time).

→ Students will be required to be online from 9:00 to 3:00 while Cape May City Elementary is participating in a No Restrictions Model for in-person teaching. (Breaks will be noted to signify Lunch and Recess Time).

“To help the state track who is using the all-remote option, districts must send the state data on students participating in remote learning, including their race and economic status.”
→ Responsible parties include but are not limited to:
→ Superintendent
→ Building Principal
→ NJSmart Designated Employee

Second Addendum to the **RETURN-TO-SCHOOL PLAN**

IN RESPONSE TO COVID-19

Presented to the Cape May City Board of Education for Review
August 20, 2020.

Face Coverings

As per the Governor Philip Murphy's announcement on August 3rd, 2020. Cape May City Elementary will implement and adopt the following:

• Students are **required** to wear face coverings, unless doing so would inhibit the student's health. It is necessary to acknowledge that enforcing the use of face coverings may be impractical for young children or individuals with disabilities.

• Exceptions:

o Doing So Would Inhibit The Student's Health.

o The student is in extreme heat outdoors.

o The student is in water.

o Astudent's Documents Medical Condition,or disability as reflected in Individualized Education Program (IEP), precludes the use of face covering.

o The student is under the age of two(2), due to the risk of suffocation.

o During the period that a student is eating or drinking.

o Face coverings should not be placed on anyone who has trouble breathing or is unconscious, or anyone who is incapacitated or otherwise unable to remove the face covering without assistance (e.g. face coverings should not be worn by Pre-K students during nap time).

o The student is engaged in high intensity aerobic or anaerobic aerobic activities.

o Face coverings may be removed during gym and music classes when individuals are in a well-ventilated location **and** able to maintain a physical distance of six feet apart.

o When wearing a face covering creates an unsafe condition to operate equipment or execute task.

Third Addendum to the **RETURN-TO-SCHOOL PLAN**

IN RESPONSE TO COVID-19
Presented to the Cape May City Board of Education for Review
August 20, 2020.

Pandemic Response Team Members / Mask Requirements / Schedule for September 8th / Addressing Student Needs Technology / Guidance on Closure & Quarantine

Pandemic Response Team

School districts should also establish school-based Pandemic Response Teams to centralize, expedite, and implement COVID-19-related decision-making. Each school team should have a liaison that reports to district-level administrators to ensure coordinated actions across the district.

Cape May City Elementary School (Building and District Response Team)

Superintendent	Robert Garguillo
Principal	Zachary Palombo
Nurse	Tiffany Bohn
School Counselor	Scott Fisher
Teacher Representative	Leanne Tarr
Supervisor of Custodial Staff	John Thomas (SBA)
Custodian	Christopher Langford

Parent	Lacey Milligan
School Security Officer	Robert Cramer

Mask Requirements

On Monday, August 3, 2020, Governor Murphy announced that students will be required to: "wear a face covering at all times, even when social distancing, unless there is a documented medical condition or disability in which prevents the individual from wearing a face covering". Students may still remove their face covering to eat breakfast and lunch within their classroom

while maintaining social distancing. Students will be provided by the district, a cloth face covering that will cover both the nose and mouth, and will also be provided with a reusable face shield that will be cleaned and sanitized daily.

Schedule for September 8th, 2020

The CMCES School Day from the initial start will consist of four hours of instruction for ALL Students, as restrictions from health officials gradually are reduced and scaled back CMCES is committed to resume a full day schedule for the students that starts at 8:30am and concludes at 3:00pm.

September 8th, 2020 will include the following:

- "Student / Parent Meet and Greet" (Starting at 9:00am and concluding by 11:00am)
    - Chromebook pick up
    - Meet your teacher at designated times
- "Virtual Back to School"
    - Teachers will meet with their students virtually for the first time at 12:00 pm
- "1st Day Assignments"
    - Students will complete assignments at home to satisfy the completion of a four hour instructional day.

September 11th will be a full virtual day for all students.

On September 14th students will adhere to the attached schedule, Wednesdays will be a considered a virtual day until further notice.

