

# Willingboro Public Schools



## Reopening Plan

2020-21SY

# WILLINGBORO PUBLIC SCHOOLS REOPENING PLAN: 2020 - 2021

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### INTRODUCTION

The Willingboro Board of Education voted at its public meeting on July 27, 2020 to request approval from the New Jersey Department of Education (NJDOE) to permit the district to use the Option 2 model as outlined in this Reopening Plan (all-virtual learning environment) for the first marking period of the 2020-2021 school year (September 8, 2020-November 18, 2020). On August 6, 2020, the Superintendent submitted the Reopening Plan to the NJDOE for approval. On August 12, 2020, the governor signed an executive order permitting school districts to provide remote-only instruction if they cannot meet health and safety protocols prior to the opening of schools. The district began the 2020-2021 school year in an all-virtual learning environment. The Reopening Plan will be revised as necessary based on real-time data and information from the NJDOE, New Jersey Department of Health, Burlington County Department of Health, the Centers for Disease Control (CDC), and parent and staff surveys.

*On March 5, 2020, the NJ Department of Education (NJDOE) provided all districts with a document titled, "Guidance Regarding Requirements for Public Health-Related School Closures." This document indicated that districts providing distance learning opportunities during an absence can count those days towards the 180-day instructional mandate. In short, if students are learning at home during a health-related closure, the district will not need to make up these days later in the school year. On March 16, 2020, Governor Murphy issued Executive Order 104, calling for schools to halt in-person instruction to protect the State from the spread of COVID-19. That order triggered widespread changes to the State's education system and way of life (The Road Back: Restart and Recovery NJDOE, June 2020).*

The Willingboro Public Schools began remote learning on Friday, March 13, 2020, and remained in the distance learning format through the end of the school year. During this time, the district implemented the grading guidelines listed below.

#### **Distance Learning Grading Guidelines:**

1. Teachers will continue to record grades for assignments and assessments as a part of the academic record to inform instruction and student progress towards proficiency of the learning standards.
2. Daily formative assessment work (quizzes and all iterations of classwork) should continue to be assigned, graded, and recorded in the Genesis Gradebook.
3. Each class/course must have a minimum of 2 formative assessment entries per week recorded in the Genesis Gradebook.
4. Effective the week of April 3, 2020, each teacher should have 20 formative assessments per class recorded in their Genesis Gradebook by the end of the year (10 weeks of study, two recorded assignments per week = 20).
5. Unit competencies (tests) will not be administered to any student in any subject area.
6. The Superintendent will review mid-cycle grades with building principals during the week of May 11th to identify students in danger of failing classes for the year.



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7. Trimester 3 Report Cards will be scored using formative assessment data only.
8. Marking Period 4 Report Cards will be calculated using all formative assessment data along with all existing summative assessment data (summative data prior to the closure of schools). Final grade calculations for the year remain as-is: the final grade is the numerical grade average on the last day of actual schooling and represents a student's cumulative learning journey.
9. Parents/Guardians of students who are unable to actively engage in learning and are unable to complete and submit the majority of assignments due to extenuating circumstances shall communicate in writing with their child's teachers and administrators. Where appropriate and with approval, an "N/A" or "I" will be assigned on the report card with the opportunity to make up work at a later date as determined by the building administration.

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### BACKGROUND

The district convened a Reopening Committee in June 2020 with the goal of developing a reopening plan while keeping the safety of staff, students, parents/guardians, and visitors at the forefront of all planning efforts. Safety has always been the top priority of the Willingboro Public Schools. The committee was cognizant of the requirement to utilize the guidance provided by the NJDOE to ensure that reasonable safety measures are in place for students, staff, and essential visitors when schools reopen.

The committee held its first meeting on June 10, 2020. During the meeting, the committee began to brainstorm areas that would need to be addressed to ensure the safety of students, staff, and community members who enter the district's facilities. The committee focused on areas such as buildings and grounds, transportation, instruction, arrival/dismissal, protection devices, breakfast/lunch procedures, recess, physical education classes, and social distancing.

In addition, the committee developed a plan for the partial opening of the district on July 1, 2020 for 12-months staff. The plan consisted of 12-month staff working two days per week. However, in light of the COVID-19 pandemic, all district business continues to be conducted virtually; this includes registration for the 2020-2021 school year. On a case by case basis, appointments are made for individuals who require services that cannot be addressed through virtual communication. On the day of any in-person activity, prior to entering a district building, parents/guardians and students will be asked to confirm that they are not currently experiencing any symptoms listed on the following chart ([Covid-19 Symptoms Chart](#)). In addition, a temperature check will be conducted and if the reading is 100.4°F or above, entry would not be permitted. Staff, students, parents/guardians, and visitors are required to wear face masks/coverings that cover the nose and mouth, except for children under two years old. Hand sanitizer stations will be available and everyone will use them upon entry. In addition to daily health screenings of each person who enters our facilities and required adherence to social distancing measures, the district has instituted health and safety protocols in accordance with the guidelines and standards issued by the New Jersey Department of Education, New Jersey Department of Health, and Centers for Disease Control. The District has implemented cleaning and sanitation protocols, including sanitizing commonly used surfaces, including door handles, light switches, surfaces, bathroom sinks, toilets, stalls, etc.

The New Jersey Department of Education released the "The Road Back: Restart and Recovery" on June 26, 2020, which provided school districts with guidelines for reopening schools. The second Reopening Committee meeting was held on July 1, 2020. During this meeting, the committee discussed the guidelines from the NDJOE. Planning efforts were led by seven subcommittees, which together explored a range of areas that are vital for a safe and successful school year during these challenging times. These subcommittees as well as the dependencies they considered are as follows:

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1. Buildings and Grounds
  - a. Sanitation of commonly used surfaces
  - b. Occupant-free cleaning protocol
  - c. Temperature screening for custodial and maintenance staff
  - d. Social distancing room capacities
  - e. Purchase of personal protection equipment (masks, hand sanitizer, shields, thermometers)
  - f. Social distancing signs
2. Curriculum and Instruction
  - a. Hybrid instructional schedule
  - b. Professional development for staff
  - c. Length of the school day
3. Transportation
  - a. Sanitation
  - b. Seating chart
  - c. Social distancing
  - d. Masks
  - e. Temperature screening for students and drivers
  - f. Plan to address students who have a temperature of 100.4°F or higher
  - g. Routes
4. Student Needs
  - a. Recess
  - b. Physical Education
  - c. Arrival/Dismissal
  - d. Breakfast and lunch
  - e. Lockers
  - f. Changing classes
  - g. Student support services
  - h. Fire drills/emergency procedures
  - i. Visitors
5. Staff Needs
  - a. Create staff survey
  - b. Research COVID-19 sick leave provisions
6. Medical
  - a. Temperature screening for students and staff
  - b. Process for students of staff who exhibit COVID-19 symptoms
  - c. Isolation room
  - d. Sanitation protocols

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- e. Process for positive cases
- 7. Technology
  - a. System for maintaining minutes of subcommittee meetings
  - b. Creating A/B/C class rosters
  - c. Instructional technology for distance learning.

The subcommittee chairpersons were charged to include administrators, staff, and parents/guardians on their respective committees and conduct the first subcommittee meeting by July 13, 2020.

The third Reopening Committee meeting was held on July 15, 2020. Each subcommittee chairperson provided a report and the committee members discussed the next steps for each subcommittee. A survey was sent to parents/guardians on July 16, 2020 ([Parent Survey](#)) and to staff on July 19, 2020 ([Staff Survey](#)) to obtain information to guide the final version of the Reopening Plan. Communicating with parents/guardians and staff is an essential part of efforts to create a Reopening Plan.

The fourth Reopening Committee meeting was held on July 21, 2020. During this meeting, the committee discussed Governor Murphy's July 20, 2020 statement in which he indicated that the NJDOE would soon release guidance regarding a parent's/guardian's option to choose an all-virtual learning environment for his/her child(ren). Based on this information, the committee updated this Reopening Plan to include the option of an all-virtual learning environment in conjunction with the A/B/C instructional schedule (Option 1).

On July 27, 2020, at its monthly Board of Education meeting, members of the Willingboro Board of Education voted to request that the NJDOE permit the district to engage in an all-virtual learning environment (Option 2) for the first marking period (September 8, 2020 through November 18, 2020) due to the results of the parent survey, results of the staff survey, positive COVID-19 cases in the township, ventilation issues, and backordered safety equipment and supplies.

The fifth Reopening Committee meeting was held on July 28, 2020. At that time, the committee was charged with continuing to plan for Option 1 and 2 as the intention of the district is to move to Option 1 as soon as it is safe to do so.

On October 26, 2020, a decision was made to extend all virtual learning to February 4, 2021. On the January 11, 2021, Board of Education agenda, a resolution was submitted to revise the extension of all virtual learning in the Reopening Plan from Thursday, February 4, 2021, to Friday, February 5, 2021. At the same meeting, a decision was made to extend virtual learning to Friday, April 16, 2021. The new return to in-person learning date of April 19, 2021, was sent to staff and parents/guardians on January 12, 2021.

The reopening of our schools will include the necessary limitations to protect the health and safety of our students and staff. This plan is built upon that premise, but with the recognition that we must be ready to make necessary adjustments should the spread of the virus and consistent health data require it. The district will be guided by the Governor's Executive Orders and real-time COVID-19 statistics and data.

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Throughout the 2020-2021 school year, the district will continue to engage our school community members to ensure that everyone is informed of the latest information and that we are consistently hearing from stakeholders in an effort to improve the experiences of students and staff. The district will share information and updates regularly via email and robocalls. We will also conduct periodic surveys and host Superintendent's Forums to share information, listen to feedback, and answer questions. In addition, the district will engage township stakeholders in the reopening process through meetings to review the Reopening Plan.

As we plan for a safe and successful 2020-2021 school year in these unprecedented times, we have approached this work thoughtfully, collaboratively, and with an enormous sense of responsibility for the health and well-being of our students, families, and staff. In developing this plan, the four key subject areas as outlined in "The Road Back: Restart and Recovery," were used.

1. Conditions for Learning
2. Leadership and Planning
3. Policy and Funding
4. Continuity of Learning

To date, the Reopening Committee meets twice a month to continue with planning of Option 1 and Option 2 and to address concerns and questions raised by all district stakeholders.

The Willingboro Public Schools has partnered with RITE AID to offer the Johnson and Johnson COVID-19 vaccination to staff members on March 31, 2021 and April 2, 2021. The Willingboro Public Schools implemented Option 1 on April 19, 2021.

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### CONDITIONS FOR LEARNING

Conditions for learning must address the physical needs, social and emotional needs, and environmental factors that can impact teaching and learning.

*At a minimum, school districts must adopt a policy for screening students and employees for symptoms of COVID-19 and history of exposure and must strive for social distancing within the classroom and on school buses. If schools are not able to maintain this physical distance, additional modifications should be in place, including physical barriers between desks and turning desks to face the same direction. Each school district must also adopt cleaning and disinfecting procedures. 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. 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. In addition to these minimum standards, the NJDOE has identified ten Critical Areas of Operation that schools must address in their restart plans (The Road Back: Restart and Recovery NJDOE, June 2020).*

#### **1. General Health and Safety Guidelines**

As per the Road Back: Restart and Recovery (NJDOE, June 2020), in all stages and phases of pandemic response and recovery, schools must comply with the 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.

The district will make every effort to safeguard the health, safety, and well-being of its students, employees, and community stakeholders. Planning and decision making will be guided by the guidelines of the Centers for Disease Control and Prevention (CDC), NJDOE, and the Burlington County Health Department. It will further be guided by feedback from students, staff, parents/guardians, and school community members.

#### **Social Distancing**

Option 1 of the Reopening Plan is an A/B/C/D instructional schedule. In the A/B/C/D instructional schedule, students will be assigned to either A or B days of face-to-face instruction, which will occur two days per week. Distance learning will occur three days per week. The district would be closed one day per week for occupant-free cleaning. This hybrid structure will ensure that the same group of students attend school during the same two days. Group C students will attend school four days per week (PreKindergarten and special education students). Group D students will remain on all-remote instruction at the request of the parent/guardian. While in school, students will remain 6-feet apart to the maximum extent possible. The following measures will be implemented to adhere to social distancing guidelines:

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- Signage and floor decals will indicate six feet of distance guidelines throughout school buildings.
- The distance between classroom desks will be measured to ensure a floor plan that aligns to six feet of social distancing whenever possible. All desks will be arranged to face the same direction.
- Hallways will be marked with one-way signs whenever possible.
- Hallways markings will be used to ensure that students walk to the right at all times.
- The maximum number of individuals, including students, teachers, and staff, allowed in the same classroom will be 15, whenever possible.
- No more than one person will be permitted in an elevator at one time.
- No more than three people will be permitted in a restroom at one time (with the exception of adults providing assistance to students when applicable).
- No more than three people will be permitted in a faculty lounge at one time.
- Alternative spaces like gymnasiums, auditoriums, and cafeterias will be used to accommodate classes with class sizes that exceed 15.
- Breakfast will be served in the classroom during the implementation of Option 1.
- Lunch will be distributed to students at the end of the school day during the implementation of Option 1 for Levitt, Memorial, High School and Alternative School.
- Lunch will be served in the classroom during the implementation of Option 1 for ECDC and elementary schools.
- Parents and guardians will be asked to schedule appointments to visit with school staff and must wear a mask while in the building.
- Non-essential visitors and volunteers will not be permitted to enter the school building until further notice.
- If possible, at nap time for PreK students, the district will ensure that children's naptime mats are spaced out as much as possible, ideally 6 feet apart. Children will be placed head to toe in order to further reduce the potential for viral spread.

Option 2 of the Reopening Plan is an all virtual learning environment for students. In the all-virtual schedule, students will receive instruction remotely for five days per week.

### **Face Masks**

The CDC affirms that cloth face coverings are a critical tool in the fight against COVID-19. To this end, the Willingboro Public Schools will require staff, students, essential visitors, and contractors to wear a face mask that covers the mouth and nose while on district property. The district will also require a face mask to be worn while being transported to and from school in a district bus. In addition, the following action steps will be implemented in regards to face masks:

- Students and staff will be required to wear face masks as per the Burlington County Health Department. The NJDOE has indicated that students are required to wear face masks unless doing so would inhibit a student's health (medical documentation would be required). The district will handle such medical excuses on a case by case basis. The NJDOE has created the following list of face mask exemptions:

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1. extreme heat outdoors
  2. documented medical condition
  3. while eating and drinking
  4. during naptime (PreK students)
  5. while engaged in high-intensity aerobics
  6. during physical education classes as long as there is proper ventilation
  7. during face mask breaks (six feet social distancing must occur during face mask breaks)
- Students and staff will be provided with two washable cloth masks per month.
  - Clear face coverings may be used by students and staff who rely on facial cues.
  - Teachers will be provided with one face shield to accommodate interaction with students.
  - Essential visitors will be provided with disposable face masks to wear during the duration of the visit. Essential visitors will be required to complete a [COVID-19 Visitor Safety Agreement](#) (see Appendix O) in which they must acknowledge that they do not have COVID-19 related symptoms and have no known exposure to COVID-19.
  - Acceptable masks for essential visitors include surgical masks, disposable masks, cloth masks purchased or made from household items, and gaiters. No other masks will be permitted while on district property. Specifically, masks with valves will not be permitted. Students and staff will be expected to wear the district issued face masks.
  - Students, bus drivers, and bus aides will be required to wear a face mask while on school buses.
  - Students and staff will be provided with face mask breaks throughout the day. These breaks will only occur when social distancing can be maintained and ideally outside or with windows open.
  - Face masks should never be placed around the neck or up on the forehead.
  - Touching face masks should be avoided, if this is unavoidable, an individual should immediately wash his/her hands with soap and water or use hand sanitizer. Students will be frequently reminded not to touch their face masks.
  - Students and staff who remove their masks during breakfast, physical education, recess, and mask breaks must remain six feet apart.
  - Steps for taking off face masks
    1. Untie the strings behind your head or stretch the ear loops
    2. Handle only by the ear loops or ties
    3. Fold outside corners together
    4. Place mask in the washing machine
    5. Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing
  - Steps for washing face masks in the washing machine
    1. Face masks can be included with regular laundry.
    2. Use regular laundry detergent and the warmest appropriate water setting for the cloth used to make the mask.
    3. Use the highest heat setting and leave in the dryer until completely dry.



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- Steps for washing face masks by hand
  1. Prepare a bleach solution by mixing:
    - a. 5 tablespoons (1/3rd cup) household bleach per gallon of room temperature water OR
    - b. 4 teaspoons household bleach per quart of room temperature water
  2. Check the label to see if your bleach is intended for disinfection. Some bleach products, such as those designed for safe use on colored clothing, may not be suitable for disinfection. Ensure the bleach product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser.
  3. Soak the mask in the bleach solution for 5 minutes.
  4. Rinse thoroughly with cool or room temperature water.
  5. Lay flat and allow to completely dry. If possible, place the mask in direct sunlight.

[Information on how to wear a non-surgical face mask](#)

[Information on how to wear cloth face masks](#)

### **Temperature Screening**

Students, staff, and essential visitors will be required to submit to a temperature screening before entering a district facility. If the temperature screening reading is 100.4°F or greater, entry will not be permitted. Students, staff, and essential visitors will be asked if they exhibit any of the symptoms listed on this chart ([Covid-19 Symptoms Chart](#)). If any of the symptoms are affirmed, entry will not be permitted. If parents/guardians are unable to immediately pick up a student who is exhibiting one or more symptoms on the chart, the student will be taken to an isolation room until the parents/guardians arrive.