Time	Period	Monday	Tuesday	Wednesday	Thursday	Friday
8:20-9:00		Staff Check-In PLC Check-In Duty	Staff Check-In Grade Level Collaboration Check-In Duty	Staff Check-In Grade Level Collaboration Check-In Duty	Staff Check-In PLC Check-In Duty	Staff Check-In Grade Level Collaboration 4-6 Prep Check-In Duty
9:00 – 9:30	1st	Student Check-In Breakfast Check-In Duties	Student Check-In Breakfast Check-In Duties	Student Check-In Breakfast Check-In Duties	Student Check-In Breakfast Check-In Duties	Student Check-In Breakfast Check-In Duties
9:35 – 10:10 **9:35 – 9:55** **Recess: 6th**	2nd	TPC	TPC	TPC	TPC	TPC
10:15 – 10:55 **10:15 -10:35** **Recess: 5th** **10:40 -11:00** **Recess: 3rd & 4th**	3rd	TPC	TPC	TPC	TPC	TPC
11:00 – 11:40 **11:05 -11:25** **Recess 1st & 2nd**	4th	TPC	TPC	TPC	TPC	TPC
11:45 – 12:20 **11:45 -12:05** **Recess: K**	5th	TPC	TPC	TPC	TPC	TPC
12:25 – 1:10	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
1:15	Student Dismissal	Student Dismissal	Student Dismissal	Student Dismissal	Student Dismissal	Student Dismissal
1:30 – 2:10	K-6 Lunch	K-6 Lunch	K-6 Lunch	K-6 Lunch	K-6 Lunch	K-6 Lunch
2:15 – 3:00	K-6 Prep	K-6 Prep	K-6 Prep	K-6 Prep	K-6 Prep	K-6 Prep
3:00 – 3:20 MTWTH 3:00 – 3:05 Friday						

Addressing Student Needs Technology

Cape May City Elementary is a full 1 to 1 school district in that each student will be provided a chromebook. All students will receive a chromebook on September 8th, 2020, during the first day of school, (students that recently participated in our Extended School Year Program and Summer instruction program currently have their chromebooks for the upcoming school year). During the first week of school students are asked to complete various activities at home to see if there are any connectivity issues, and will work from feedback from the parents and students to address those issues. As a district we use the 2020 technology survey that was conducted during the initial COVID-19 closure in March as a baseline indicator of what our students need in references to resources. Participation in assignments that utilize the chromebooks will occur in class for our

hybrid students to allow for an understanding of how the chromebook works so that they can use the tool independently while they are at home. Finally, as a district in addition to the

chromebooks we will be purchasing computer "mice" for our primary grades and to allow easier navigation on the chromebook.

Guidance on Closure & Quarantine

Cape May City Elementary will adhere to the guidance that was issued by the New Jersey Department of Health published on August 13, 2020, "Recommendations for Local Health Departments, K-12 Schools" on page 15.

Closure

The COVID-19 Regional Risk Matrix is one tool that can inform the decision-making process for school districts when considering when remote learning might be indicated. Local circumstances should be considered when making decisions impacting specific school districts and schools. Many factors would need to be considered when deciding to close schools such as the distribution of cases within the school. **Closure is a local decision that should be made by school administrators in consultation with local public health. While it is not possible to account for every scenario that schools may encounter over the course of the school year, the following scenarios may help inform the decision for when schools should temporarily close.**

SCENARIO	CLOSURE
1 confirmed case in the school	School remains open*; students and staff in close contact with positive case are excluded from school for 14 days.
2 or more cases in the same classroom (outbreak limited to one cohort)	School remains open*; students and staff in close contact with positive case are excluded from school for 14 days. Recommendations for whether the entire classroom would be considered exposed will be based on public health investigation.

2 or more cases within 14 days, but are linked to a clear alternative exposure that is unrelated to the school setting and unlikely to be a source of exposure for the larger school community (e.g. in same household, exposed at the same event outside of school)	School remains open*; students and staff in close contact with positive cases are excluded from school for 14 days.
2 or more cases within 14 days, linked together by some activity in school, but who are in different classrooms (outbreak involving multiple cohorts)	Recommendations for whether school closure is indicated will be based on investigation by local health department.
A significant community outbreak is occurring or has recently occurred (e.g., large event or large local employer) and is impacting multiple staff, students, and families served by the school community	Consider closing school for 14 days, based on investigation by local health department.
2 or more cases are identified within 14 days that occur across multiple classrooms and a clear connection between cases or to a suspected or confirmed case of COVID-19 cannot be easily identified (outbreak involving multiple cohorts)	Close school for 14 days.
Very high risk of community transmission (refer to COVID-19 Regional Risk Level Matrix)	Close school until COVID-19 transmission decreases.

* Note: A temporary closure may also be considered for a period of 2-5 days if a student or staff member attended school while potentially infectious, before being confirmed as having COVID-19. This short-term dismissal allows time for local health officials to gain a better understanding of the COVID-19 situation impacting the school and perform contact tracing.

Period of closure: After switching to remote learning due to high levels of viral transmission in the school or local geographic community, districts or schools should wait a minimum of 14 days before

bringing any students back for in-person learning. This timeframe is sufficient so that most people in the school community who will develop symptoms as a result of a school exposure could be identified and self-isolate, as appropriate.

Appendices Required As Per Strauss Essmay

C) Critical Area of Operation #3 – Transportation – Anticipated Minimum Standards Incorporated into the Plan

(1) If the school district is providing transportation services on a school bus and is unable to maintain social distancing, a face covering must be worn by all students who are able to do so upon entering the bus.

(2) Accommodations for students who are unable to wear a face covering should be addressed according to that student's particular need and in accordance with all applicable laws and regulations.

(3) Every school bus, either district-owned or contracted, should be cleaned and disinfected before and after each bus route.

E) Critical Area of Operation #5 – Screening, Personal Protection Equipment (PPE), and Response to Students and Staff Presenting Symptoms – Anticipated Minimum Standards Incorporated into the Plan

(1) The school district will adopt Board Policy 1648 regarding the screening procedures for students and employees upon arrival at school or work location for symptoms and history of exposure. These screening procedures must include the following:

(a) Staff must visually check students for symptoms upon arrival (which may include temperature checks) and/or confirm with families that students are free of COVID-19 symptoms.

(b) Health checks must be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations.

(c) Results must be documented when signs/symptoms of COVID-19 are observed.

(d) Any screening policy/protocol must take into account students with disabilities and accommodations that may be needed in the screening process for those students.

(2) The Board must adopt procedures for symptomatic staff and students, which shall include the following:

(a) Students and staff with symptoms related to COVID-19 must be safely and respectfully isolated from others. School officials will follow current Communicable Disease Service guidance for illness reporting.

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

(c) The procedures the district will use when someone tests positive for COVID-19 will include written procedures detailing the district's COVID-19 related response for symptomatic students and staff. The procedures must be consistent with the district's contact tracing procedures (see "Critical Area of

Operation #6 – Contact Tracing") to the maximum extent practicable. The procedure includes:

(i) Establishment of an isolation space. Students and staff with symptoms related to COVID-19 must be safely and respectfully isolated from others. Students should remain in isolation with continued supervision and care until picked up by an authorized adult.

(ii) Following current Communicable Disease Service guidance for illness reporting.

(iii) An adequate amount of PPE shall be available, accessible, and provided for use.

(iv) Methods to assist in contact tracing including records of groups/cohorts, assigned staff, and daily attendance.

(v) Continuous monitoring of symptoms.

(vi) Re-admittance policies consistent with Department of Health guidance and information for schools and Department of Health/Communicable Disease Service's Quick Reference Guidance on Discontinuation of Transmission-Based Precautions and Home Isolation for Persons Diagnosed with COVID-19.

(vii) Written protocols to address a positive case.

(3) School officials will encourage parents to be on alert for signs of the illness in their children and to keep their child home when they are sick.

(4) School staff and visitors are required to wear face coverings unless doing so would inhibit the individual's health or the individual is under two years of age.

(5) Students are strongly encouraged to wear face coverings and are required to do so when social distancing cannot be maintained, unless doing so would inhibit the student's health. It is also necessary to acknowledge that enforcing

the use of face coverings may be impractical for young children or individuals with disabilities.

(a) Accommodation for students who are unable to wear a face covering should be addressed according to that student's need and in accordance with all applicable laws and regulations.

(6) Exceptions to requirements for face coverings shall be as follows:

(a) Doing so would inhibit the individual's health.

(b) The individual is in extreme heat outdoors.

(c) The individual is in water.

(d) A student's documented medical condition, or disability as reflected in an IEP, precludes the use of face covering.

(e) The student is under the age of two and could risk suffocation.

(7) If a visitor refuses to wear a face covering for non-medical reasons and if such covering cannot be provided to the individual at the point of entry, the visitor's entry to the school/district facility may be denied.

F. Critical Area of Operation #6 – Contact Tracing

(1) The NJDOE Guidance does not include any "anticipated minimum standards" for contact tracing. However, all school and district administrators, school safety specialists, counselors, and any other staff deemed appropriate by the Superintendent or designee should be provided information regarding the role of contact tracing conducted by State, county, and local officials.

(2) School officials should engage the expertise of their school nurses on the importance of contact tracing.

(3) The NJDOE will credit certified School Safety Specialists with three hours of training upon completion of Johns Hopkins University's COVID-19 Contact Tracing course.

g. Critical Area of Operation #7 – Facilities Cleaning Practices –Anticipated Minimum Standards Incorporated into the Plan

(1) School officials must continue to adhere to existing required facilities cleaning practices and procedures, and any new specific requirements of the local health department as they arise.

(2) The Board's Plan and Policy will establish cleaning/disinfecting schedules, targeted areas to be cleaned, and methods and materials to be used including:

(a) A schedule for increased routine cleaning and disinfection.

(b) Routinely cleaning and disinfecting surfaces and objects that are frequently touched. This may include cleaning objects/surfaces not ordinarily cleaned daily (e.g. doorknobs, light switches, classroom sink handles, countertops).