Students who exhibit symptoms on the chart prior to boarding a district bus, will not be permitted to board the bus and parents/guardians will be contacted. If the parent is unable to immediately pick up the student, he/she will be transported home in a separate district vehicle. If there is no parent at home, all emergency contacts will be called. In the event that the district is unable to reach an emergency contact, the student will be brought to an isolation room in the district until the parents/guardians arrive. Bus drivers and bus aides will be required to submit to a temperature screening upon arrival to work.

Staff members will be required to report if they test positive for COVID-19, if they develop symptoms listed on the Symptoms Chart, or if they are self-isolating due to suspected or known exposure to COVID-19 to their immediate supervisor. The Burlington County Health Department will be contacted by the Superintendent or a designee to report all positive cases of COVID-19. In regards to self-isolation and exposure, during Option 2, a staff member (does not include custodians or security guards) will be given a maximum of five (5) business days of district leave to be tested and report the results to his/her immediate supervisor. The staff member is expected to request an extension if results cannot be obtained within the five-day window. If a staff member is unable to provide documentation for the entire term of the district leave, he/she will be charged his/her personal

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illness days for any days without documentation. The immediate supervisor and school nurse will maintain a chart of all self-quarantined staff members and supporting documentation in a locked cabinet. During Option 1, district leave will only be provided to all staff members if the exposure is job-related.

All parents/guardians should conduct a daily screening of their children prior to the children arriving at school. This screening should include temperature checks and monitoring for COVID-19 symptoms. At the start of the school year, parents/guardians will be required to review the Daily Screening for Students Chart (Appendix Y) which affirms their responsibility to screen their children before sending them to school.

#### **Isolation Room**

The isolation room will be located as close to the front door as possible. If the room has no windows or air conditioning, an air conditioner will be installed. The district's Hygienist will be consulted regarding ventilation protocols. Vinyl privacy screens will be used to create separate sections within the room. The isolation room will be supervised by a staff member who will be required to wear medical garments, gloves, mask, and face shield. Medical waste baskets will be used for medical garments. New medical garments will be required each time a staff member enters the Isolation Room. The Isolation Room will be cleaned after each use.

#### **Symptomatic Student or Employee**

If a student or staff member becomes symptomatic while in a school facility, the situation will be assessed by the school nurse using a symptoms chart approved by the Burlington County Health Department. If an individual exhibits two symptoms from column A: chills, rigors (shivers), myalgia (muscle aches), headache, sore throat, nausea or vomiting, diarrhea, fatigue, congestion or runny nose OR one symptom from column B: fever (measured or subjective), cough, shortness of breath, difficulty breathing, new olfactory disorder, and new taste disorder (See Appendix Y) he/she will be excluded from school/work.

On January 5, 2021, the New Jersey Department of Health (NJDOH) issued a message to clinicians to inform them of K-12 school guidance changes addressing testing for the return of sick students to school. In that message, NJDOH stated that any child with COVID-19 compatible symptoms should not return to school until they have either received a negative viral test (molecular or antigen) for SARS-CoV-2 or they have completed an isolation period of at least 10 days since symptom onset and at least 24 hours after resolution of fever without fever-reducing medications with symptom improvement. A purely clinical alternative diagnosis would no longer be accepted.

Staff members must quarantine for 10 days. In lieu of the 10-day quarantine, a negative COVID-19 test or doctor's note with an alternative diagnosis can be submitted. During Option 2, a staff member will be given a maximum of five (5) business days of district leave to be tested and report the results to his/her immediate supervisor. The staff member is expected to request an extension if results cannot be obtained within the five-day window. If a staff member is unable to provide

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documentation for the entire term of the district leave, he/she will be charged his/her personal illness days for any days without documentation. The immediate supervisor and school nurse will maintain a chart of all self-quarantined staff members and supporting documentation in a locked cabinet. The staff member must be free of symptoms, without medication for 24 hours before returning to work. Medical clearance may be required upon the staff member's return to work.

In the event that a staff member must quarantine, he/she will be permitted to work from home during Option 2 (with the exception of custodians and security guards). Staff members whose exposure is district-related will be permitted to work from home during quarantine while the district is engaged in Option 1. During Option 1, if the exposure is not district-related, a staff member must quarantine using his/her personal time.

Testing sites in Willingboro are as follows:

- **Rite Aid Drug Store:** 217 Sunset Road, 609-877-0700
- **MedExpress Urgent Care:** 438 Route 130 N, 609-871-2045
- **Rite Aid Drug Store:** 147 Cooper Street, 609-877-0013

In the event that a student must quarantine, the student will be required to continue to attend school remotely and record attendance as per classroom guidelines.

### **Positive COVID-19 Case and COVID-19 Exposure**

A student or staff member who is reported to be positive for COVID-19 will immediately initiate the district's Contact Tracing Protocols (see pages 29-31). The Superintendent will be notified and contact will be made to the Burlington County Health Department for guidance. Based on the results of Contact Tracing, the building may be closed for 24-hours for occupant-free cleaning. The decision to close a district facility will be made in conjunction with the Burlington County Health Department. Decisions about closures will be made carefully and with the health and safety of students and families in mind. The staff member or student who tested positive for COVID-19 will be required to quarantine for 10 days and will not be permitted to return to work/school without appropriate medical clearance. In addition to quarantining for 10 days, the student or staff member must be symptom free for 24 hours without medication prior to return to work/school.

Any student or staff member who has been exposed to someone with a confirmed case of COVID-19, must quarantine for 14 days (non-household contact) and 24 days (household contact) if social distancing was not maintained and the contact was for 15 cumulative minutes or more over a 24-hour period. Appropriate medical clearance is required before returning to school/work. Quarantine is not mandated if individuals are fully vaccinated (for two or more weeks) or individuals have clinically recovered from COVID-19 in the past 3 months. Vaccinated individuals must provide their vaccination card to avoid quarantine time.

Students will be marked present for the days that they are quarantined if they continue to complete assignments and log-in their attendance. Staff members will be marked present for the days that they

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are quarantined if they continue to provide instruction/complete work assignments during Option 2. Staff members whose exposure is district-related will be permitted to work from home during quarantine while the district is engaged in Option 1. During Option 1, if the exposure is not district-related, a staff member must quarantine using his/her personal time.

### Travel

New Jersey strongly discourages all non-essential interstate travel at this time. At this time, individuals who have been vaccinated against COVID-19 should continue to follow the State's travel advisory.

Travelers and residents returning from **any U.S. state or territory** beyond the immediate region (New York, Connecticut, Pennsylvania, and Delaware) should self-quarantine at their home, hotel, or other temporary lodging following [recommendations from the CDC](#):

- If travel is unavoidable, travelers should consider getting tested with a viral test (not an antibody test) 1-3 days before the trip and again 3-5 days after the trip.
- If travelers test positive, they should **self-isolate for at least 10 days and should postpone travel during that time.**
- If travelers test negative, they should **quarantine for a full 7 days after travel.**
- If testing is not available (or if the results are delayed), travelers should **quarantine for 10 days after travel.**

### Vaccinations

CDC recommends that persons who clinically recovered from COVID-19 in the past 3 months and those who are fully vaccinated (defined as greater than 2 weeks following receipt of the second dose in a 2- dose series, or greater than 2 weeks following receipt of one dose of a single-dose vaccine) do NOT need to quarantine after having close contact with someone with COVID-19, as long as they remain asymptomatic (see exceptions for high-risk congregate care settings). Vaccinated individuals must provide their vaccination card to avoid quarantine time.

### Immunizations

There will be no grace period for immunizations. Students who do not have a complete immunization record will be excluded from both virtual and in-person learning. The following is a statement from the New Jersey Department of Health Vaccine Preventable Disease Program:

*“Children would be excluded if they were attending in-person and did not have an immunization record. Therefore, the same would apply. Children attending school virtually will need to comply with the immunization requirements. If they are non-compliant then they cannot enroll/participate in virtual learning.”*

### Emergency Drills

The four emergency drills as required by the NJDOE (Lock-down, Active Shooter, Bomb Threat, and Emergency Evacuation) will be conducted using social distancing guidelines when possible.

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### Pre-Kindergarten

Toys that cannot be cleaned and sanitized will not be used. Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be set aside until they are cleaned by hand by a person wearing gloves. Toys will be cleaned with water and detergent, sanitized with an EPA-registered disinfectant, and air-dried.

Machine washable cloth toys should be used by one individual at a time or should not be used at all. These toys should be cleaned before being used by another child. Toys that need to be cleaned will be set aside and placed in a dish pan with soapy water or put in a separate container marked for "soiled toys." Children's books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures (Source: Centers for Disease Control).

It is important to comfort crying, sad, and/or anxious preschoolers and they often need to be held. To the extent possible, when washing, feeding, or holding very young children:

- Teachers can protect themselves by wearing an over-large button-down, long sleeved shirt and by wearing long hair up off the collar in a ponytail or other updo.
- Teachers should wash their hands, neck, and anywhere touched by a child's secretions.
- Teachers should change the child's clothes if secretions are on the child's clothes. They should change the button-down shirt, if there are secretions on it, and wash their hands again.
- Contaminated clothes should be placed in a plastic bag or washed in a washing machine.
- Preschoolers should have multiple changes of clothes on hand at the school.

Steps for diapering are as follows:

When diapering a child the staff member must wash his/her hands and wash the child's hands before beginning. Gloves must be worn. Procedures should be posted in all diaper changing areas. Steps include:

- Prepare (includes putting on gloves)
- Clean the child
- Remove trash (soiled diaper and wipes)
- Replace diaper
- Wash child's hands
- Clean up diapering station
- Wash hands

After diapering, wash your hands (even if you were wearing gloves) and disinfect the diapering area with a fragrance-free bleach that is EPA-registered as a sanitizing or disinfecting solution. If other products are used for sanitizing or disinfecting, they should also be fragrance-free and EPA-registered. If the surface is dirty, it should be cleaned with detergent or soap and water prior to disinfection. The soiled cloth diaper and its contents should be placed in a plastic bag before discarding.

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<https://www.cdc.gov/healthywater/hygiene/diapering/childcare.html>

All children, staff, and volunteers should engage in hand hygiene at the following times:

- Arrival to the facility and after breaks
- Before and after preparing food or drinks
- Before and after eating or handling food, or feeding children
- Before and after administering medication or medical ointment
- Before and after diapering
- After using the toilet or helping a child use the bathroom
- After coming in contact with bodily fluid
- After playing outdoors or in sand
- After handling garbage

Staff must supervise children when they use hand sanitizer to prevent ingestion. After assisting children with handwashing, staff should also wash their hands.

Posters describing handwashing steps will be placed near sinks.

### **2. Classrooms, Testing, and Therapy Rooms**

As per the Road Back: Restart and Recovery (NJDOE, June 2020), schools and districts must allow for social distancing to the maximum extent possible. When social distancing is difficult or impossible, face coverings are required, and face coverings are always required for visitors and staff unless it will inhibit the individual's health. School districts must also minimize the use of shared objects, ensure indoor facilities have adequate ventilation, prepare and maintain hand sanitizing stations, and ensure students wash their hands frequently.

The district will ensure that social distancing guidelines are enforced to the fullest extent possible for the protection of all district stakeholders.

#### **Personal Protection Equipment (PPE)**

The district will also ensure that face masks are worn by students, staff, and essential visitors. Hand sanitizer will be available in all classrooms and offices. It will also be available for essential visitors upon entering a district facility.

#### **Washing Hands**

Students and staff will be required to wash/sanitize their hands periodically throughout the day. Hand washing before and after breakfast and lunch, after using the restroom, and when taking off face masks will be mandatory. Hand sanitizer stations will be available throughout the hallways including entrances and exits. The district will purchase an alcohol-based hand sanitizer with at least 60% alcohol. However, whenever possible hand washing with soap and water should be practiced. When washing hands, students and staff should clean all surfaces of the hands for at least 20 seconds. Everyone is encouraged to avoid touching their eyes, nose, or mouth.

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### **Occupant-Free Cleaning-Wednesday and Friday**

During implementation of the A/B/C/D schedule, each building including Country Club will undergo an occupant-free cleaning every Wednesday and Friday evening. Remote instruction will occur on Wednesdays for all students and staff. Country Club will work an abbreviated schedule on Wednesdays (8:00 a.m. to 1:00 p.m.). Custodial and maintenance staff will also work an abbreviated schedule on Wednesdays, times will vary and will be scheduled by the Facilities Manager. Staff members will be required to remove or minimize the use of items that are difficult to disinfect such as rugs, curtains, and other fabric materials. Clutter will be minimized in the classrooms and on desktops to allow facilities the ability to achieve maximum cleaning and disinfecting.

The all-virtual learning schedule will require all instructional staff to work five days per week in-district from 8:00 a.m. to 2:45 p.m. effective October 5, 2020 through November 24, 2020. Prior to October 5, 2020, there will be a transition plan for staff:

Week of September 7, 2020	Work remotely
Week of September 14, 2020	Work on Tuesday and Thursday
Week of September 21, 2020	Work on Monday, Wednesday, and Friday
Week of September 28, 2020	Work on Monday, Wednesday, and Friday

Staff will work from home from November 23, 2020 to March 12, 2021. Effective March 15, 2021, staff will transition back to the district to prepare for Option 1 (April 19, 2021).

Country Club Staff and administrators will work five days per week in-district from 8:00 a.m. to 3:00 p.m. effective the week of September 7, 2020 through November 24, 2020. Effective December 7, 2020 through March 12, 2021, Country Club staff will work from 8:00 a.m. to 1:00 p.m. in the building two-days per week. Regular hours will resume on March 22, 2021. Custodians will work their regular schedule. Occupant-free cleaning will occur at the end of each school day.

### **Safety Training**

The District has established health and safety protocols based on Center for Disease Control guidance. Training for district custodians and maintenance staff will be on-going and aligned to these protocols. The district's Hygienist will conduct the on-going training. All district staff will receive guidance around the cleaning protocols and be provided with cleaning materials for use on commonly used surfaces in their respective classrooms and offices. If the outside temperature permits, windows will be opened to increase air circulation and maximize airflow. Staff members will be encouraged to report any observations of failure to follow health protocols to their immediate supervisor. Staff members will receive training on cleaning and safety protocols on September 3, 2020. The training will be on-going throughout the school year. Parents and guardians will receive training on safety protocols during virtual parent/student safety forums.

### **Recess and Physical Education Supplies**

Students will be required to sanitize their hands before and after recess and physical education. The sharing of supplies will be avoided whenever possible. Students will be encouraged to bring their

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### *REOPENING PLAN: 2020 - 2021*

own recess supplies to school and the district will provide supplies for small pods of students. Recess and physical education supplies will be cleaned after each class period. Recess may occur in-doors to limit the sharing of supplies. Students will be required to wear a mask while engaged in physical education indoors and will not be required to wear a mask while outdoors as long as six feet of social distancing can be maintained.

### **3. Transportation**

As per the Road Back: Restart and Recovery (NJDOE, June 2020), 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.

The district will ensure that safety protocols and procedures are practiced by students and drivers while on district buses. The district will strive to maintain a bus occupancy of no more than 30 students whenever possible. Courtesy busing requests will not be honored in the 2020-2021 school year in order to achieve maximum social distancing on board all vehicles.

#### **Daily Screening Prior to Arrival to School**

All parents/guardians should conduct a daily screening of their children prior to their children arriving at school. This screening should include temperature checks and monitoring for COVID-19 symptoms. At the start of the school year, parents/guardians will be required to review the Appendix Y, which affirms their responsibility to screen their children before sending them to school. Staff members will be required to complete a [COVID-19 Staff Safety Agreement](#) indicating that they will not report to work if they have COVID-19 related symptoms.

#### **Face Masks**

Face masks must be worn at all times by drivers, aides, and students. Students, drivers, or aides who have a documented medical issue that prevents the wearing of a face mask will be addressed by the Superintendent on a case by case basis. As per the Burlington County Health Department, face masks are mandatory.

#### **Temperature Screening**

Students will be required to submit to a temperature screening before boarding a district bus. If the temperature reading is 100.4°F or greater, entry will not be permitted (refer to Student Exhibiting Symptoms below). Bus drivers and aides will also be required to submit to a temperature screening upon reporting to work. A temperature reading of 100.4 or higher will exclude the driver and/or aide from work.

#### **Students Exhibiting Symptoms**

Students who exhibit symptoms on this chart ([Covid-19 Symptoms Chart](#)) prior to boarding a district bus, will not be permitted to board the bus and parents/guardians will be contacted. If the parent is unable to immediately pick up the student, he/she will be transported home in a separate district



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vehicle. If there is no parent at home, all emergency contacts will be called. In the event that the district is unable to reach an emergency contact, the student will be brought to an isolation room in the district until the parents/guardians arrive. The student must quarantine for 10 days, submit a doctor's note with an alternative diagnosis, or submit a negative COVID-19 test result before returning to school. During the 10-day quarantine, the student will be required to continue to attend school remotely and record attendance as per classroom guidelines.

### **Hand Washing**

Students will be required to use hand sanitizer before boarding a district bus.

### **Seating Arrangement**

Students will be given an assigned seat and must sit in the assigned seat without exception. Social distancing will be implemented to the fullest extent possible.

### **Entering and Exiting the Bus**

Students will be required to remain six feet apart when entering and exiting a district bus. The bus driver and/or bus aide will ensure that students maintain the six feet distance.

### **Cleaning Protocols**

All seats will be cleaned between morning and afternoon bus runs and every night with a sanitizing fogger.

### **Bus Routes**

Parents/Guardians will receive their children's bus route in accordance with the A, B or C group in advance of the start of the school year. Every effort will be made to ensure siblings attend school on the same day. School bell schedules will be informed by transportation times and may be staggered to adhere to public health guidance. Siblings will ride on the same bus whenever possible.