(c) Use of all cleaning products according to the directions on the label. For disinfection, most common EPA-registered household disinfectants should be effective. A list of products that are EPA-approved for use against the virus that causes COVID-19 is available on the EPA's website.

(d) Follow the manufacturer's instructions for all cleaning and disinfection products (e.g. concentration, application method, and contact time, etc.). Examples of frequently touched areas in schools are:

(i) Classroom desks and chairs;

(ii) Lunchroom tables and chairs;

(iii) Door handles and push plates;

(iv) Handrails;

(v) Kitchens and bathrooms;

(vi) Light switches;

(vii) Handles on equipment (e.g. athletic equipment);

(viii) Buttons on vending machines and elevators;

(ix) Shared telephones;
(x) Shared desktops;

(xi) Shared computer keyboards and mice;

(xii) Drinking fountains; and

(xiii) School bus seats and windows.

(xiv) Sanitize bathrooms daily, or between use as much as possible, using protocols outlined by the Environmental Protection Agency (EPA).

2. Academic, Social, and Behavioral Supports

In addition to taking the steps listed in the Health and Safety Guidelines section to protect students' and educators' physical health, leaders must also consider the impact of social isolation on both educators and students. School officials are not mandated to develop protocols for these elements as these elements are not "anticipated minimum standards" in the NJDOE Guidance. However, the NJDOE recommends school officials consider the following elements while developing the Board's Plan.

While only a small introduction to these elements is included in this Plan, a more detailed explanation and further considerations in the NJDOE Guidance are under the Academic, Social, and Behavioral Supports section to reference as the Plan is being developed. School officials may use the supports listed in the NJDOE Guidance.

The elements listed below in A.2.a. through A.2.e. provide an explanation for school officials to indicate if the strategy is:

Not being utilized
Being developed by school officials
Currently being utilized

There is space provided below in A.2.a. through A.2.e. for a brief explanation of the school district's status for each element.

[See Appendix K – Supplemental Materials and Explanations for Academic, Social, and Behavioral Supports]

Social Emotional Learning (SEL) and School Culture and Climate

SEL will be critical in re-engaging students, supporting adults, rebuilding relationships, and creating a foundation for academic learning.

___ Not Being Utilized

___ Being Developed by School Officials

___ Currently Being Utilized

_____
_____
_____

Multi-Tiered Systems of Support (MTSS)

MTSS is a systematic approach to prevention, intervention, and enrichment in grades Pre-K through twelve for academics and behavior that offers educators and families a mechanism to identify individual students who need extra support.

___ Not Being Utilized

___ Being Developed by School Officials

___ Currently Being Utilized

_____
_____
_____

c. Wraparound Supports

Wraparound services differ from traditional school-based services in their comprehensive approach to addressing the academic, behavioral, and social-emotional needs of students with interventions both inside and outside of the school environment.

___ Not Being Utilized

___ Being Developed by School Officials

___ Currently Being Utilized

_____
_____
_____

d. Food Service and Distribution

School meals are critical to student health and well-being, especially for low-income students. The NJDOE considers it a moral imperative to ensure the seamless and continuous feeding of students during all phases of school reopening.

___ Not Being Utilized

___ Being Developed by School Officials

___ Currently Being Utilized

_____
_____
_____

e. Quality Child Care

Child care will be needed as schools reopen, particularly in instances where modified school schedules may increase the likelihood that families who otherwise would not utilize child care will now require it.

___ Not Being Utilized

___ Being Developed by School Officials

___ Currently Being Utilized

_____
_____
_____

[See Appendix K – Supplemental Materials and Explanations for Academic, Social, and Behavioral Supports]

3. Scheduling

a. The Board's Plan must account for resuming in-person instruction. Scheduling decisions should be informed by careful evaluation of the health and safety standards and the most up-to-date guidance from the New Jersey Department of Health (NJDOH), as well the

input of stakeholders about the needs of all students and the realities unique to this district.

b. Virtual learning will continue to be guided by P.L. 2020, c.27 and the school district's updated Emergency Closure School Preparedness Plan if schools are required to deliver instruction through a fully virtual environment during limited periods throughout the school year due to a local or Statewide public health emergency.

(1) In accordance with N.J.A.C. 6A:32-8.3, 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.

(2) School district policies for attendance and instructional contact time will need to accommodate opportunities for both synchronous and asynchronous instruction, while ensuring the requirements for a 180-day school year are met.

c. The school district will meet the needs of their special populations in alignment with the New Jersey Specific Guidance for Schools and Districts regarding student accommodations.

(1) For special education and ELL students, the Board of Education will provide educators with professional development to best utilize the accessibility features and accommodations tools made available through technology-based formats. The school district will continue to ensure students receive individualized supports that meet the requirements of the IEP and 504 Plans.

(2) For medically fragile staff, virtual instruction is ideal for staff who are at greater risk for the impacts of COVID-19. Accommodations may need to be made for staff with health issues which are exacerbated by viewing content on screens for an extended period.

d. The school district should accommodate educators teaching in-person, hybrid, and virtual learning, in a way that allows all students to meet their required instructional hours for the day, which may include remote students completing independent work while students in classroom receive instruction. School officials may:

(1) Provide teachers common planning time.

(2) Ensure school district policies are reviewed and confirmed to support in-person and remote instruction.

(a) Virtual learning may create privacy challenges which school districts and schools have not yet faced.

(b) The NJDOE strongly recommends engaging communities to better understand the landscape of challenges and opportunities when crafting policies.

(3) Secure a steady supply of resources necessary to ensure the safety of students and staff.

(4) Develop protocols for social distancing on buses and ensure that students understand social distancing best practices while awaiting pickup at bus stops.

(5) Scheduling will support a combination of synchronous and asynchronous instruction which allows for contact time between educators and their students, as well as time for students to engage with their peers. The NJDOE encourages the school district to evaluate instructional activities based on what is developmentally appropriate for each grade band.

e. School officials will consider implementation strategies provided in the Scheduling Section of the NJDOE Guidance in developing the Board's Plan.

4. Staffing

The school district should consider access and equity for all staff to ensure continuity of student learning. The Board's Plan and decision-making throughout the school year should consider unique needs of each staff member, such as access to technology, social and emotional health, and child care concerns.

When making staffing scheduling and assignments, the school district must comply with all applicable employment laws including, but not limited to, the American Disabilities Act (ADA) and Health Insurance Portability and Accountability Act (HIPAA), and all applicable State laws. Additionally, prior to finalizing any COVID-19 related changes for the 2020-2021 school year, school districts should also consult with the local bargaining units and legal counsel.

The Board's Plan should identify roles and responsibilities of school administrators, teachers, instructional assistants, educational services professionals, and student teachers that will ensure continuity of learning and leverage existing resources and personnel to maximize student success.

As schedules are adjusted, educators must maintain quality instruction for students and abide by the minimum requirements set forth in NJDOE regulations.

In response to COVID-19, the NJDOE has provided flexibilities for implementation of certain regulatory requirements during the public health emergency. While the relevant Executive Orders are in effect, these flexibilities will apply:

(1) Mentoring Guidance – Outlines requirements and flexibilities for nontenured teachers with an induction to the teaching profession and to the school district community through differentiated supports based on the teachers' individual needs.

(2) Educator Evaluation Guidance – Provides a description of flexibilities and requirements for educator evaluation necessitated by the state mandated school closures caused by COVID-19. This Guidance applies to all Teachers, Principals, Assistant Principals (APs), Vice Principals (VPs), and Other Certificated Staff for School Year (SY) 2019-2020, and is differentiated for educators with a provisional certification, in the process of earning tenure, and on a corrective action plan (CAP).

(3) Certification

(a) Performance Assessment (edTPA) Guidance Provides a description of the NJDOE's waiver of the teacher certification performance assessment (edTPA) requirement as necessitated by the COVID-19 state of emergency and related limitations.

(b) Additional COVID-19 Certification Guidance – Additional flexibilities are expected to be extended to candidates for certification in response to the logical constraints posed by the COVID-19 state of emergency and related limitations.

Guidelines and Communication Protocol for Student/Staff Member with Confirmed Case of COVID-19, COVID-19 Symptoms or Family Members with Confirmed Cases/Symptoms

Signs or symptoms may appear 2 to 14 days after exposure to the virus.
The following symptoms may may be indicative of COVID-19: (CDC Symptoms)
➢ Cough
➢ Shortness of breath/difficulty breathing
➢ Chills/repeated shaking with chills
➢ Muscle pain
➢ Headache
➢ Sore throat
➢ Loss of taste or smell
➢ Diarrhea
➢ Fever ≥100.4°F or feverish feeling
➢ Known close contact with a person who has COVID-19

If a student or staff member develop symptoms of COVID-19 during the school day:

➢ Immediately separate student/staff member with COVID-19 symptoms (such as fever, cough, or shortness of breath) at school. Individuals who are sick should go home or to a healthcare facility depending on how severe their symptoms are. ➢ Designated isolation room for students who exhibit symptoms consistent with COVID19 until parent/guardian comes to pick-up student
➢ Separate staff member from others and send them home; consult with personal physician
➢ Principal will immediately notify the Superintendent, the Cape May County Department of Health, and the School Business Administrator/Board Secretary, who will make the appropriate notifications to Board of Education members.
➢ In either case, the proper notifications will be made to the school community, via both the administrative offices and the nurses office, as quickly as possible via various communication methods while maintaining confidentiality.