### **Arrival/Dismissal Option 1**

Times	High School	Middle	Intermediate	Elementary	ECDC
AM Bus Arrival	7:00 AM	7:10 AM	7:10 AM	8:30 AM	8:55 AM
School Day Begins	7:55 AM	7:25 AM	7:25 AM	8:50 AM	9:00 AM
School Day Ends	11:55 PM	11:55 PM	11:55 PM	1:20 PM	1:30 PM
PM Bus Departure	12:05 PM	12:10 PM	12:10 PM	1:30 PM	1:40 PM

## **4. Student Flow, Entry, Exit, and Common Areas**

As per the Road Back: Restart and Recovery (NJDOE, June 2020), 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

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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.

The district will ensure that social distancing and safety protocols are implemented in all aspects of the daily schedule, including arrival and dismissal.

### **Arrival**

Each school will establish drop off locations for parents/guardians that will be marked for one way in and one way out. To ensure that social distancing measures are in place, parents/guardians may be given a time to drop off their children. Parents should not idle as this will delay the arrival process. Students will enter the building and walk through a temperature monitoring system. Staff members assigned to arrival duty will remind students and parents/guardians of social distancing guidelines. Procedures will be in place for students to line up while maintaining social distancing. Inclement weather protocols will be developed by each individual school.

Each student will undergo a temperature screening. If a student has a reading of 100.4°F or greater, he/she will be released to the parent, if present. If the parent is not present, the student will be taken to the isolation room until the parents/guardians arrive. If other symptoms are present, the student may be required to quarantine for 10 days with at least 24 hours after resolution of fever without fever-reducing medications with symptom improvement or submit a negative COVID-19 test result before returning to school.

Upon entering the building, students will follow hallway signs and report to their respective classrooms. Prior to entering the classroom, students will sanitize their hands.

### **Classrooms**

The Willingboro Public Schools has designed an A/B/C/D instructional schedule (Option 1). Students will be assigned to either A or B days of face-to-face instruction, which will occur two days per week. Distance learning will occur three days per week and the district will be closed one day per week for occupant-free cleaning. This A/B instructional schedule will ensure that the same group of students attend school during the same two days. Students in Group C will attend school four days per week (PreKindergarten students and special education students). Group D students will remain on all-remote instruction at the request of the parent/guardian. While in classrooms, students will remain 6-feet apart to the maximum extent possible. The distance between classroom desks will be measured to ensure a floor plan that aligns to six feet of social distancing, whenever possible. If necessary, desks will be turned to face the same direction or students will sit on only one side of a table. Students will be placed in assigned seats. The maximum number of individuals, including students, teachers, and staff, allowed in the same classroom will be 15, whenever possible. Windows will remain open to ensure that recirculated air has a fresh air component. Hand sanitizer will be available in all classrooms. Teachers will spray desks and chairs with cleanser after each class change.

To limit students from sharing materials, strategies will include:

1. Keeping each student's belongings separate from other students (on buses and in the

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- building);
2. Labeling belongings (with the cooperation of families), cubbies or other areas where students leave items;
  3. Teachers should collaborate early to create a supply list for their students. Shared supplies will not be permitted;
  4. Cleaning and disinfecting items on a daily basis;
  5. Ensuring adequate supplies to minimize sharing of high-touch materials to the maximum extent possible or limit to one group of students at a time with cleaning between uses;
  6. Limiting use and types of lab equipment, musical instruments (only percussion and string instruments will be permitted), art supplies, physical education supplies;
  7. Singing and wind instruments will not be permitted in music class until further notice and students must wear masks in music class;
  8. If possible, at nap time for PreK students, the district will ensure that children's naptime mats are spaced out as much as possible, ideally 6 feet apart. Children will be placed head to toe in order to further reduce the potential for viral spread;
  9. Staff should avoid using other employees' cell phones, desks, offices, or other work tools and equipment (Source: Advancing Education Safely, Philadelphia School District, 2020).

### **Hallways**

Whenever possible, one-way signs will be placed in the hallways and stairwells to limit student interaction. Student travel in the hallways will be limited to the greatest extent possible. Students and staff will follow visual cues including signage, floor, and wall decals indicating social distancing parameters and directing traffic flow through building entrances, exits, and other common areas. The number of students in the hallways at one time will be limited based on a staggered class dismissal schedule.

Students will walk directly to their classrooms. Teachers will greet each student at the door to help students maintain social distancing. Students will keep backpacks and other personal belongings at their assigned desk. Students will have the opportunity to leave their seats during stretch breaks, bathroom breaks, washing of hands, and walking to their special class. Teachers should give out hand sanitizer or instruct students to wash their hands upon entering the classroom.

Special subject teachers are encouraged to greet students at the door with hand sanitizer. Desks and other equipment will be cleaned after each class period.

All floors in the classrooms, hallways, office, multipurpose room, bathrooms, and nurse's office will have markers that are six feet apart. Staff will be assigned hallway monitoring responsibilities to ensure that students who are going to the bathroom remain six feet apart from each other. All doors should be propped open with a wedge to allow for proper air circulation and to reduce the amount of hands touching doorknobs.

### **Recess/Nap Time**

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Recess supplies will be cleaned after each class period. Students will be required to sanitize their hands before and after recess. The sharing of supplies will be avoided whenever possible. Recess may occur in-doors to limit the sharing of supplies. Recess will be staggered to maximize social distancing protocols. Cones, flags, tape, mats, and other signs may be used to mark 6 feet of space between individuals. Students will be required to wash their hands after recess. Specific areas may be designated for classes to avoid cohort mixing. If possible, at nap time for PreKindergarten students, the district will ensure that children's naptime mats are spaced out as much as possible, ideally 6 feet apart. Children will be placed head to toe in order to further reduce the potential for viral spread.

### **Breakfast/Lunch**

During implementation of the A/B/C/D instructional schedule, breakfast will be consumed in the classroom to limit gathering in the lunchroom. Students will be required to wash their hands before and after breakfast. Breakfast will be pre-packaged and consumed in the classroom while students are beginning morning work/activities. Stations will be set up in the hallways and meals will be distributed to classroom teachers. Students will have to remove their masks to eat, but must remain 6 feet apart. Lunch will also be pre-packaged and given to students attending Levitt, Memorial Middle, Willingboro High School, and the Alternative School at dismissal. Students attending the ECDC and elementary schools will be served lunch in the classroom. During the A/B/C/D instructional schedule, meal distribution will occur for students who are learning virtually on Monday through Friday from 8:00 a.m. to 2:00 p.m. at Levitt Intermediate School and Memorial Middle School.

During implementation of the all-virtual instructional schedule (Option 2), breakfast and lunch will be distributed between 8:00 a.m. and 2:00 p.m. on Monday through Friday at Levitt Intermediate School or Memorial Middle School. Weekend meals will be included in the Friday distribution. Families will be assigned to a specific site for purposes of accounting for the meals. Meals will only be served at the assigned site.

Levitt Intermediate:	Levitt, W.R. James, High School, Twin Hills, J.C. Stuart
Memorial Middle:	Memorial, Hawthorne, Garfield East, Alternative High School

Both cold and hot meals will be served. Families can pick up two (2) days of meals at one time. It is not necessary for students to be present at the meal distribution site. Parents are encouraged to complete lunch applications in Genesis before the first day of meal distribution (September 8, 2020).

### **Physical Education**

Physical education activities will be limited to the greatest extent possible to activities that do not require students to come into contact with the same supplies/equipment. All supplies/equipment will be cleaned every 15 minutes. Physical education classes should be held outside of the school building whenever possible. Cones, flags, tape, mats, and other signs may be used to mark six feet of space between individuals. Physical education teachers will help design activities that promote engagement while maintaining safety expectations. Students will be required to wash their hands after physical education. Students must work in pods and must remain in those pods for all activities.

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### **Elevators**

Only one person will be permitted to ride on the elevator at one time unless a student requires the assistance of an adult. A hand sanitizer station will be available for use before entering and after exiting a district elevator. The elevator will be sanitized at the end of each day. Stairs should be used whenever possible.

### **Restrooms**

Restroom schedules will be implemented in elementary schools to minimize the number of students in restrooms at any given time. A total of three students are permitted in the restroom at one time. When possible, windows will remain open in all restrooms for ventilation. The use of hand dryers will be discontinued to avoid the circulation of bacteria in the air. Restrooms will be occupant-free cleaned every three (3) hours.

### **Dismissal**

Dismissal will be staggered to adhere to social distancing protocols. Schools will prepare for an increased number of cars picking up students. Prior to dismissal from classrooms, students will be required to sanitize their hands.

A sample elementary dismissal plan is as follows:

*Walkers will exit the school first. Adult monitors will watch students exit the building and vacate school property. All walkers will exit from one door so siblings can exit together. Bused students will be called to exit from the front doors. This will allow siblings to locate one another. Adult monitors will assist with the flow of students. Parents/Guardians picking up students will drive up to an adult monitor who will have hand radios. The adult monitor will radio back to the buildings with the names of students whose parents are in line. Students will line up on spots painted on the large blacktop area. When a student locates his/her parents/guardians, the student will inform his/her teacher and will proceed to the car. This setup will separate students being picked up by car from students who are walking and riding the bus. The principal, special subject teachers, and classroom and lunch aides will assist with calling for students and monitoring hallways during dismissal. Classroom teachers will remain in their classrooms until all students have exited the class.*

## **5. Screening, PPE, and Response to Students and Staff Presenting Symptoms**

*As per the Road Back: Restart and Recovery (NJDOE, June 2020), 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.*

The district will ensure that all staff and students are screened prior to entering school buildings. An isolation room will be created in each district facility for students and staff who experience symptoms listed on this chart ([Covid-19 Symptoms Chart](#)). Staff members and students who are sent to the

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isolation room may be required to provide a doctor's note to return to work/school. Staff and students will be provided with two washable cloth face masks each month. In addition, teachers will be provided with a face shield. Temperature screenings will be conducted prior to entering a district facility. Parents/Guardians will be required to review Appendix Y daily, which will indicate that they understand their responsibility to screen their children before sending them to school. Staff members will be required to complete a [COVID-19 Staff Safety Agreement](#) indicating that they will not report to work if they have symptoms listed on the chart listed above.

### **6. Contact Tracing**

As per the Road Back: Restart and Recovery (NJDOE, June 2020), 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.

The district will implement Contact Tracing protocols. Contact Tracing is a key strategy used by health departments to prevent the further spread of infectious diseases. It involves identifying people who have the virus, determining who they have been in contact with, and notifying the contacts for further recommendations concerning potential quarantining to interrupt disease transmission (Source: Advancing Education Safely, Philadelphia School District, 2020).

Upon notification of a staff member, student, or essential visitor with a confirmed case of COVID-19, the district will initiate reporting procedures. The Burlington County Health Department will be contacted by the Superintendent or designee to report all positive cases of COVID-19. The student or staff member will be required to remain home for 10 days and will not be permitted to return to school without medical clearance. As per the Burlington County Health Department, all non-household contacts must quarantine for 14 days. Household contacts must quarantine for 24 days.

A Contact Tracing Protocol Form (below) will be completed by the school nurse and signed by the principal.

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## Willingboro Public Schools IDENTIFIER INFORMATION 2020-2021 Novel Coronavirus Case Report Form

Reporting School/Office:		Student/Staff Name:	Last:                      First:
Reported to Health Department:		Student/Staff ID number:	

### Interviewer Information

Name of Interviewer: Last:                      First:	Telephone:                      Email:
Reporting School/Office:	

### Case Classification and Exposure Information

<p>What is the current status of this person?</p> <input type="checkbox"/> Lab-confirmed case <input type="checkbox"/> Probable case <input type="checkbox"/> Contact with a known COVID-19 case (probable or confirmed) <p>If the patient had contact with a known COVID-19 case: What type of contact?          Household contact? Who?          Community-associated contact? Who?</p>	<p>Under what process was the case first identified? (check all that apply)</p> <input type="checkbox"/> Clinical evaluation <input type="checkbox"/> Routine surveillance <input type="checkbox"/> Contact tracing of case patient <input type="checkbox"/> Other, specify: _____
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

### Clinical course, symptoms, past medical history, and social history

Collected from (check all that apply): <input type="checkbox"/> Patient interview <input type="checkbox"/> Medical record review	
<p>Symptoms present during course of illness:</p> <input type="checkbox"/> Symptomatic <input type="checkbox"/> Asymptomatic <input type="checkbox"/> Unknown	<p><b>If case was symptomatic:</b></p> <p>What was the onset date?          Onset date (MM/DD/YYYY): __/__/____  <input type="checkbox"/> Unknown symptom onset date</p> <p>Did the patient's symptoms resolve?          Date of symptom resolution (MM/DD/YYYY): __/__/____  <input type="checkbox"/> No, still symptomatic  <input type="checkbox"/> Symptoms resolved, unknown date  <input type="checkbox"/> Unknown if symptoms resolved</p>

### Symptoms

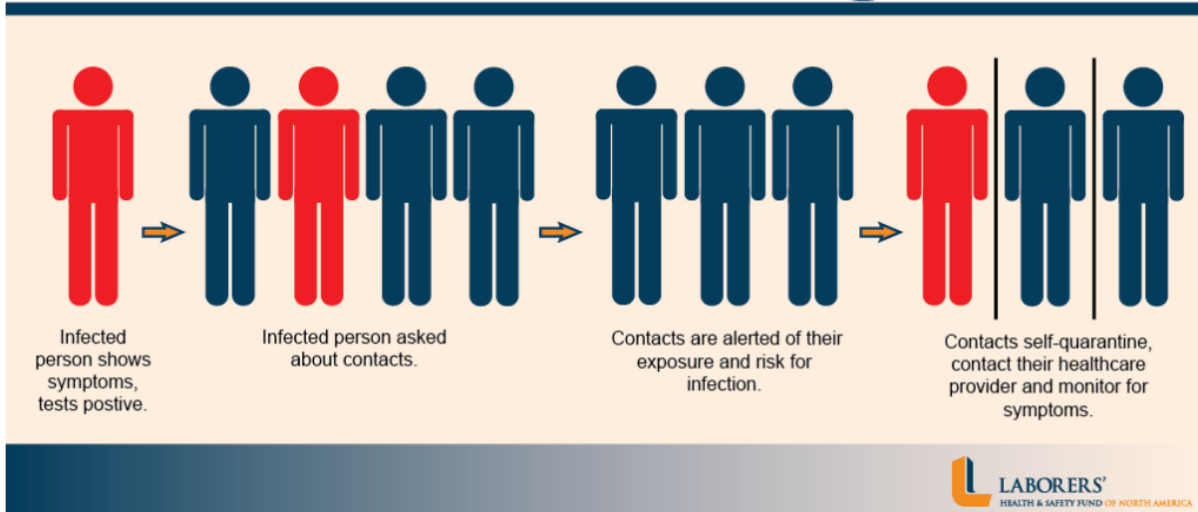
If symptomatic, which of the following does the student exhibit?		
Fever >100.4F (38C) <sup>c</sup>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Shortness of breath	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Difficulty breathing	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Chills/ Shaking	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Cough	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Muscle aches	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Congestion or runny nose	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Nausea or vomiting or diarrhea	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sore throat	<input type="checkbox"/> Yes	<input type="checkbox"/> No
New olfactory and taste disorder(s)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Headache	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fatigue	<input type="checkbox"/> Yes	<input type="checkbox"/> No

### SARS-CoV-2 Testing

Test	Pos	Neg	Pend.
Molecular amplification test (RT PCR)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Serologic test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify): _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Additional Comments

# How Contact Tracing Works



Contact tracing has many potential benefits:

- Educating infected people about what steps to take to avoid spreading the virus
- Helping exposed contacts separate themselves from others to stop the spread of the virus
- Linking infected and exposed people with community resources during quarantine or self-isolation

However, contact tracing does have some limitations:

- Does not stop all asymptomatic spread, since interviews happen after symptoms appear
- Must be done quickly to be effective
- Has the potential to create privacy and confidentiality issues if not handled correctly

## Definition of Person of Contact

A person of contact is defined as someone who has been exposed to a person who has a positive COVID-19 case for less than 6 feet for 15 cumulative minutes or more over a 24-hour period.

## 7. Facilities Cleaning Practices

As per the Road Back: Restart and Recovery (NJDOE, June 2020), school districts 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. School districts must also develop a schedule for increased routine cleaning and disinfecting, especially of frequently touched surfaces and objects, and sanitize bathrooms daily and between use as much as possible.

The district will ensure that cleaning protocols are aligned to the guidelines of the Centers for Disease Control and the New Jersey Department of Health. The district will continue to monitor and implement best practices for occupant-free cleaning and disinfecting.

### Occupant-Free Cleaning-Wednesday and Friday

During implementation of the Option 1 A/B instructional schedule, each building including Country Club will undergo occupant-free cleaning every Wednesday and Friday evening. Remote instruction



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will occur on Wednesdays for all students and staff. Country Club staff, supervisors, and directors will work an abbreviated schedule on Wednesdays (8:00 a.m. to 1:00 p.m.). Custodial and maintenance staff will work an abbreviated schedule on Wednesdays. The times will vary and will be scheduled by the Facilities Manager. Staff members will be required to remove or minimize the use of items that are difficult to disinfect such as rugs, curtains, and other fabric materials. Clutter will be minimized in the classrooms and on desktops to allow facilities the ability to achieve maximum cleaning and disinfecting.