- Proper Notifications include:
    - Digital communication via text/email
    - Hard copy notification
    - Letter posted on the official Cape May City Elementary website

If a student or staff member is confirmed to have a case of COVID-19, the following steps will be taken immediately to reduce transmission:

➢ Contact Maintenance for Standard Operating Procedures of cleaning/disinfection of student's classroom(s) and staff member's desk/workstation.
➢ Principal will immediately notify the Superintendent, the Cape May County Department of Health, and the School Business Administrator/Board Secretary, who will make the appropriate notifications to Board of Education members.
➢ In either case, the proper notifications will be made to the school community as quickly as possible via various communication methods while maintaining confidentiality.

- Proper Notifications include:
    - Digital communication via text/email
    - Hard copy notification
    - Letter posted on the official Cape May City Elementary website

If a student or staff member has close contact with individual confirmed to have a case of COVID-19 (i.e. family member), the following steps will be taken immediately to reduce transmission:

➢ Principal will immediately notify the Superintendent, the Cape May County Department of Health, and the School Business Administrator/Board Secretary, who will make the appropriate notifications to Board of Education members.
➢ Student or staff member may be requested to quarantine in accordance with CDC guidelines.
➢ In either case, the proper notifications will be made to the school community as quickly as possible via various communication methods while maintaining confidentiality.

The Road Back: Restart and Recovery Plan for Education
Cape May City Elementary School District

Conditions for Learning	
Health and Safety: Standards for Establishing Safe and Healthy Conditions for Learning	
Critical Area	*District Actions and Person(s) Responsible*

General Health and Safety Guidelines	Establishing and maintaining communication with Health Dept; track local conditions The Superintendent will respond to any outreach from the Cape May County Department of Health (DOH) in order to address positive cases of COVID-19 that impacts the District/school community that may have been reported to them to commence contact tracing and case investigation. Should the District/school report to the health officer about staff, students, or any person with a close relationship to the school that tested positive, that information will be verified by the health department before it commences contact tracing and case investigation. All positive persons will undergo contact tracing and case investigation whether the information was first passed through the school or came automatically through the health department communicable disease surveillance system. The Cape May County DOH will handle all contact tracing and have staff available to perform contact tracing and case investigation. Meeting with the Cape May County Department of Health and Cape May County Superintendents on 7/06/20 Kevin Thomas Director Nurses from DOH Develop "high risk" criteria for students and staff and share with staff and families (School Physician and Nurses) Reasonable accommodations for students and staff at *higher risk (School Physician and Nurses)* Promote behaviors that reduce spread (Nurse) Training (Admin) Student Screening (Admin) App Stopping at the door

Classrooms, Testing and Therapy Rooms	Student desks, workspaces, and eating spaces separated by 6' when possible Physical barriers Face coverings when social distancing not possible Students and staff asked to bring their own masks and a backup mask. Face shields provided for staff. Face shields provided for students Backup paper masks. Limit use of shared objects and supplies Ventilation Hand Sanitizer Hand-washing stations Early Childhood Considerations Medically Fragile Students Belongings from home Use of larger spaces Scheduling and Movement Training
Transportation	Recommend that parents/guardians drive their own students to school Recommend that parents/guardians avoid carpooling Bus Recommendations (See Above) Social distancing on buses Recommended that only 22 students on a bus at one time Establishment of cleaning procedures Establishment of bus loading procedures Windows have the ability of being opened to circulate air
Student Flow, Entry, Exit, Common Areas	Student and Staff Self-Check (Principal and Designee) Location and process for student and staff health screenings (Principal) Procedures for symptomatic students or staff policy when person tests positive (Principal) Parent Communication and Education (Principal) Face Coverings (Principal and Teachers) Visitors
Contact Tracing	

Second Addendum to the **RETURN-TO-SCHOOL PLAN**

IN RESPONSE TO COVID-19

Presented to the Cape May City Board of Education for Review
July 23rd, 2020.

Pandemic Response Team Members / Mask Requirements / Schedule for September 8th / Addressing Student Needs Technology / Guidance on Closure & Quarantine

Pandemic Response Team

School districts should also establish school-based Pandemic Response Teams to centralize, expedite, and implement COVID-19-related decision-making. Each school team should have a liaison that reports to district-level administrators to ensure coordinated actions across the district.