### **Safety Training**

The District has established health and safety protocols based on the Center for Disease Control guidance. Training for district custodians and maintenance staff will be on-going and aligned to these protocols. The district's Hygienist will conduct the on-going training. All district staff received training on the protocols on September 3, 2020 and will continue to receive training throughout the school year. Staff members will be provided with cleaning materials for use on commonly used surfaces in their respective classrooms and offices. If the outside temperature permits, windows should be opened to increase air circulation and maximize airflow. The district's Hygienist will be consulted regarding ventilation protocols. Staff members will be encouraged to report any observations of failure to follow health protocols to their immediate supervisor.

### **Cleaning of Commonly Used Surfaces**

Bathrooms, medical offices, door handles, gymnasiums, cafeterias, and district buses will be occupant-free cleaned at a minimum of every three (3) hours on a daily basis using disinfectants designed to combat COVID-19. Copiers, telephones, intercoms, and walkie talkies will be cleaned after each use. Staff members will be provided with a disinfectant to clean commonly used surfaces in classrooms and offices.

### **Hand Sanitizer**

Hand Sanitizer Stations with at least a 60% alcohol-based sanitizer will be mounted and maintained outside of entrances/exits, entryways of cafeterias and bathrooms. In addition, hand sanitizers will be provided for each classroom.

### **Cleaning Manual**

The district will implement an Enhanced Cleaning Protocol Manual (see Appendix T) to provide guidance to custodial and maintenance staff. The manual will include schedules for increased cleaning and disinfection; targeted areas to be cleaned and how often; and methods and materials to be used for cleaning.

### **Ventilation System**

The following information pertains to the make and model of the district's HVAC system: AFF (James, Hawthorne, Garfield East), TRANE (Twin Hills, Stewart, Levitt, HS and Memorial), Dakin McQuay (James, Hawthorne, Garfield East), Torri-vent (Bookbinder), Nesbit (Country Club)

The software used to operate each HVAC system is as follows: Delta (Garfield East, Hawthorne, James), Niagra (Garfield), Trane SC (Stuart Levitt, Twin Hills and Levitt) Structureware-Continuum (HS

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and Memorial). The majority of the district's HVAC systems use MERV-8 filters. The district will endeavor to use MERV-13 in equipment that can accommodate the higher grade filters. The addition of outdoor natural air will enhance the quality of air when students and staff are present in the school buildings.

### **Water Fountains**

The use of water fountains will not be permitted. Students should bring their own water bottles that are clearly labeled with their name. The district will endeavor to provide touchless water replenishing devices. Cups will be available for students who do not have water bottles.

### **8. Meals**

As per the Road Back: Restart and Recovery (NJDOE, June 2020), if cafeterias or other group dining areas are in use, school districts must stagger eating times to allow for social distancing and disinfecting of the area between groups. Additionally, districts must discontinue family-style, self-service, and buffet-style dining and maintain social distancing. Cafeteria staff must wash their hands immediately after removing gloves and after directly handling used food service items.

The district will implement a food service plan that aligns with social distancing protocols. Providing students with a healthy and nutritious meal is a priority for the district. During the implementation of the A/B/C/D instructional schedule, breakfast will be provided to students upon entering the school building using the grab and go concept. Lunch will be distributed at dismissal for students attending Levitt, Memorial Middle, Willingboro High School, and the Alternative School. Lunch will be served in the classroom for ECDC and elementary students. Students will report to a designated serving station to retrieve their breakfast and report to the classroom. During the three days that students are assigned to virtual learning, a grab and go lunch will be served at Levitt Intermediate School between 8:00 a.m. and 2:00 p.m. Students will be required to wash their hands with soap and water or an alcohol-based hand sanitizer before and after eating.

During implementation of the all-virtual instructional schedule, breakfast and lunch will be distributed between 8:00 a.m. and 2:00 p.m. on Monday through Friday at Levitt Intermediate School or Memorial Middle School. Weekend meals will be included with the Friday distribution. Families will be assigned to a specific site for purposes of accounting for the meals. Meals will only be served at the assigned site.

Levitt Intermediate:	Levitt, W.R. James, High School, Twin Hills, J.C. Stuart
Memorial Middle:	Memorial, Hawthorne, Garfield East, Alternative High School

Both cold and hot meals will be served. Families can pick up two (2) days of meals at one time. It is not necessary for students to be present at the meal distribution site. Parents are encouraged to complete lunch applications in Genesis before the first day of meal distribution (September 8, 2020).

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### **9. Recess/Physical Education**

As per the Road Back: Restart and Recovery (NJDOE, June 2020), school districts must complete an inventory of outdoor spaces and mark off areas to ensure separation between students. Recess must be staggered by groups and staff must disinfect playground equipment and other shared equipment between uses. School districts should also consider closing locker rooms and encouraging students to wear comfortable clothing and safe footwear to school so they can participate in physical education classes without needing to change.

The district will ensure that recess and physical education protocols are established to maximize the safety of students and staff. Locker rooms will be closed until further notice. Face masks will be required during recess and physical education classes.

#### **Recess and Physical Education Supplies**

Recess and physical education supplies will be cleaned after each class period. Students will be required to sanitize their hands before and after recess and physical education. The sharing of supplies will be avoided whenever possible. Students will not be required to change their cloths for physical education class. As a result, physical education activities will be modified.

#### **Physical Education**

Physical education activities will be limited to the greatest extent possible to activities that do not require students to come into contact with the same supplies/equipment. All supplies/equipment will be cleaned after each class period. Physical education classes should be held outside of the school building whenever possible. The use of lockers will be prohibited until further notice.

### **10. Extracurricular Activities and Use of Facilities Outside of School Hours**

As per the Road Back: Restart and Recovery (NJDOE, June 2020), all extracurricular activities must comply with applicable social distancing requirements and hygiene protocol. External community organizations that use school facilities must follow district guidance on health and safety protocols.

Sports and extracurricular activities are an important part of our students' physical, social, and emotional well-being. The benefits of these activities are numerous; however, the safety challenges of COVID-19 still exist. With this in mind, the district's first priority is the safety of students and staff. In an effort to protect students and staff, the district will not permit extracurricular activities and middle school sports until further notice. This matter will be revisited after school observation data indicates that face to face interaction adheres consistently to social distancing guidelines.

The district will conduct high school athletics in accordance with protocols issued by the New Jersey Sports Interscholastic Athletics Association (NJSIAA) when deemed by the district that a return to an athletic program is safe.

In addition, there will be no field trips or assembly programs scheduled until the time that it is deemed safe for large gatherings. During Option 2, a limited number of activities may be available to students via virtual meetings. During Option 1, clubs that can accommodate social distancing will be available to students.

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## LEADERSHIP AND PLANNING





















The district’s priority is to ensure the health and safety of students and staff. To this end, the Reopening Plan requires extensive planning based on the review of real-time COVID-19 statistics, analysis of surveys, research of best instructional practices, analysis of the major New Jersey Student Learning Standards for each grade level, and research of best practices related to cleaning protocols.

The Road Back: Restart and Recovery charges restart committees to not only address the 10 critical areas as outlined in the Conditions for Learning, but to also address the areas of scheduling, staffing and athletics as well.

### 1. Scheduling

*As per the Road Back: Restart and Recovery (NJDOE, June 2020), district reopening plans must account for resuming in-person instruction in some capacity. 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 as the stakeholder input on the needs of all students and the realities of each unique district. School district policies for attendance and instructional time may require modifications for the 2020-2021 school year.*

*The scheduling design for Option 1 and Option 2 is depicted below.*

	Monday	Tuesday	Wednesday	Thursday	Friday
Option 1 Group A					
Option 1 Group B					
Option 1 Group C					
Option 1 Group D					
Option 2					

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Note: *Parents/Guardians who elect their child (ren) to participate in all remote instruction (Group D), when Option 1 is available must remain within the learning model for an entire marking period of instruction before being able to transition to Option 1. Parents/Guardians who elect to switch their child (ren) from Option 1 to Option 2 can do so at any time, but must notify the building principal in writing and include the effective date of transfer. Students would then be required to remain in Option 2 for the completion of the current marking period.*

Instruction will be delivered via asynchronous and synchronous learning. Asynchronous learning consists of teachers providing materials for reading, lectures for viewing, assignments for completion, and assessments for evaluation all within a flexible time frame for students. Methods of asynchronous online learning include self-guided lesson modules, streaming video content, virtual libraries, posted lecture notes, and exchanges across discussion boards or social media platforms. Synchronous learning occurs in real-time. Teachers and students interact in a specific virtual place, through a specific online medium, at a specific time. Methods of synchronous online learning include video conferencing, live chatting, and live-streaming lessons.

## **Option 1 (Appendix A-F)**

The A/B/C/D instruction model is designed to divide students into two groups (A group and B group). Each group would attend school face to face for two days per week (Monday and Tuesday or Thursday and Friday). The remaining three days per week, students would be engaged in virtual learning. Group C students consisting of PreK students and special education will attend school on Monday, Tuesday, Thursday, and Friday. Group D students would remain on all-remote instruction at the request of the parent/guardian.

Teachers will provide in-school instruction to the group A-D students on Monday, Tuesday, Thursday, and Friday and remote instruction on Wednesday. Students who are working remotely are required to log into their class periods and participate in the full class period with the students who are engaged in in-person learning.

Parent/Guardian Request for All-Virtual Instruction During Option 1. Parents/Guardians can request that their children learn virtually during the implementation of Option 1 by submitting a request to the building principal ([see Appendix W](#)). Parents/Guardians will receive a response within two (2) school days. Virtual learning days will count towards the 180 required days of attendance. All questions regarding all-virtual instruction during Option 1 should be directed to the building principal.

Any student who participates in all-virtual instruction during Option 1 will be afforded the same quality and scope of instruction and other educational services as any other student otherwise participating in district programs (e.g. students participating in the A/B/C model). This includes, for

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example, access to standards-based instruction of the same quality and rigor as that afforded all other students of the district, the district making its best effort to ensure that every student participating in remote learning has access to the requisite educational technology, and the provision of special education and related services to the greatest extent possible. Similar to the Group A/B/C students, Group D students must be educated within the length of school day requirements pursuant N.J.A.C. 6A:32-8.3, local attendance policies, and any other local policies governing delivery of services to.

Parents/Guardians can request in writing that their children move from virtual learning to in-person learning by submitting a request to the building principal ([see Appendix X](#)). The transfer will only be granted at the beginning of each marking period.

Parents/Guardians can request in writing that their children move from in-person instruction to virtual learning by submitting a request to the building principal ([see Appendix W](#)). Parents must indicate the desired transfer date on the form. The transfer will be granted within two (2) school days of the listed transfer date.

Teachers will be available to students/parents/guardians during their daily preparation period. Student expectations for online learning will be posted in each teachers' Google Classroom. Teachers will add building administrator(s) and supervisors/directors to their Google classrooms. Teachers will post work according to the following guidelines:

- Posting of daily updates to Google Classroom, including: the agenda of what is expected to be completed; links to resources, notes, slide decks and copies distributed to students; and screencasts of lessons and lectures whenever possible.
- Ensuring that every student has at least two other classmates within Google classroom (using @wboe.net Gmail accounts) that they can contact in case they need assistance or additional information.
- Screen casting lectures and reviews whenever possible and post the link to the Google Classroom.
- Preloading handouts, instructional materials, guided notes, links, etc. into the Google Classroom in a materials section.
- Clarifying expectations for students/families, including attendance, participation, workload, and communication.

### **Option 2 (Appendix G-J)**

As of July 21, 2020, 1,271 parents/guardians have completed the Reopening Survey. Approximately 68% of the respondents indicate that they prefer an all virtual learning model. In addition, 70% of parents/guardians indicate that they will not utilize the district's transportation services to transport their children to and from school. With this information in mind, along with other factors, the district requested to begin the school year engaged in all-virtual learning for the first marking period. In the Option 2 model, students will learn virtually for 5 days per week. Their instructional day will begin at 8:15 a.m. and conclude at 1:30 p.m. (8:15 a.m. to 8:30 a.m. is the homeroom period). Class periods

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will be approximately 45 minutes and students and staff will have a 30 minute (secondary) or 45 minute (elementary) recess/lunch period.

The five (5) days of live instruction must be recorded so that students who miss the class can watch at a later time. Recorded lessons must be posted in the google classroom so that not only students who missed class can watch the lesson, but also students who need to view the lesson again. The recorded lessons will be posted for one week. Lessons will consist of the following components:

- 10 to 12 minute mini lesson
- clear teaching point/objective
- modeling/demonstration
- wrap up with the teacher assigning independent work.

Students will be required to complete all unfinished assignments for homework. In addition, students may be issued a reading assignment for homework. Teachers must follow the district approved curriculum and pacing charts as closely as possible with a focus on the major standards.

Students will be able to retrieve their breakfast and lunch at Levitt Intermediate School or Memorial Middle School between 8:00 a.m. and 2:00 p.m.

The following synchronous learning guidelines will be implemented:

- Teachers who have been approved for a work from home accommodation will select a non-descript area of the house to conduct the lesson. They should remove anything from the screen/background that may serve as a potential distraction.
- Teachers will login ahead of students and greet them when they enter class.
- Teachers will set up chat parameters.
- Teachers will call roll to bring the class to order. Students can respond or type “here” in the chat.
- Teachers will establish shared norms, such as: muting microphones until called upon to speak and stating of names before speaking.
- Teachers will remind students that the same technology rules apply to a virtual classroom as to the physical classroom. For example, students cannot take or post images/videos of classmates and instructors to the web or to social media without permission.
- Teachers will plan their objectives for the virtual class to include expectations that they have for students during the live lesson (notes, participation, online responses, etc.).
- Teachers will create as many opportunities as possible for student participation.
- At the end of the lesson, teachers will be deliberate about next steps and expectations.

All normal-operating instructional requirements for all teachers remain:

- Lesson planning/submission continues as normally scheduled
- Instruction will be delivered for every class

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- Assignments will be created, posted via Google Classroom, collected, graded, and recorded in Genesis.

Parents will be asked to sign a waiver for their children to be recorded during synchronous learning. The waiver will be included in the annual updating information in the Genesis system. Students will be provided with a technology device to use at home and at school.

### **2. Staffing**

*As per the Road Back: Restart and Recovery (NJDOE, June 2020), regardless of the environment, school districts should clearly communicate with teachers regarding expectations and support for student learning. School reopening plans and decision-making throughout the school year should consider the unique needs of each staff member, such as access to technology, social and emotional health, and child care concerns. Staff roles will also have to expand to accommodate new health and safety regulations. Districts should consider leveraging staff to monitor student movement, hallway traffic, and maintain safety according to guidelines. Instructional and non-instructional staff schedules may also include designated time to support school building logistics required to maintain health and safety requirements.*

The foundation of success for this plan and for the work the District does every day in service of students is based on having staff that is present, supported, and valued. We know that our staff members are facing important decisions themselves about returning to work in this new environment. We are working diligently to ensure that our employees have the information they need to feel that our safety protocols are clear and our buildings are safe. Our overall plan includes consistent and clear communication to our workforce focused on all updated policies and procedures in addition to staff well-being.

The district will ensure that staff members are provided with curriculum pacing charts that reflect the standards to be taught each week/unit while the district is engaged in the A/B/C/D learning model and/or all virtual learning schedule.

Progress monitoring data will be available to English Language Arts and Mathematics teachers in the form of IXL progress reports.

For in-person learning, teachers will be asked to assist with building logistics such as arrival and dismissal, hallway movement, bathroom monitoring, and lunch distribution.

The physical and mental well-being of district staff is of great concern to the district. The COVID-19 pandemic has resulted in grieving, stress, anxiety, depression, illness, and uncertainty among staff members. The district will take great strides in providing our staff with resources to assist them during this difficult time. As a strong-united family, we will overcome the effects of this pandemic and be stronger and wiser as a result of our experiences. District staff members are encouraged to address their well-being and mental health. Our goal is to ensure that staff members are healthy and safe. Retention of Willingboro staff members is necessary for continuity and consistency of instruction.



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A survey was provided to staff members on July 19, 2020, to ascertain their ability to return to work in the fall. Information from the survey will be used to ensure the district has adequate staffing to meet the needs of our students. The district will analyze attendance data regularly and systematically and make necessary adjustments to staffing to ensure that students are receiving a thorough and efficient education under the direction of a certified teacher.

### **Substitute Teachers and Substitute Lesson Plan**

The district will make every effort to assign three (3) substitute teachers to each building and use these same substitutes for the entire school year.

Teachers are required to maintain three (3) days of substitute lesson plans for both the Option 1 and Option 2 models. Teachers who are approved for long term absences will continue to follow the district protocols as established by the Department of Human Resources. Teachers will use the following procedures for Option 2:

1. Post a link for parents to log their children's homeroom attendance
2. Post a notification of your absence to parents and students in their Google Classroom.
3. Post assignments for the day (date appropriate assignments must be posted)
4. Maintain a 3 day set of emergency substitute assignments in your Google Classroom under draft and share with your principal. Label the plans: Day 1 Emergency Plans, Day 2 Emergency Plans, and Day 3 Emergency Plans. If you experience an emergency and are unable to postdate appropriate plans, post one day of your emergency plans and change the title to reflect the date of absence.
5. Close your live meeting link(s) for the day to avoid students or parents accessing it.
6. Add an absence message to AESOP when entering your absence in the system.

### **Medical Excuses**

Staff members may be excused from in-person attendance for Option 2 for the following reasons:

1. Medical certification is submitted indicating the staff member's high risk conditions (as noted by the CDC). The medical certification should be completed by a specialist, when applicable.
2. The staff member is caring for someone who has been diagnosed with COVID-19. A medical note will be required (refer to Appendix L for FFCRA leave through 12/31/20).
3. The staff member is caring for someone who has to self-quarantine. Documentation will be required (refer to Appendix L for FFCRA leave through 12/31/20).
4. The staff member is required to quarantine. Medical clearance will be required upon return to work. **Effective September 1, 2020, if a staff member travels to a high-risk state and is required to quarantine upon return, the staff member must use his/her personal time for the quarantine period.**
5. The staff member must care for a child who is home from school. A schedule from the child's school is required (refer to Appendix L for FFCRA leave through 12/31/20).

### **Pandemic Response Team**

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The district will establish school-based Pandemic Response Teams to centralize, expedite, and implement COVID-19-related decision-making and to ensure the successful implementation of the Reopening Plan. Each school team will have a liaison who reports to district-level administrators to ensure coordinated actions across the district. Pandemic Response Teams will include an administrator, a teacher, a child study team member, a guidance counselor, a nurse, a school safety personnel, members of the School Safety Team, a custodian, and a parent/guardian and should represent a cross-section of the school community including its gender and racial diversity (The Road Back: Restart and Recovery-NJDOE, June 2020). The Pandemic Response Team will meet weekly for the first marking period. After November 18, 2020, the meeting schedule will be discussed and modified as necessary (See Appendix S for a list of Pandemic Response Team members for each school). The district-level Pandemic Response Team is comprised of Dr. Neely Hackett, Superintendent; Nadine Tribbett, Assistant Superintendent for Curriculum and Instruction; Kelvin Smith, Assistant Superintendent for Business; Stacey Robinson, Director of Human Resources; and Orlando Chandler; Facilities Manager.

### **Special Staff Assignments for Option 2**

The information below is not exhaustive. An administrator can revise at any time.

**Nurses-** Nurses will make telephone calls for the following: student non-engagement, student attendance issues, student wellness checks, and monitor 504 students. Nurses will update charts and create charts for incoming students. Nurses will also keep abreast of the most current medical mandates and maintain records of contact tracing and mandatory quarantine timelines for students and staff.

**Recess Aides-** Recess aides, will assist the Whitsons Food Service Program to distribute breakfast and lunch at Memorial Middle School and Levitt Intermediate School. Recess aides will work under the direction of the Principal whenever they are not assisting the Whitsons staff. Such assignments given by the principal can include light cleaning of high touch surface areas and telephone calls to parents regarding student non-engagement or student attendance issues. During Option 2, recess aides will work from 11:00 a.m. to 2:00 p.m.

**Guidance Counselors-** Guidance Counselors will make telephone calls for student non-engagement, student attendance issues, and student wellness checks. Guidance counselors will conduct character education classes or group sessions as needed. Secondary guidance counselors will engage in monitoring student schedules, conducting transcript reviews, organizing college/career fairs, and scheduling college virtual tours. All counselors will prepare for a virtual Week of Respect and Violence Awareness events.

**Student Assistance Coordinator-** The SAC will conduct wellness checks, conduct virtual lessons, conduct virtual group sessions, and plan for a virtual Red Ribbon Week.

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**Behaviorist**-The Behaviorist will conduct wellness checks, ensure implementation of behavior plans, schedule virtual meetings with parents/guardians and students to discuss behavior plans, write behavioral plans, and incorporate incentive programs as needed.

**Child Study Team Members**- CST members will engage in scheduling, testing, and wellness checks.

**Occupational Therapist, Physical Therapist, Speech Therapist**-The OT, PT and Speech Therapist will have small group sessions and 1:1 sessions with students.

**Inclusion Teachers**- Inclusion teachers will work alongside the general education teacher. They will create their own Google Classroom, post and modify assignments for their students, and be responsible for their students' grades and completion of IEP progress reports.

**Paraprofessionals**- The 1:1 paraprofessionals will create behavior charts according to the RBT training received in the spring, support teachers, conduct student wellness checks, take attendance, and monitor Class Dojo. During Option 2, paraprofessionals will work the following hours: 6 hour paraprofessionals 8:00 a.m. to 2:45 p.m. and 7 hour paraprofessionals 7:45 a.m. to 2:45 p.m.

**TOPS Teachers**- The TOPS teachers will conduct screenings for students, elicit recommendations from previous teachers, co-teach with the classroom teacher, review progress data, and teach gifted and talented classes as per the school schedule.

**English Language Arts/Math Coaches**- ELA/Math Coaches will work with teachers to unpack academic standards, observe teachers and provide feedback on the academic instructional program, monitor and analyze progress data, provide professional development workshops, and provide coaching and modeling in various classrooms

**Reading Specialist**- The Reading Specialist will provide support to the classroom teacher as per each student's Individual Educational Program (IEP). The specialist may pull out students for intensive academic support.

### **3. Athletics**

*As per the Road Back: Restart and Recovery (NJDOE, June 2020), the New Jersey State Interscholastic Athletic Association (NJSIAA) has established a COVID-19 Medical Advisory Task Force (MATF) responsible for providing guidance to allow New Jersey high school student-athletes to return to athletics as soon and as safely as possible. The NJSIAA is also convening a Sports Advisory Task Force that will be comprised of athletic directors from across the State and that will be charged with reviewing State and local health guidelines, as well as NJDOE guidance, regarding the 2020-2021 school year to determine, among other things, the extent to which changes may be needed for each interscholastic sports season.*

The Willingboro Public Schools is committed to providing our student-athletes, coaches, and community with a safe return to play. The New Jersey State Interscholastic Athletic Association (NJSIAA) marked the initial step towards a fall season return to high school sports with the release of guidelines for workouts during the summer recess period. Currently, the summer recess period is

## *WILLINGBORO PUBLIC SCHOOLS REOPENING PLAN: 2020 - 2021*

scheduled to begin on July 13, 2020, and extend through August 28, 2020 followed by a “two-week hiatus” from August 29, 2020 through September 13, 2020.

The district has created a comprehensive safety plan for the return of student-athletes to our facility, but we want to take the necessary precautions due to the recent increase in positive COVID-19 cases across the country. For this reason, the Willingboro Public Schools Athletic Department did not open on July 13, 2020. The athletic program began on August 26, 2020. Willingboro Public Schools prioritizes the safety of students and staff and we are taking the start of the 2020-2021 athletic program with the utmost precaution. The Winter Athletic season was cancelled for the 2020-2021 school year. The Board of Education approved the Spring Athletic season on March 8, 2021.

# WILLINGBORO PUBLIC SCHOOLS

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### **POLICY AND FUNDING**

COVID-19 has created budgetary challenges related to the purchase of technology devices necessary to deliver instruction remotely, transportation costs associated with social distancing, and the purchase of personal protection equipment. The revenue loss created by COVID-19 necessitated modifying the State school aid proposal for the upcoming school year. Willingboro experienced a decline in state aid of \$493,920.00. The Road Back: Restart and Recovery requires districts to consider the areas of purchasing; use of reserve accounts, transfers, and cash flow; and costs and contracting.

#### **1. Purchasing**

*As per the Road Back: Restart and Recovery (NJDOE, June 2020), school districts will likely need to purchase items not needed in the past (e.g., personal protective equipment or cleaning supplies) and experience increased demand for previously purchased goods and services.*

The district will use funding in the amount of \$696,671.00 from the federal Coronavirus Aid, Relief, and Economic Security (CARES) Act to purchase personal protection equipment, Chromebooks, cleaning supplies, and resources for students to receive social and emotional support.

#### **2. Use of Reserve Accounts, Transfers, and Cash Flow**

*As per the Road Back: Restart and Recovery (NJDOE, June 2020), to the greatest extent possible, districts should consider making expenditures from various accounts or over-budgeted line items to meet unanticipated costs and to manage their cash flow. School districts may be able to use funds on deposit in their emergency reserve accounts to finance unanticipated expenses that arise as a result of the COVID-19 pandemic. A school district would need the Commissioner's approval to make a withdrawal from this account. Additionally, districts should be mindful that certain budget actions require the Commissioner's approval. These requirements are statutory and cannot be waived by the NJDOE, and districts should not presume that such approval will be automatic. The district will submit all required documentation to the Federal Emergency Management Agency (FEMA) that administers the Public Assistance program, which reimburses 75 percent of eligible expenses that are a direct result of the declared emergency (in this case, the COVID-19 outbreak). The district will continue to monitor the 2020-2021 budget as the need to purchase COVID-19 related materials and supplies arises.*

#### **3. Costs and Contracting**

*As per the Road Back: Restart and Recovery (NJDOE, June 2020), all school districts are strongly encouraged to participate in the federal E-rate program, which provides schools and libraries with funding support for high-speed broadband connectivity and internal connections equipment. The district will explore all available funding options to assist with purchasing COVID-19 related materials and supplies.*

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### CONTINUITY OF LEARNING

Ensuring continuity of learning is critical to preparing Willingboro students to be 21<sup>st</sup> Century thinkers and learners. It is also important to ensure that the district meets the individual needs of all learners. The Road Back: Restart and Recovery recommends that districts focus on five areas: ensuring the delivery of special education and related services to students with disabilities; technology and connectivity; curriculum, instruction, and assessments; professional learning; and career and technical education (CTE).

#### **1. Ensuring the Delivery of Special Education and Related Services to Students with Disabilities**

*As per the Road Back: Restart and Recovery (NJDOE, June 2020), districts must continue to meet their obligations to students with disabilities to the greatest extent possible. Specific strategies and considerations for students with disabilities must be critical points of discussion for every return-to-school scenario.*

In regards to the A/B/C/D instructional schedule, the district will plan for our special education students in Prek-12 to attend school on Monday, Tuesday, Thursday, and Friday (Group C) in an effort to support their unique learning needs. Attending school four days per week will provide students with the opportunity to receive related services as outlined in their respective IEP. Students will be required to wear face masks or face shields while in district facilities and on district buses.

#### **2. Technology and Connectivity**

*As per the Road Back: Restart and Recovery (NJDOE, June 2020), each school district should strive to ensure that every student has access to a device and internet connectivity. Districts should prioritize the provision of technology, or, alternatively, in-person instruction, to students that are otherwise without access and should include in their reopening plan the steps taken to address the technology need and how it will be resolved as soon as possible.*

The district's A/B/C/D instructional schedule includes three days per week of virtual learning for the majority of our students. This plan necessitates the need to ensure that all students have access to a Chromebook both at home and in school.

The survey sent to parents/guardians on July 16, 2020, included a question related to internet connectivity. One thousand two hundred and seventy-one (1,271) parents/guardians responded and 12 indicated that they do not have internet access. The district will assist parents/guardians who do not have internet access by providing "hot spots."

The July 16, 2020 parent survey indicated that 259 out of the 1,271 respondents require technology training (as of July 23, 2020). The district plans to create training videos for parents/guardians and students and post them on the district's website. The district will also explore real-time virtual training sessions for parents/guardians.

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Teachers and administrators will be provided with training to support virtual learning days within the A/B/C/D instructional schedule (see Appendix M). The training will be in the area of asynchronous learning. Asynchronous learning consists of teachers providing materials for reading, lectures for viewing, assignments for completion, and assessments for evaluation all within a flexible time frame for students. Methods of asynchronous online learning include self-guided lesson modules, streaming video content, virtual libraries, posted lecture notes, and exchanges across discussion boards or social media platforms.

Teachers and administrators will be provided with training to support an all virtual instructional model (see Appendix M). The training will be in the area of synchronous learning. Synchronous learning occurs in real-time. Teachers and students interact in a specific virtual place, through a specific online medium, at a specific time. Methods of synchronous online learning include video conferencing, live chatting, and live-streaming lessons.

Computer technicians will develop a schedule to conduct chromebook repairs in each building. In addition, chromebooks that are kept at home and in need of repair will be brought to the Country Club Building by appointment only (see repair schedule below). Parents/Guardians who are in need of a chromebook after September 1, 2020, must email all requests to [chromebook@wboe.net](mailto:chromebook@wboe.net). Parents/Guardians are asked to include the student's identification number. Requests for technology assistance must be sent to [techsupport@wboe.net](mailto:techsupport@wboe.net) and must include the student's identification number.

	Monday	Tuesday	Wednesday Occupant-Free Cleaning Day (8:30 a.m. to 1:00 p.m.)	Thursday	Friday Occupant- Free Cleaning (evening)
<b>Week 1</b>	Hawthorne Elementary/ Twin Hills Elementary	Memorial Middle	At-home device repair at Country Club Administration Building	Willingboro High School/ Alternative School	Hawthorne Elementary/ Twin Hills Elementary
<b>Week 2</b>	W.R. James Elementary/ Levitt Intermediate	Memorial Middle	At-home device repair at Country Club Administration Building	Willingboro High School/ Alternative School	W.R. James Elementary/ Levitt Intermediate

### **3. Curriculum, Instruction, and Assessments**

*As per the Road Back: Restart and Recovery (NJDOE, June 2020), in planning curriculum, instruction, and assessment for reopening, districts must focus on building staff capacity to deliver highly effective instruction in hybrid environments as well as preparing them to address any learning gaps that might prevent students from meeting grade-level New Jersey Student Learning Standards (NJSLS).*

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As a district, we know that the shift to virtual teaching and learning in the spring due to school building closures was challenging for many of our students, teachers, families, and leaders. The Superintendent's Listen and Learn meetings with various stakeholders in regards to virtual learning reflected the need for an additional focus on student engagement; technology support for teachers and students; assessment criteria; differentiation of instruction and support; and consistency across the district in the implementation of curriculum expectations.

The instructional program for the 2020- 2021 school year will maximize flexibility in planning and instruction for students and teachers. Teachers will provide grade-level rigorous and relevant instruction with the appropriate support to produce successful outcomes.

The instructional model will:

1. Ensure that major standards are taught through the implementation of revised curriculum pacing guides;
2. Ensure that the curriculum guides include outcomes, tasks, and strategies to meet the needs of all learners;
3. Ensure that face to face instructional time with teachers is maximized to the fullest extent possible;
4. Ensure that virtual learning environments are maximized to include contact time with teachers;
5. Ensure that progress monitoring (formative assessment) occurs frequently to assess the progress of students;
6. Ensure that data is analyzed regularly to determine if modifications are needed to curriculum pacing guides, instruction, and/or assessments;
7. Include the implementation of a new lesson plan template that contains the essential elements of the lesson design process;
8. Provide differentiated materials, accommodations, and modifications where appropriate to support the needs of all learners;
9. Ensure that lessons are relevant, rigorous, and grade-level appropriate;
10. Ensure that data is used to inform small group instruction (grouping of students, academic supports, and assessment criteria).

Between September 23, 2020 and October 14, 2020, students will take the IXL pre-assessment in English Language Arts and Mathematics to determine base-line data. Students will be assessed again in January and March. As students use the IXL on-line program in their small group learning centers and at home, teachers will be provided with real-time progress monitoring data. This data will be used to inform the Assistant Superintendent for Curriculum and Instruction of the next steps or required revisions to the district's instructional program. In addition, the data will be used to make decisions regarding small group instruction.

The district will make every effort to ensure that when students are learning virtually, they are provided with engaging and authentic experiences.



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### **4. Professional Learning**

*As per the Road Back: Restart and Recovery (NJDOE, June 2020), it is imperative that districts provide professional learning that will better equip leaders, staff, substitutes, students, and parents/guardians/caregivers to adapt to altered educational environments and experiences. Among the most critical focus areas are training to address the learning loss for the most vulnerable populations (students with disabilities, English language learners, students without proper technology or internet access, etc.), and preparing and supporting educators in meeting the social-emotional, health, and academic needs of all students.*

All District staff will participate in various training and professional development sessions to support a safe and student-centered school opening. The district will ensure that staff members are provided with professional development in the areas of curriculum, instruction, assessment, technology, mental health, and cleaning protocols. In addition, staff members will be thoroughly trained on all aspects of the Reopening Plan.

#### **Curriculum**

The district will ensure that staff members are provided with curriculum pacing guides that reflect the major standards to be taught each week/unit while the district is engaged in an A/B/C/D instructional schedule and/or full virtual schedule. Lesson plans will be monitored by administrators weekly to ensure that the major standards are being addressed according to the approved pacing charts. Materials and resources will be coordinated by supervisors to ensure that staff members have what is needed to provide students with rigorous and relevant instruction. A new lesson plan template will be implemented this year that reflects critical elements of the lesson design process. The template will ensure uniformity of lesson planning across the district in the critical areas of small group instruction, differentiated instruction, higher-order thinking skills, formative assessment, and the overall alignment of the objective and the assessment.

Preparing students with college and career-readiness skills in the 21<sup>st</sup> Century is our shared goal. To that end, improving student achievement in the Willingboro Public Schools must guide every facet of our daily work as we strive to develop district-wide procedures to accurately assess the progress of our students using rigorous, varied, and authentic assessments.

Our feedback to students has the power to encourage, motivate, and uplift them as individuals and groups. We must individually or collectively design lesson plans and balance our art with science by providing consistency in our grading practices and expectations so that students are well-prepared as readers, thinkers, and learners in the 21<sup>st</sup> Century. With this in mind, a Uniform Grading Profile (UGP) will be implemented in the 2020-2021 school year that outlines district-wide grading procedures.

The Willingboro Instructional Handbook will be revised to include the purpose of assessment, types of assessments, district assessment calendar, strategies to analyze assessments, reflection on assessment results, use of assessments to plan for small group instruction, and procedures for Student Growth Objectives (SGOs).

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## REOPENING PLAN: 2020 - 2021

### Instruction

The district will deliver high-quality instruction to all students both face-to-face and virtually to support student academic growth and achievement. The district will provide all students with rigorous and relevant grade-level appropriate instruction with a focus on improving student achievement.

The New Jersey Student Learning Standards (NJSLS) are designed to provide a universal framework for teaching and learning based upon international standards of excellence. The district will utilize the best research-based instructional practices as well as core and supplemental materials to achieve these standards. Content will be delivered via a mixture of asynchronous (screencasts, documents, self-paced online learning) and synchronous (live virtual) sessions. Materials and recordings from professional learning will be accessible from the district's website so that they can be used as an ongoing resource for staff.