Cape May City Elementary School (Building and District Response Team)

Superintendent	Robert Garguillo
Principal	Zachary Palombo
Nurse	Tiffany Bohn
School Counselor	Scott Fisher
Teacher Representative	Leanne Tarr
Supervisor of Custodial Staff	John Thomas (SBA)
Custodian	Christopher Langford
Parent	Lacey Milligan
School Security Officer	Robert Cramer

Mask Requirements

On Monday, August 3, 2020, Governor Murphy announced that students will be required to: "wear a face covering at all times, even when social distancing, unless there is a documented

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medical condition or disability in which prevents the individual from wearing a face covering". Students may still remove their face covering to eat breakfast and lunch within their classroom

while maintaining social distancing. Students will be provided by the district, a cloth face covering that will cover both the nose and mouth, and will also be provided with a reusable face shield that will be cleaned and sanitized daily.

Schedule for September 8th, 2020

The CMCES School Day from the initial start will consist of four hours of instruction for ALL Students, as restrictions from health officials gradually are reduced and scaled back CMCES is committed to resume a full day schedule for the students that starts at 8:30am and concludes at 3:00pm.

September 8th, 2020 will include the following:

- "Student / Parent Meet and Greet" (Starting at 9:00am and concluding by 11:00am)
    - Chromebook pick up
    - Meet your teacher at designated times
- "Virtual Back to School"
    - Teachers will meet with their students virtually for the first time at 12:00 pm
- "1st Day Assignments"
    - Students will complete assignments at home to satisfy the completion of a four hour instructional day.

September 11th will be a full virtual day for all students.

On September 14th students will adhere to the attached schedule, Wednesdays will be a considered a virtual day until further notice.

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Time	Period	Monday	Tuesday	Wednesday	Thursday	Friday
8:20-9:00		Staff Check-In PLC Check-In Duty	Staff Check-In Grade Level Collaboration Check-In Duty	Staff Check-In Grade Level Collaboration Check-In Duty	Staff Check-In PLC Check-In Duty	Staff Check-In Grade Level Collaboration 4-6 Prep Check-In Duty
9:00 - 9:30	1st	Student Check-In Breakfast Check-In Duties	Student Check-In Breakfast Check-In Duties	Student Check-In Breakfast Check-In Duties	Student Check-In Breakfast Check-In Duties	Student Check-In Breakfast Check-In Duties
9:35 - 10:10 **9:35 - 9:55** **Recess: 6th**	2nd	TPC	TPC	TPC	TPC	TPC
10:15 - 10:55 **10:15 -10:35** **Recess: 5th** **10:40 -11:00** **Recess: 3rd & 4th**	3rd	TPC	TPC	TPC	TPC	TPC
11:00 - 11:40 **11:05 -11:25** **Recess 1st & 2nd**	4th	TPC	TPC	TPC	TPC	TPC
11:45 - 12:20 **11:45 -12:05** **Recess: K**	5th	TPC	TPC	TPC	TPC	TPC
12:25 - 1:10	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
1:15	Student Dismissal	Student Dismissal	Student Dismissal	Student Dismissal	Student Dismissal	Student Dismissal
1:30 - 2:10	K-6 Lunch	K-6 Lunch	K-6 Lunch	K-6 Lunch	K-6 Lunch	K-6 Lunch
2:15 - 3:00	K-6 Prep	K-6 Prep	K-6 Prep	K-6 Prep	K-6 Prep	K-6 Prep
3:00 - 3:20 MTWTH 3:00 - 3:05 Friday						