The A/B/C/D instruction model is designed to divide students into two groups (A group and B group). Each group would attend school face to face for two days per week (Monday and Tuesday or Thursday and Friday). The remaining three days per week, students would be engaged in virtual learning. Group C students consisting of PreK students and special education students will attend school on Monday, Tuesday, Thursday, and Friday. Group D students will learn remotely at the request of parents/guardians. Teachers will provide in-school instruction to the group A-D students on Monday, Tuesday, Thursday, and Friday and remote instruction on Wednesday. Students who are working remotely are required to log into their class periods and participate in the full class period with the students who are engaged in in-person learning (concurrent instruction). The scheduling design for Option 1 and Option 2 is depicted below.

	Monday	Tuesday	Wednesday	Thursday	Friday
Option 1 Group A					
Option 1 Group B					
Option 1 Group C					
Option 1 Group D					

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Option 2					

*Note: Parents/Guardians who elect their child (ren) to participate in all-remote instruction, when Option 1 is available must remain within the learning model for an entire marking period of instruction before being able to transition to Option 1. Parents/Guardians who elect to switch their child (ren) from Option 1 to Option 2 can do so at any time, but must notify the building principal in writing and include the effective date of transfer. Students must remain in Option 2 for the completion of the current marking period.*

As an Option 2, students will learn virtually for 5 days per week. The school day will begin at 8:15 a.m. and conclude at 1:30 p.m. (8:15 a.m. to 8:30 a.m. is homeroom). Class periods will be 45 minutes and students will have a 30 minute (secondary) or 45 minute (elementary) recess/lunch period. Students will be able to retrieve breakfast and lunch at Levitt Elementary School or Memorial Middle School between 8:00 a.m. and 2:00 p.m.

**Special Education Students:** While in Option 1, the district will plan for special education students to attend school Monday, Tuesday, Thursday, and Friday (A/B/C/D instructional schedule) in an effort to support their unique learning needs. Attending school four days per week will provide students with the opportunity to receive related services as outlined in their respective IEP. Students will be required to wear face masks or face shields while in district facilities and on district buses.

**PreK Students:** While in Option 1, the district plans for all PreK students to attend school on Monday, Tuesday, Thursday, and Friday (A/B/C/D instructional schedule). The maximum class size for PreK classrooms is 15.

**English Language Learners:** The Willingboro Public Schools utilizes Google Translate and Remind as needed to translate any communications, materials, and directions for our ELL students. Several how-to videos have been created/recorded/shared with ELL students and their families. These videos focus on educational technology tools to assist with distance learning. Instructional materials used (National Geographic Cengage series, IXL, ReadTheory, readWorks, Learning A-Z) all have built-in resources such as leveled text sets, embedded audio, and translations that assist with the differentiation for our ELL students.

### **Assessment**

In order to move forward with the sense of urgency that is needed in our field, we must design assessments that provide multiple measures for our students. This also includes speaking the same language, which is essential to our success. A Lexicon of Learning will be included in the district's

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Instructional Manual, which will provide staff with a common vernacular when speaking about various facets of our shared work such as formative assessments, direct instruction, constructed response, etc.

While engaged in our A/B/C/D instructional schedule, students will engage in on-going progress-monitoring assessment, which will be followed by data analysis and reflection. Based on the analysis of data, changes may be made to pacing charts, future progress-monitoring assessments, and teaching practices. IXL will serve as one form of progress monitoring for English Language Arts and Mathematics teachers.

The UGP will outline how students should be assessed across subject and grade levels. The UGP will ensure consistency of grading practices across the district and include a provision for reassessment. When examining the need to prepare our students for college and career readiness, we must remember that as adults we are often provided with multiple opportunities to take performance and summative assessments. One well-known example is the multiple measures that are used to determine who receives driving privileges in our country. Every individual desirous of obtaining a driver's license must sit for a summative examination (written test) that assesses a person's basic knowledge of the rules of the road. If successfully passed, individuals are able to schedule a performance assessment (a road test) that measures how well he or she can apply the information previously learned.

### **Technology**

Teachers and administrators will be provided with training to support asynchronous and synchronous learning (see Appendix M). Training will take place during district professional development days. There have been 9 full-day remote learning professional development days between August 2020 and March 2021. Professional development videos will be posted on the district's website for teachers to review prior to the August training sessions.

### **Mental Health**

Teachers were provided with training on Trauma Infused Learning in the 2019-2020 school year. The district will continue to implement the strategies taught during the training sessions.

Teachers will be exposed to Restorative Practices in the 2020-2021 school year. The International Institute for Restorative Practices (IIRP) defines Restorative Practices as a social science that studies how to build social capital and achieve social discipline through participatory learning and decision making. The use of restorative practices helps to:

- reduce bullying
- improve human behavior
- strengthen civil society
- provide effective leadership
- restore relationships
- repair harm (Source: International Institute for Restorative Practices-website).

### **Cleaning Protocols**

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Each building including Country Club will undergo an occupant-free cleaning every Wednesday and Friday evening. Within the A/B instructional schedule, remote instruction will occur on Wednesdays for all students and staff. Country Club staff, supervisors, and directors will work an abbreviated schedule on Wednesdays (8:00 a.m. to 1:00 p.m.). Custodial and maintenance staff will work an abbreviated schedule on Wednesdays. Times will vary and will be scheduled by the Facilities Manager. Staff members will be required to remove or minimize the use of items that are difficult to disinfect such as rugs, curtains and other fabric materials. Clutter will be minimized in the classrooms and on desktops to allow facilities the ability to achieve maximum cleaning and disinfecting.

The District has established health and safety protocols based on guidance from the CDC. Training for district custodians and maintenance staff will be on-going and aligned to these protocols. All district staff received training on September 3, 2020 and the training will continue throughout the school year with the final training before Option 1 occurring on March 31, 2021. Staff members will be provided with cleaning materials for use on commonly used surfaces in their respective classrooms and offices. If the outside temperature permits, windows should be opened to increase air circulation and maximize airflow. Staff members will be encouraged to report any observations of failure to follow health protocols to their immediate supervisor. Virtual training sessions for parents and students will be conducted.

Bathrooms, medical offices, door handles, gymnasiums, cafeterias, and district buses will be occupant-free cleaned at least every 3 hours on a daily basis using disinfectants designed to combat COVID-19. Staff members will be provided with a disinfectant to clean commonly used surfaces in classrooms and offices. In addition, telephones, copiers, printers, intercoms, and walkie-talkies will be cleaned after each use.

### **Reopening Plan**

All staff members will be provided with training on the contents of this Reopening Plan. School staff and security guards will be trained by their respective principals. Other staff will be trained as follows:

- Principals will be trained by the Superintendent
- Cabinet members and the facilities manager will be trained by the Superintendent
- Custodial and maintenance staff will be trained by the Facilities Manager
- Central Office staff will be trained by their respective Cabinet member
- Technology staff will be trained by the Supervisor of Technology/Data Analysis and Technology Manager
- Whitsons food service staff will be trained by the Assistant Superintendent for Business
- After school program student supervision staff will be trained by the Superintendent.

### **5. Career and Technical Education (CTE)**

*As per the Road Back: Restart and Recovery (NJDOE, June 2020), CTE programs and the postsecondary credentials and opportunities they offer provide serve as key momentum points for individuals on a path to economic opportunity, especially those from underserved communities. Maintaining these opportunities is vital for students, families, communities, and the State.*

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The district will explore funding from the Carl Perkins grant, which is designed to fund CTE programs.

**ATTENDANCE**

Within the A/B/C/D instructional schedule (option 1), Group A and B students will attend school for 2 days face to face and 3 days virtually. Group C students will attend school 4 days a week and Group D

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students will learn virtually Monday through Friday. Teachers will record attendance during the first 15 minutes of class. Students/Parents must log into Genesis to record attendance as tardy if students miss the first 15 minutes of class. The attached link provides instructions for logging into Genesis to record attendance ([Video Link](#)).

The steps to record attendance are as follows:

1. Students must log into their homeroom (through Google Meets) between 8:15 a.m. and 8:30 a.m. The homeroom teacher will record attendance. Students who do not log into homeroom, will be marked absent.
2. Students or parents/guardians must log into Genesis to record attendance after 8:30 a.m. and before 3:00 p.m. and click "Tardy"
3. All teachers will be required to maintain an Attendance Record Book for each class.
4. A student whose attendance is marked "Tardy" for the day is subject to have his/her attendance confirmed through a review of Attendance Record Books of all teachers assigned to the student.

Daily attendance will be reviewed by school attendance clerks, who will make verification phone calls to parents/guardians of students who were marked absent on the previous day. The names of students who attendance clerks are unable to contact will be provided to the District's attendance officers to initiate a chronic absenteeism investigation. Parents/Guardians and students are encouraged to contact the school if they are experiencing problems with recording attendance.

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#### **GRADING**

The Uniform Grading Profile (the UGP will be inserted after the August Board of Education meeting) will provide protocols for grading students in the 2020-2021 school year. The district has established progress report and report card distribution dates to inform parents/guardians of student progress.

It is expected that students will complete assignments for all classes during virtual learning days (option 1 and option 2) to meet the requirement of 180 days of instruction. Students will be held accountable for all assigned work during this time. Staff will be available to provide support during virtual learning days.

Students (and/or parents/guardians depending on the grade level) should contact the teacher via email or Google Meet/Hangout with questions or concerns regarding assignments. When engaging in virtual learning, it is important to remember that the same rules apply to a virtual classroom as to the physical classroom. If a student is participating in a "live" lesson, once class begins, the microphone must be muted. When the student wants to speak, he/she must un-mute the microphone.

When engaging in distance learning, student and parent motivation to achieve success are more important than ever before.



# WILLINGBORO PUBLIC SCHOOLS

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### HEALTH AND WELLNESS

The district will focus on the health and wellness of both students and staff through Trauma Infused Learning, Restorative Practices, counseling, and support programs.

#### **1. Professional Development**

Teachers were provided with training on Trauma Infused Learning in the 2019-2020 school year. The district will continue to implement the strategies taught during the training sessions.

Teachers will be exposed to Restorative Practices in the 2020-2021 school year. The International Institute for Restorative Practices (IIRP) defines Restorative Practices as a social science that studies how to build social capital and achieve social discipline through participatory learning and decision making. The use of restorative practices helps to:

- reduce bullying
- improve human behavior
- strengthen civil society
- provide effective leadership
- restore relationships
- repair harm (Source: International Institute for Restorative Practices-website).

#### **2. Student Wellness**

The combination of Trauma Infused Learning and Restorative Practices will provide our students with a host of strategies and practices to alleviate the stress and anxiety caused by the COVID-19 pandemic and will provide them with the skills necessary for success.

Counseling services will be provided by the district's Student Assistance Counselor (SAC) who may solicit the assistance of outside counseling agencies when necessary. The SAC will focus on mindfulness concepts to introduce to students.

#### **3. Adult Wellness**

Principals will be provided with training on how to support adult wellness in schools. The Supervisor of Guidance/Family Liaison will develop a guide to assist in creating structures to support adult wellness.

#### **4. Family Support**

The current COVID-19 pandemic has affected the families of Willingboro in many ways. In regards to education, families must have real-time access to health/safety and instruction/assessment information. The district will provide parents/guardians with timely updates regarding the Reopening Plan and student wellness.

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The Supervisor of Guidance/Family Liaison will schedule monthly virtual training sessions for parents/guardians that cover topics ranging from health and wellness to curriculum, instruction, and assessment. The district will work toward implementing virtual family support groups to discuss school-related topics. The Superintendent will also conduct quarterly forums to provide information to parents/guardians and receive their feedback.

#### **5. Relationship Themes**

In an effort to promote healthy relationships and decision making, the district will explore a relationship theme each month with students and provide examples of how the themes apply to everyday interactions. The themes are as follows:

<b><u>Month</u></b>	<b><u>Theme</u></b>
September	Responsibility
October	Respect
November	Empathy
December	Compassion
January	Attitude
February	Motivation
March	Accountability
April	Persistence
May	Trustworthiness
June	Integrity

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#### **A JOURNEY THROUGH THE DAY OF A STUDENT ON A FACE-TO-FACE LEARNING DAY**

(Source: Advancing Education Safely, Philadelphia School District, 2020).

Here is an example of a typical day of a student who is assigned to face to face learning within the A/B instructional learning schedule (a student's journey will vary based on age and grade level).

The student's parents/guardians conduct a health screening at home before the student leaves for the school. The health screening does not yield any symptoms as outlined in the symptoms chart.

The student walks to the bus stop being mindful to maintain six feet apart from other students who are riding the bus. The student is wearing her mask while waiting for the bus. When the bus arrives, the driver conducts a temperature screening and the student's temperature is below 100.4. The student is allowed to board the bus. As she walks on the bus, she uses hand sanitizer and sits in her assigned seat. She wears her mask for the duration of the bus ride (NOTE: if the student's temperature was 100.4 or higher, the student would not have been permitted to board the bus. The parent would have been contacted and a second bus would have reported to the bus stop to take the student home or to an isolation room in the district).

The bus arrives at the school in its designated spot. The bus driver directs the students to exit the bus in an orderly fashion so that six feet distance guidelines can be established.

The student reports to the assigned entrance area following the direction of the markings and staff. When directed by staff, the student proceeds to the entrance area maintaining 6 feet from the person in front of her. She is greeted by a staff member who is wearing a mask and takes her temperature. The temperature reading is below 100.4 and the student is allowed to enter the building. The student grabs a breakfast bag and proceeds to her classroom. Upon arrival to the classroom, the student sanitizes her hands (NOTE: if the student's temperature was 100.4 or above, the student would be taken to an isolation room and the parents/guardians would be contacted to pick up the student. The nurse would follow protocol in regards to the student returning to school).

While in the classroom, the student is seated in her assigned seat six feet from the nearest student and everyone is wearing a face mask or face shield. As the student is completing her assignments, she is not sharing any supplies with other students.

At the assigned lunchtime, the student upon the direction of the teacher, retrieves her lunch bag from a designated area. While walking to the designated area, the student follows the one way markings on the floor and remains six feet from students in the hallway. She returns to her classroom and sanitized her hands before eating her lunch. When lunch has concluded, the student sanitizes her hands again.

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The student then reports to recess. She engages in activities using a piece of equipment assigned to her. She does not share any equipment assigned to her classmates. She keeps her mask on at all times. If she needs to take a mask off for a brief moment, she must ensure that she is six feet from everyone.

At the end of recess, the student sanitizes her hands and returns to her classroom and sits in her assigned seat.

The student goes to the restroom following the one-way markings on the floor. She reads the sign on the restroom door that indicates only three students are permitted at one time. She goes into the bathroom and realizes that there are three people in the restroom. She leaves the restroom and waits for someone to exit. The student washes her hands for 20 seconds with soap and water before leaving the bathroom.

At the end of the day, the student follows the direction of the teacher for dismissal. She walks to the bus and the driver takes her temperature. Once permitted, she boards the bus, sanitizes her hands, and sits in her assigned seat. Once she arrives at her stop, she exits the bus, walks home, completes her homework, and prepares for virtual or in-person learning on the following school day.

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### CLOSING COMMENTS

The Willingboro family has experienced a tremendous amount of change since the closing of schools on March 13, 2020. Students, staff members, and parents/guardians have experienced the loss of family members, isolation, unemployment, illness, and despair as a result of COVID-19. This combined with the racial injustice seen around the world in regard to the death of George Floyd. Mr. Floyd's death on May 25, 2020, led many individuals from around the world to feel a sense of sadness, anger, uncertainty, and hopelessness. It has been a truly difficult time in our country. However, it is during this difficult time, that we can find encouragement in knowing that the future leaders and change agents are current students of the Willingboro Public Schools. They are our hope for a better tomorrow. Our village will continue to uplift, encourage, and support the students of Willingboro.

The District has made significant efforts to cut costs, redirect costs, and seek additional funding to support the many increased expenses due to COVID-19. As we continue to update this Reopening Plan, we must realistically plan within our financial and staffing means and available space in our facilities. We will continue to advocate for more money across all of our funding sources, including all available grants.

The 2020-2021 school year will not be "normal" in any sense of the word. But, it can be productive. As a family, the Willingboro Public Schools can endeavor to focus our efforts on providing our students with a quality education all while dedicating ourselves to our own mental health and well-being.

The Reopening Plan will build in flexibility as new information and guidelines are disseminated. The Reopening Committee will be prepared to adjust the plan based on the needs of stakeholders and changes necessitated by medical circumstances and public health guidance.

The district's theme for the 2020-2021 school year is *Quality Education: A Community Commitment*. With the support of our community, we will provide our students with a quality education within a safe and secure learning environment.