Addressing Student Needs Technology

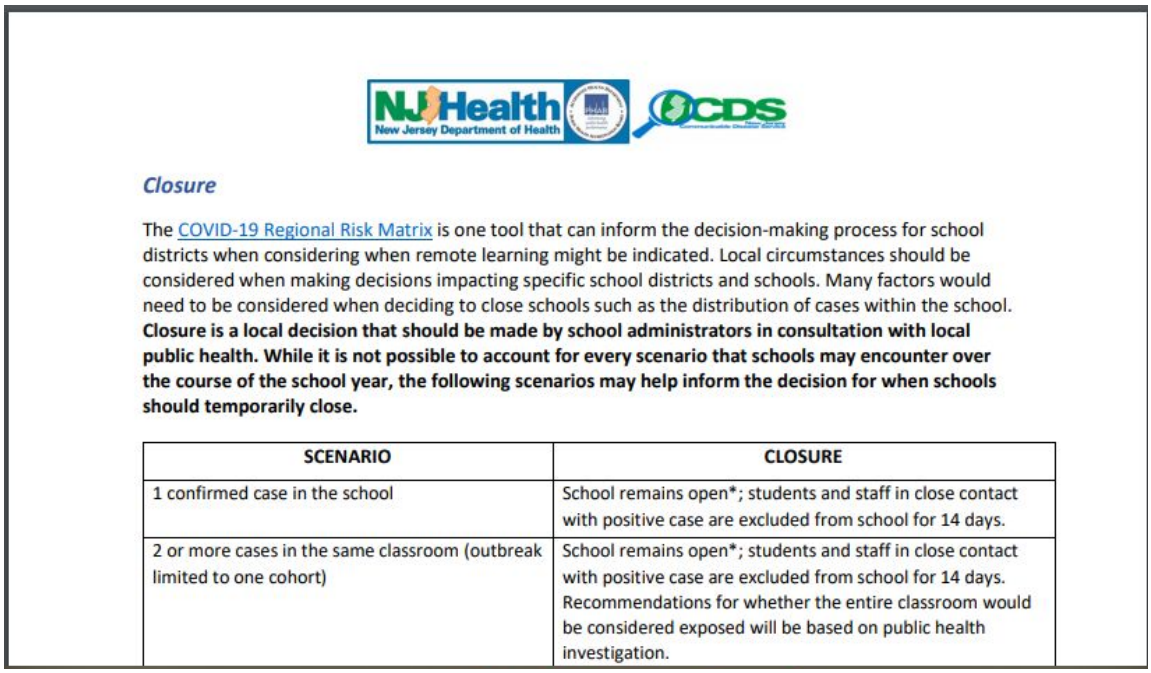
Cape May City Elementary is a full 1 to 1 school district in that each student will be provided a chromebook. All students will receive a chromebook on September 8th, 2020, during the first day of school, (students that recently participated in our Extended School Year Program and Summer instruction program currently have their chromebooks for the upcoming school year). During the first week of school students are asked to complete various activities at home to see if there are any connectivity issues, and will work from feedback from the parents and students to address those issues. As a district we use the 2020 technology survey that was conducted during the initial COVID-19 closure in March as a baseline indicator of what our students need in

references to resources. Participation in assignments that utilize the chromebooks will occur in class for our

hybrid students to allow for an understanding of how the chromebook works so that they can use the tool independently while they are at home. Finally, as a district in addition to the chromebooks we will be purchasing computer "mice" for our primary grades and to allow easier navigation on the chromebook.

Guidance on Closure & Quarantine

Cape May City Elementary will adhere to the guidance that was issued by the New Jersey Department of Health published on August 13, 2020, "Recommendations for Local Health Departments, K-12 Schools" on page 15.



Closure

The COVID-19 Regional Risk Matrix is one tool that can inform the decision-making process for school districts when considering when remote learning might be indicated. Local circumstances should be considered when making decisions impacting specific school districts and schools. Many factors would need to be considered when deciding to close schools such as the distribution of cases within the school. **Closure is a local decision that should be made by school administrators in consultation with local public health. While it is not possible to account for every scenario that schools may encounter over the course of the school year, the following scenarios may help inform the decision for when schools should temporarily close.**

SCENARIO	CLOSURE
1 confirmed case in the school	School remains open*; students and staff in close contact with positive case are excluded from school for 14 days.
2 or more cases in the same classroom (outbreak limited to one cohort)	School remains open*; students and staff in close contact with positive case are excluded from school for 14 days. Recommendations for whether the entire classroom would be considered exposed will be based on public health investigation.

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2 or more cases within 14 days, but are linked to a clear alternative exposure that is unrelated to the school setting and unlikely to be a source of exposure for the larger school community (e.g. in same household, exposed at the same event outside of school)	School remains open*; students and staff in close contact with positive cases are excluded from school for 14 days.
2 or more cases within 14 days, linked together by some activity in school, but who are in different classrooms (outbreak involving multiple cohorts)	Recommendations for whether school closure is indicated will be based on investigation by local health department.
A significant community outbreak is occurring or has recently occurred (e.g., large event or large local employer) and is impacting multiple staff, students, and families served by the school community	Consider closing school for 14 days, based on investigation by local health department.
2 or more cases are identified within 14 days that occur across multiple classrooms and a clear connection between cases or to a suspected or confirmed case of COVID-19 cannot be easily identified (outbreak involving multiple cohorts)	Close school for 14 days.
Very high risk of community transmission (refer to COVID-19 Regional Risk Level Matrix)	Close school until COVID-19 transmission decreases.

* Note: A temporary closure may also be considered for a period of 2-5 days if a student or staff member attended school while potentially infectious, before being confirmed as having COVID-19. This short-term dismissal allows time for local health officials to gain a better understanding of the COVID-19 situation impacting the school and perform contact tracing.

Period of closure: After switching to remote learning due to high levels of viral transmission in the school or local geographic community, districts or schools should wait a minimum of 14 days before

bringing any students back for in-person learning. This timeframe is sufficient so that most people in the school community who will develop symptoms as a result of a school exposure could be identified and self-isolate, as appropriate.