*WILLINGBORO PUBLIC SCHOOLS*  
*REOPENING PLAN: 2020 - 2021*

**APPENDIX**

- Appendix A: [Sample PreK Schedule \(Option 1\)](#)
- Appendix B: [Sample Kindergarten Schedule \(Option 1\)](#)
- Appendix C: [Sample Elementary Schedule \(Option 1\)](#)
- Appendix D: [Sample Intermediate Schedule \(Option 1\)](#)
- Appendix E: [Sample Middle School Schedule \(Option 1\)](#)
- Appendix F: [Sample High School Schedule \(Option 1\)](#)
- Appendix G: [Sample PreK Schedule \(Option 2\)](#)
- Appendix H: [Sample Kindergarten Schedule \(Option 2\)](#)
- Appendix I: [Sample Elementary Schedule \(Option 2\)](#)
- Appendix J: [Sample Secondary Schedules \(Option 2\)](#)
- Appendix K: [Instructions & Next Steps for Positive COVID-19 Test](#)
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- Appendix M: [Technology Implementation Plan](#)
- Appendix N: [Athletics Department COVID-19 Safety Protocols](#)
- Appendix O: [COVID-19 Visitor Safety Agreement](#)
- Appendix P: [COVID-19 Parent/Student Safety Agreement](#)
- Appendix Q: [COVID-19 Staff Safety Agreement](#)
- Appendix R: [Requests for Leaves of Absence and Workplace Accommodations](#)
- Appendix S: [Pandemic Response Team](#)
- Appendix T: [Enhanced Cleaning and Disinfection Protocols](#)
- Appendix U: [Parent/Student Virtual Learning Expectations](#)
- Appendix V: [Virtual Learning Norms for Teachers](#)
- Appendix W: [Request for All-Remote Instruction](#)
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- Appendix Y: [COVID-19 Daily Screening for Students](#)

**WILLINGBORO PUBLIC SCHOOLS**  
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**Appendix A: Pre-Kindergarten Option 1 Schedules**

**Sample PreK 3 Schedule**

- Teacher arrival 8:00 a.m.; Teacher release 3:00 p.m.
- Teacher preparation period is 45 minutes
- Breakfast and lunch will be served in the classroom
- Breakfast and Lunch for Wednesday (occupant-free cleaning day) will be available at Levitt Intermediate and Memorial Middle

Time	Activity: Pre-Kindergarten
8:00 a.m.	Teacher Arrival
8:00 a.m. – 8:40 a.m.	Teachers post additional instructional materials for the day, conduct office hours to contact or email parents, and engage in professional development/staff meetings.
8:40 a.m. – 9:15 a.m.	Student Check-In, Breakfast, Daily Attendance Taken, Health Care Screenings (35 minutes)
9:15 a.m. – 9:30 a.m.	Group Meeting: Based upon Creative Curriculum (15 minutes)
9:30 a.m. – 9:45 a.m.	Small-Group LL: Intentional Teaching Card (15 minutes)
9:45 a.m. – 10:15 a.m.	Creative Curriculum Choice Time (30 minutes)
10:15 a.m. – 10:30 a.m.	Clean up/Toileting Break/Hand Washing (15 minutes)
10:30 a.m. – 10:45 a.m.	Read Aloud: Based on Creative Curriculum (15 minutes)
10:45 a.m. – 11:00 a.m.	Handwashing/Bathroom Break (15 minutes)
11:00 a.m. – 11:45 a.m.	Lunch for Students/Preparation Period for Teachers (45 minutes)
11:45 a.m. – 12:15 p.m.	Outside (Gross Motor) Weather Permitting (30 minutes)
12:15 p.m. – 12:30 p.m.	Transition: Can use Mighty Minutes/Finger Play (15 minutes)
12:30 p.m. – 12:45 p.m.	Small-Group (Math): Intentional Teaching Card (15 minutes)
12:45 p.m.-1:15 p.m.	Choice Time (30 minutes)
1:15 p.m.-1:40 p.m.	Clean-up and Dismissal (25 minutes)
1:40 p.m.- 2:25 p.m.	Staff Lunch (45 minutes)
2:25 p.m. -3:00 p.m.	Office Hours Instructional Support

**WILLINGBORO PUBLIC SCHOOLS**  
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**PD/Staff Meetings**

**Sample PreK 4 Schedule**

- Teacher arrival 8:00 a.m.; Teacher release 3:00 p.m.
- Teacher preparation period is 45 minutes
- Breakfast and lunch will be served in the classroom
- Breakfast and Lunch for Wednesday (occupant-free cleaning day) will be available at Levitt Intermediate and Memorial Middle

Time	Activity: Pre-Kindergarten
8:00 a.m.	Teacher Arrival
8:00 a.m. – 8:40 a.m.	Teachers post additional instructional materials for the day, conduct office hours to contact or email parents, and engage in professional development/staff meetings.
8:40 a.m. – 9:15 a.m.	Student Check-In, Breakfast, Daily Attendance Taken, Health Care Screenings (35 minutes)
9:15 a.m. – 9:30 a.m.	Group Meeting: Based upon Creative Curriculum (15 minutes)
9:30 a.m. – 9:45 a.m.	Small-Group LL: Intentional Teaching Card (15 minutes)
9:45 a.m. – 10:15 a.m.	Outside Time/Gross Motor Weather Permitting (30 minutes)
10:15 a.m. – 10:30 a.m.	Clean up/Toileting Break/Hand Washing (15 minutes)
10:30 a.m. – 11:00 a.m.	Choice Time (30 minutes)
11:00 a.m. – 11:15 a.m.	Handwashing/Bathroom Break (15 minutes)
11:15 a.m. – 12:00 p.m.	Lunch for Students/Preparation Period for Teachers (45 minutes)
12:00 p.m. – 12:30 p.m.	Small-Group (Math): Intentional Teaching Card (30 minutes)
12:30 p.m. – 12:45 p.m.	Read Aloud: Based on Creative Curriculum (15 minutes)
12:45 p.m.-1:15 p.m.	Choice Time (30 minutes)
1:15 p.m.-1:40 p.m.	Clean-up and Dismissal (25 minutes)
1:40 p.m.- 2:25 p.m.	Staff Lunch (45 minutes)
2:25 p.m. -3:00 p.m.	Office Hours Instructional Support PD/Staff Meetings



**WILLINGBORO PUBLIC SCHOOLS**  
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**Appendix B: Kindergarten Option 1 Schedules**

**Sample Kindergarten Schedule-Block 3**

JC Stuart: Cook, Brooks, Strain

Garfield: Skoufalos, Clay

- Teacher arrival 8:00 a.m.; Teacher release 3:00 p.m.
- Teacher preparation period is 40 minutes
- Breakfast and Lunch will be served in the classroom
- Breakfast and Lunch for Wednesday (occupant-free cleaning day) will be available at Levitt Intermediate and Memorial Middle

Time	Activity: Pre-Kindergarten
8:00 a.m.	Teacher Arrival
8:00 a.m. – 8:40 a.m.	Teachers post additional instructional materials for the day, conduct office hours to contact or email parents, and engage in professional development/staff meetings.
8:40 a.m. – 9:15 a.m.	Student Check-In, Breakfast, Daily Attendance Taken, Health Care Screenings (35 minutes)
9:15 a.m. – 9:30 a.m.	Morning Meeting/Message Time Plus Shared Reading and Writing (15 minutes)
9:30 a.m. – 10:00 a.m.	Eureka Math (30 minutes)
10:00 a.m. – 10:15 a.m.	Clean up/Toileting Break/Hand Washing (15 minutes)
10:15 a.m. – 11:05 a.m.	English Language Arts (50 minutes)
11:05 a.m. – 11:50 a.m.	Student Lunch/Recess (45 minutes)
11:50 a.m. – 12:00 p.m.	Handwashing/Bathroom Break (10 minutes)
12:00 p.m. – 12:45 p.m.	Special (45 minutes)
12:45 p.m. – 1:20 p.m.	Guided Reading/ Social Studies and Science (35 minutes)
1:20 p.m.-1:40 p.m.	Clean-up and Dismissal (20 minutes)
1:40 p.m.- 2:25 p.m.	Staff Lunch (45 minutes)
2:25 p.m. -3:00 p.m.	Office Hours Instructional Support PD/Staff Meetings

# WILLINGBORO PUBLIC SCHOOLS

## REOPENING PLAN: 2020 - 2021

### Sample Kindergarten Schedule-Block 4

JC Stuart: Borda, Davis, Smith-Powell

Garfield: Elmore, Buttocovla

- Teacher arrival 8:00 a.m.; Teacher release 3:00 p.m.
- Teacher preparation period is 40 minutes
- Breakfast and Lunch will be served in the classroom
- Breakfast and Lunch for Wednesday (occupant-free cleaning day) will be available at Levitt Intermediate and Memorial Middle

Time	Activity: Pre-Kindergarten
8:00 a.m.	Teacher Arrival
8:00 a.m. – 8:40 a.m.	Teachers post additional instructional materials for the day, conduct office hours to contact or email parents, and engage in professional development/staff meetings.
8:40 a.m. – 9:15 a.m.	Student Check-In, Breakfast, Daily Attendance Taken, Health Care Screenings (35 minutes)
9:15 a.m. – 9:30 a.m.	Morning Meeting/Message Time Plus Shared Reading and Writing (15 minutes)
9:30 a.m. – 10:15 a.m.	Special (45 minutes)
10:15 a.m. – 10:30 a.m.	Clean up/Toileting Break/Hand Washing (15 minutes)
10:30 a.m. – 11:00 a.m.	Eureka Math (30 minutes)
11:00 a.m. – 11:50 a.m.	English Language Arts (50 minutes)
11:50 a.m. – 12:35 p.m.	Student Lunch/Recess (45 minutes)
12:35 p.m. – 12:45 p.m.	Handwashing/Bathroom Break (10 minutes)
12:45 p.m. – 1:20 p.m.	Guided Reading/ Social Studies and Science (35 minutes)
1:20 p.m.-1:40 p.m.	Clean-up and Dismissal (20 minutes)
1:40 p.m.- 2:25 p.m.	Staff Lunch (45 minutes)
2:25 p.m. -3:00 p.m.	Office Hours Instructional Support PD/Staff Meetings

## WILLINGBORO PUBLIC SCHOOLS REOPENING PLAN: 2020 - 2021

### Sample Kindergarten Schedule-Block 6

JC Stuart: Holler, Wuebker-Eller

Garfield: Fauver, Maestri

- Teacher arrival 8:00 a.m.; Teacher release 3:00 p.m.
- Teacher preparation period is 40 minutes
- Breakfast and Lunch will be served in the classroom
- Breakfast and Lunch for Wednesday (occupant-free cleaning day) will be available at Levitt Intermediate and Memorial Middle

Time	Activity: Pre-Kindergarten
8:00 a.m.	Teacher Arrival
8:00 a.m. – 8:40 a.m.	Teachers post additional instructional materials for the day, conduct office hours to contact or email parents, and engage in professional development/staff meetings.
8:40 a.m. – 9:15 a.m.	Student Check-In, Breakfast, Daily Attendance Taken, Health Care Screenings (35 minutes)
9:15 a.m. – 9:30 a.m.	Morning Meeting/Message Time Plus Shared Reading and Writing (15 minutes)
9:30 a.m. – 10:20 a.m.	English Language Arts (50 minutes)
10:20 a.m. – 11:05 a.m.	Special (45 minutes)
11:05 a.m. – 11:20 a.m.	Clean up/Toileting Break/Hand Washing (15 minutes)
11:20 a.m. – 11:50 a.m.	Eureka Math (30 minutes)
11:50 a.m. – 12:35 p.m.	Student Lunch/Recess (45 minutes)
12:35 p.m. – 12:45 p.m.	Handwashing/Bathroom Break (10 minutes)
12:45 p.m. – 1:20 p.m.	Guided Reading/ Social Studies and Science (35 minutes)
1:20 p.m.-1:40 p.m.	Clean-up and Dismissal (20 minutes)
1:40 p.m.- 2:25 p.m.	Staff Lunch (45 minutes)
2:25 p.m. -3:00 p.m.	Office Hours Instructional Support PD/Staff Meetings

## WILLINGBORO PUBLIC SCHOOLS REOPENING PLAN: 2020 - 2021

### Sample Kindergarten Schedule-Block 7

Garfield, Green, Snead

- Teacher arrival 8:00 a.m.; Teacher release 3:00 p.m.
- Teacher preparation period is 40 minutes
- Breakfast and Lunch will be served in the classroom
- Breakfast and Lunch for Wednesday (occupant-free cleaning day) will be available at Levitt Intermediate and Memorial Middle

Time	Activity: Pre-Kindergarten
8:00 a.m.	Teacher Arrival
8:00 a.m. – 8:40 a.m.	Teachers post additional instructional materials for the day, conduct office hours to contact or email parents, and engage in professional development/staff meetings.
8:40 a.m. – 9:15 a.m.	Student Check-In, Breakfast, Daily Attendance Taken, Health Care Screenings (35 minutes)
9:15 a.m. – 9:30 a.m.	Morning Meeting/Message Time Plus Shared Reading and Writing (15 minutes)
9:30 a.m. – 10:00 a.m.	Eureka Math (30 minutes)
10:00 a.m.-10:15 a.m.	Handwashing/Bathroom Break (15 minutes)
10:15 a.m. – 11:10 a.m.	English Language Arts (55 minutes)
11:10 a.m. – 11:55 a.m.	Special (45 minutes)
11:55 a.m. – 12:40 p.m.	Student Lunch/Recess (45 minutes)
12:40 p.m. – 12:50 p.m.	Handwashing/Bathroom Break (10 minutes)
12:50 p.m. – 1:20 p.m.	Guided Reading/ Social Studies and Science (30 minutes)
1:20 p.m.-1:40 p.m.	Clean-up and Dismissal (20 minutes)
1:40 p.m.- 2:25 p.m.	Staff Lunch (45 minutes)
2:25 p.m. -3:00 p.m.	Office Hours Instructional Support PD/Staff Meetings

**WILLINGBORO PUBLIC SCHOOLS**  
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**2020 – 2021 Early Childhood Development Center Special Subject Schedule**

<b>Time</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>8:00 am - 8:40 am</b>	<b>Special Teacher's Prep Period</b>	<b>Special Teacher's Prep Period</b>	<b>Special Teacher's Prep Period</b>	<b>Special Teacher's Prep Period</b>	<b>Special Teacher's Prep Period</b>
<b>8:40 am - 9:20 am</b> <b>K - Student arrival support</b>	GE Art: Student arrival support GE Computers: Student arrival support JCS Library: Student arrival support JCS Music: Student arrival support JCS Phys Ed: Student arrival support	JCS Art: Student arrival support GE Library: Student arrival support GE Music: Student arrival support JCS Computers: Student arrival support JCS Phys Ed: Student arrival support	GE Art: Student arrival support JCS Computers: Student arrival support JCS Library: Student arrival support JCS Music: Student arrival support GE PHYS ED: Student arrival support	JCS Art: Student arrival support GE: Student arrival support GE Library: Student arrival support JCS Music: Student arrival support JCS Phys Ed: Student arrival support	JCS Art: Student arrival support JCS Computers: Student arrival support JCS Library: Student arrival support JCS Music: Student arrival support GE Music: Student arrival support GE Phys Ed: Student arrival support
<b>9:30 am- 10:15 am</b> <b>K</b>	GE Art: Elizabeth Buttcovla GE Computers: Chanterai Elmore JCS Library: Melanese Davis JCS Music: Christine Borda JCS Phys Ed: Ronnette Smith-Powell	JCS Art: Ronnette Smith-Powell GE Library: Elizabeth Buttcovla GE Music: Chanterai Elmore JCS Computers: Melanese Davis JCS Phys Ed: Christine Borda	GE Art: Chanterai Elmore JCS Computers: Christine Borda JCS Library: Ronnette Smith-Powell JCS Music: Melanese Davis GE PHYS ED: Elizabeth Buttcovla	JCS Art: Christine Borda GE Computers: Elizabeth Buttcovla GE Library: Chanterai Elmore JCS Music: Ronnette Smith-Powell JCS Phys Ed: Melanese Davis	JCS Art: Melanese Davis JCS Computers: Ronnette Smith-Powell JCS Library: Christine Borda GE Music: Elizabeth Buttcovla GE Phys Ed: Chanterai Elmore
<b>10:20 am - 11:05 am</b> <b>K</b>	GE Art: Stephanie Maestri GE Computers: Elizabeth Fauver JCS Library: Carol Wuebker Music: JCS-Enrichment/Intervention JCS Phys Ed: Catherine Holler	Art: Catherine Holler GE Library: Stephanie Maestri GE Music: Elizabeth Fauver JCS Computers: Carol Wuebker JCS Phys Ed: Enrichment & Intervention	GE Art: Elizabeth Fauver JCS Computers: Catherine Holler JCS Library: Enrichment & Intervention JCS Music: Carol Wuebker GE PHYS ED: Stephanie Maestri	JCS Art: -Enrichment & Intervention GE Computers: Stephanie Maestri GE Library: Elizabeth Fauver JCS Music: Catherine Holler JCS Phys Ed: Carol Wuebker	JCS Art: Carol Wuebker JCS Computers: JCS-Enrichment & Intervention JCS Library: Catherine Holler GE Music: Stephanie Maestri GE Phys Ed: Elizabeth Fauver
<b>11:10 am - 11:55 am</b> <b>K</b>	GE Art: Alexis Green GE Computers: Courtney Snead JCS Library: Enrichment & Intervention JCS Music: Enrichment & Intervention JCS Phys Ed: Enrichment & Intervention	JCS Art: -Enrichment & Intervention GE Library: Alexis Green GE Music: Courtney Snead JCS Computers: Enrichment & Intervention JCS Phys Ed: Enrichment & Intervention	GE Art: Courtney Snead JCS Computers: Enrichment & Intervention JCS Library: Enrichment & Intervention JCS Music: Enrichment & Intervention GE PHYS ED: Alexis Green	JCS Art: Enrichment & Intervention GE Computers: Alexis Green GE Library: Courtney Snead JCS Music: Enrichment & Intervention JCS Phys Ed: Enrichment & Intervention	JCS Art: Enrichment & Intervention/ JCS Computers: Enrichment & Intervention JCS Library: Enrichment & Intervention JCS Music: Alexis Green GE Phys Ed: Courtney Snead
<b>12:00p</b>	GE Art: Valerie Clay	JCS Art: Brittany	GE Art: Jean	JCS Art: Zetta	JCS Art: Kecia Cook

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<b>m 12:45 pm K</b>	GE Computers: Jean Skoufalos JCS Library: Kecia Cook JCS Music: Zetta Brooks JCS Phys Ed: Brittany Strain	Strain GE Library: Valerie Clay GE Music: Jean Skoufalos JCS Computers: Kecia Cook JCS Phys Ed: Zetta Brooks	Skoufalos JCS Computers: Zetta Brooks JCS Library: Brittany Strain JCS Music: Kecia Cook GE PHYS ED: Valerie Clay	Brooks GE Computers: Valerie Clay GE Library: Jean Skoufalos JCS Music: Brittany Strain JCS Phys Ed: Kecia Cook	JCS Computers: Brittany Strain JCS Library: Zetta Brooks GE Music: Valerie Clay GE Phys Ed: Jean Skoufalos
<b>12:45 pm - 1:30 pm</b>	<b>Lunch</b>				
<b>1:30 pm - 2:00 pm</b>	<b>Dismissal Support</b>				
<b>2:00 pm-3:00 pm</b>	Office Hours Instructional Support PD/Staff Meetings				

**WILLINGBORO PUBLIC SCHOOLS**  
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**Appendix C: Elementary Option 1 Schedules**

**Sample Elementary Schedule-Grades 1 and 2**

- Teacher arrival 8:00 a.m.; Teacher release 3:00 p.m.
- Teacher preparation period is 40 minutes
- Breakfast and Lunch will be served in the classroom
- Breakfast and Lunch for Wednesday (occupant-free cleaning day) will be available at Levitt Intermediate and Memorial Middle

Time		Period	Grade 1	Grade 2
8:00 -8:30	Office Hours, PD/Staff Meetings, Instructional Support (30 minutes)			
8:30-8:50	20 minutes		Daily Welcome Attendance /Breakfast Restorative Practices	Daily Welcome Attendance/Breakfast Restorative Practices
8:50 -9:30	40 minutes	1	English Language Arts	English Language Arts
9:35-10:15	40 minutes	2	Special	English Language Arts
10:20-11:00	40 minutes	3	English Language Arts	Special
11:05-11:45	40 minutes	4	Lunch/Recess	Lunch/Recess
11:45-11:50	5 minutes		Transition/Break	Transition/Break
11:55-12:35	40 minutes	5	Math	Math
12:40-1:20	40 minutes	6	Social Studies/Science	Social Studies/Science
1:20-1:40	Staff Dismissal Duty (20 minutes)			
1:40 -2:25	Staff Lunch (45 minutes)			
2:25-3:00	Office Hours, Instructional Support, PD/Staff Meetings (35 minutes)			
3:00	Teacher Dismissal			

**WILLINGBORO PUBLIC SCHOOLS**  
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**Sample Elementary Schedule-Grade 3**

- Teacher arrival 8:00 a.m.; Teacher release 3:00 p.m.
- Teacher preparation period is 40 minutes
- Breakfast and Lunch will be served in the classroom
- Breakfast and Lunch for Wednesday (occupant-free cleaning day) will be available at Levitt Intermediate and Memorial Middle

Grade 3 Two- Teacher Team Departmentalized

Time		Period	Teacher 1	Teacher 2
8:00 -8:30	Office Hours, PD/Staff Meetings, Instructional Support (30 minutes)			
8:30 -8:50	20 minutes		Daily Welcome Attendance /Breakfast Restorative Practices	Daily Welcome Attendance/Breakfast Restorative Practices
8:50 -9:30	40 minutes	1	English Language Arts Reading (Class 1)	Math (Class 2)
9:35-10:15	40 minutes	2	English Language Arts Writing (Class 1)	Social Studies/Science (Class 2)
10:20-11:00	40 minutes	3	English Language Arts Reading (Class 2)	Math (Class 1)
11:05-11:45	40 minutes	4	Lunch/Recess	Lunch/Recess
11:45-11:50	5 minutes		Transition/Break	Transition/Break
11:55-12:35	40 minutes	5	Special	Special
12:40-1:20	40 minutes	6	English Language Arts Writing (Class 2)	Social Studies/Science (Class 1)
1:20-1:40	Staff Dismissal Duty (20 minutes)			
1:40 -2:25	Staff Lunch (45 minutes)			
2:25-3:00	Office Hours, Instructional Support, PD/Staff Meetings (35 minutes)			
3:00	Teacher Dismissal			



**WILLINGBORO PUBLIC SCHOOLS**  
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**Sample Elementary Schedule-Grade 4/Two Teachers**

- Teacher arrival 8:00 a.m.; Teacher release 3:00 p.m.
- Teacher preparation period is 40 minutes
- Breakfast and Lunch will be served in the classroom
- Breakfast and Lunch for Wednesday (occupant-free cleaning day) will be available at Levitt Intermediate and Memorial Middle

Grade 4 Two- Teacher Team Departmentalized
--------------------------------------------

Time		Period	Teacher 1	Teacher 2
8:00 -8:30	Office Hours, PD/Staff Meetings, Instructional Support (30 minutes)			
8:30 -8:50	20 minutes		Daily Welcome Attendance /Breakfast Restorative Practices	Daily Welcome Attendance/Breakfast Restorative Practices
8:50 -9:30	40 minutes	1	English Language Arts Reading (Class 1)	Math (Class 2)
9:35-10:15	40 minutes	2	English Language Arts Writing (Class 1)	Social Studies/Science (Class 2)
10:20-11:00	40 minutes	3	English Language Arts Reading (Class 2)	Math (Class 1)
11:05-11:45	40 minutes	4	Lunch/Recess	Lunch/Recess
11:45-11:50	5 minutes		Transition/Break	Transition/Break
11:55-12:35	40 minutes	5	English Language Arts Writing (Class 2)	Social Studies/Science (Class 1)
12:40-1:20	40 minutes	6	Special	Special
1:20-1:40	Staff Dismissal Duty (20 minutes)			
1:40 -2:25	Staff Lunch (45 minutes)			
2:25-3:00	Office Hours, Instructional Support, PD/Staff Meetings (35 minutes)			
3:00	Teacher Dismissal			

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**Sample Elementary Schedule-Grade 4/Three Teachers**

- Teacher arrival 8:00 a.m.; Teacher release 3:00 p.m.
- Teacher preparation period is 40 minutes
- Breakfast and Lunch will be served in the classroom
- Breakfast and Lunch for Wednesday (occupant-free cleaning day) will be available at Levitt Intermediate and Memorial Middle

Grade 4 Three- Teacher Team Departmentalized

Time		Period	Teacher 1	Teacher 2	Teacher 3
8:00 -8:30	Office Hours, PD/Staff Meetings, Instructional Support (30 minutes)				
8:30 -8:50	20 minutes		Daily Welcome Attendance /Breakfast Restorative Practices	Daily Welcome Attendance/Breakfast Restorative Practices	Daily Welcome Attendance/Breakfast Restorative Practices
8:50 -9:45	55 minutes	1	English Language Arts Reading and Writing (Class 1)	Math (Class 1)	Social Studies/Science (Class 1)
9:50-10:45	55 minutes	2	English Language Arts Writing Reading and Writing (Class 2)	Math (Class 2)	Social Studies/Science (Class 2)
10:50- 11:45	55 minutes	3	English Language Arts Reading and Writing (Class 3)	Math (Class 3)	Social Studies/Science (Class 3)
11:50- 12:35	45 minutes	4	Lunch/Recess	Lunch/Recess	Lunch/Recess
12:40-1:20	40 minutes	5	Special	Special	Special
1:20-1:40	Staff Dismissal Duty (20 minutes)				
1:40 -2:25	Staff Lunch (45 minutes)				
2:25-3:00	Office Hours, Instructional Support, PD/Staff Meetings (35 minutes)				
3:00	Teacher Dismissal				

**WILLINGBORO PUBLIC SCHOOLS**  
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**Sample Elementary Schedule-Grade 3 Self-Contained**

Time		Period	Teacher
8:00 -8:30			
8:30 -8:50	20 minutes		Daily Welcome Attendance /Breakfast Restorative Practices
8:50 -9:30	40 minutes	1	English Language Arts
9:35-10:15	40 minutes	2	English Language Arts
10:20-11:00	40 minutes	3	Math
11:05-11:45	40 minutes	4	Lunch/Recess
11:45-11:50	5 minutes		Transition/Break
11:55-12:35	40 minutes	5	Special
12:40-1:20	40 minutes	6	Social Studies/Science
1:20-1:40	Staff Dismissal Duty (20 minutes)		
1:40 -2:25	Staff Lunch (45 minutes)		
2:25-3:00	Office Hours, Instructional Support, PD/Staff Meetings (35 minutes)		
3:00	Teacher Dismissal		

**WILLINGBORO PUBLIC SCHOOLS**  
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**Sample Elementary Schedule-Grade 4 Self-Contained**

Time		Period	Teacher
8:00 -8:30			
8:30 -8:50	20 minutes		Daily Welcome Attendance /Breakfast Restorative Practices
8:50 -9:30	40 minutes	1	English Language Arts
9:35-10:15	40 minutes	2	English Language Arts
10:20-11:00	40 minutes	3	Math
11:05-11:45	40 minutes	4	Lunch/Recess
11:45-11:50	5 minutes		Transition/Break
11:55-12:35	40 minutes	5	Social Studies/Science
12:40-1:20	40 minutes	6	Special
1:20-1:40	Staff Dismissal Duty (20 minutes)		
1:40 -2:25	Staff Lunch (45 minutes)		
2:25-3:00	Office Hours, Instructional Support, PD/Staff Meetings (35 minutes)		
3:00	Teacher Dismissal		

**Appendix D: Sample Intermediate School Schedule (Option 1)**

**WILLINGBORO PUBLIC SCHOOLS**  
**REOPENING PLAN: 2020 - 2021**



- Teacher arrival 7:05 a.m.; Teacher release 2:05 p.m.
- Teacher preparation period is 40 minutes
- A-G Rotations
- Breakfast will be served in the classroom
- Lunch will be distributed at dismissal
- Breakfast and Lunch for Wednesday (occupant-free cleaning day) will be available at Levitt Intermediate and Memorial Middle

Teacher Arrival	7:05 a.m.
Student Morning Intake	<b>7:10 a.m. -7:25 a.m. (15 minutes)</b>
Homeroom/Breakfast/Attendance	7:25 a.m. - 7:40 a.m. (15 minutes)
Block 1	7:44 a.m. - 8:29 a.m. (45 minutes)
Block 2	8:33 a.m.-9:18 a.m. (45 minutes)
Block 3	9:22 a.m.-10:07 a.m. (45 minutes)
Block 4	10:11 a.m.- 10:56 a.m. (45 minutes)
Block 5	11:00 a.m.- 11:45 a.m. (45 minutes)
PM Homeroom	11:49 a.m.-11:55 a.m. (6 minutes)
Student Lunch (Grab and Go) Teacher Dismissal Duty	11:55 a.m.-12:10 p.m. (15 minutes)
Teacher Lunch	12:10 p.m.-12:55 p.m. (45 minutes)
Office Hours, Instructional Support,/PD	12:55 p.m.-1:30 p.m. (35 minutes)
Office Hours, Instructional Support,/PD	1:30 p.m.- 2:05 p.m. (35 minutes)

**Appendix E: Sample Middle School Schedule (Option 1)**

**WILLINGBORO PUBLIC SCHOOLS**  
**REOPENING PLAN: 2020 - 2021**



- Teacher arrival 7:05 a.m.; Teacher release 2:05 p.m.
- Teacher preparation period is 40 minutes
- A-G Rotations
- Breakfast will be served in the classroom
- Lunch will be distributed at dismissal
- Breakfast and Lunch for Wednesday (occupant-free cleaning day) will be available at Levitt Intermediate and Memorial Middle

Teacher Arrival	7:05 a.m.
Student Morning Intake	<b>7:10 a.m. -7:25 a.m. (15 minutes)</b>
Homeroom/Breakfast/Attendance	7:25 a.m. - 7:40 a.m. (15 minutes)
Block 1	7:44 a.m. - 8:29 a.m. (45 minutes)
Block 2	8:33 a.m.-9:18 a.m. (45 minutes)
Block 3	9:22 a.m.-10:07 a.m. (45 minutes)
Block 4	10:11 a.m.- 10:56 a.m. (45 minutes)
Block 5	11:00 a.m.- 11:45 a.m. (45 minutes)
PM Homeroom	11:49 a.m.-11:55 a.m. (6 minutes)
Student Lunch (Grab and Go) Teacher Dismissal Duty	11:55 a.m-12:10 p.m. (15 minutes)
Teacher Lunch	12:10 p.m.-12:55 p.m. (45 minutes)
Office hours, instructional support, PD	12:55 p.m.-1:30 p.m. (35 minutes)
Office hours, instructional support, PD	1:30 p.m.- 2:05 p.m. (35 minutes)

**Appendix F: Sample High School Schedule (Option 1)**

## WILLINGBORO PUBLIC SCHOOLS REOPENING PLAN: 2020 - 2021

- Teacher arrival 7:00 a.m.; Teacher release 2:00 p.m.
- Teacher preparation period is 40 minutes-A-G Rotations
- Breakfast will be served in the classroom
- Lunch will be distributed at dismissal
- Breakfast and Lunch for Wednesday (occupant-free cleaning day) will be available at Levitt Intermediate and Memorial Middle

BLOCK	Day 1 A (Alpha)	Day 2 A (Alpha)	Day 3 Virtual	Day 4 B (Beta)	Day 5 B (Beta)	A	B	C	D	E	F	G
<b>Student Intake</b> 7:05 AM-7:20 AM (15minutes)	A (Alpha)	A (Alpha)		B (Beta)	B (Beta)							
<b>HR/Breakfast/ Attendance</b> 7:20 AM-7:35 AM (15minutes)	A (Alpha)	A (Alpha)		B (Beta)	B (Beta)							
<b>Block 1</b> 7:39 AM-8:24 AM (45 minutes)	A (Alpha)	A (Alpha)		B (Beta)	B (Beta)	1	6	4	2	7	5	3
<b>Block 2</b> 8:28 AM-9:13 AM (45 minutes)	A (Alpha)	A (Alpha)		B (Beta)	B (Beta)	2	7	5	3	1	6	4
<b>Block 3</b> 9:17 AM-10:02 AM (45 minutes)	A (Alpha)	A (Alpha)		B (Beta)	B (Beta)	3	1	6	4	2	7	5
<b>Block 4</b> 10:06 AM-10:51 AM (45 minutes)	A (Alpha)	A (Alpha)		B (Beta)	B (Beta)	4	2	7	5	3	1	6
<b>Block 5</b> 10:55 AM-11:40 AM (45 minutes)	A (Alpha)	A (Alpha)		B (Beta)	B (Beta)	5	3	1	6	4	2	7
<b>PM Homeroom 11:40 AM-11:50 AM</b>												
<b>Staff Dismissal Duty: 11:50 AM to 12:10 noon (20 minutes)</b>												
<b>Staff Lunch: 12:10 noon-12:55 PM (45 minutes)</b>												
<b>PD/Office Hours/Instructional Support : 12:55-1:30 pm (35 minutes)</b>												
<b>PD/Office Hours/Instructional Support: 1:30pm-2:00 pm (30 minutes)</b>												

**WILLINGBORO PUBLIC SCHOOLS**  
**REOPENING PLAN: 2020 - 2021**

**Appendix G: Sample PreKindergarten Schedule (Option 2) updated 1/3/22**

Time	Activity: Pre-Kindergarten
8:00 a.m.-8:15 a.m.	Teachers Arrive. Teachers post additional instructional materials for the day and prepare for instruction. Office hours to contact or email parents.
8:15 a.m. – 8:30 a.m.	Student Check-In and Daily Attendance Taken
8:30 a.m. – 8:45 a.m.	Morning Meeting
8:45 a.m. – 9:00 a.m.	Choice Activities for Students (2 activities)
9:00 a.m. – 9:30 a.m.	Guided Learning: Language Arts Literacy using Creative Curriculum Intentional Teaching Cards
9:30 a.m. – 9:45 a.m.	Movement Activity/Mighty Minutes/Toileting Break/Handwashing
9:45 a.m. – 10:00 a.m.	Creative Curriculum Read Aloud
10:00 a.m. – 10:15 a.m.	Snack Break
10:15 a.m. – 10:45 a.m.	Gross Motor Activity (Teacher Instructed)
10:45 a.m. – 11:15 a.m.	Guided Learning: Mathematics using Creative Curriculum Intentional Teaching Cards
11:15 a.m. – 11:30 a.m.	Creative Curriculum Read A Loud
11:30 a.m. – 11:45 a.m.	Music and Movement
11:45 a.m. – 12:00 p.m.	Large Group Instruction Science (M, W, F) and Social Studies (T, Th)
12:00 p.m.-12:45 p.m.	Lunch/Recess
12:45 p.m.-1:30 p.m.	Naptime/Teacher Preparation Period
1:30 p.m.	Student Dismissal
1:30 p.m. - 1:45 p.m.	Teacher Break
1:45 p.m. - 2:45 p.m.	Principal Meetings, Content Supervisor/Director Meetings, Technology Support, Lesson Plans
2:45 p.m.	Teacher Dismissal



**WILLINGBORO PUBLIC SCHOOLS**  
**REOPENING PLAN: 2020 - 2021**

**Appendix H: Sample Kindergarten Schedule (Option 2)**

Time	Activity: Kindergarten
8:00 a.m.-8:15 a.m.	Teachers Arrive. Teachers post additional instructional materials for the day and prepare for instruction. Office hours to contact or email parents.
8:15 a.m. – 8:30 a.m.	Student Check-In and Daily Attendance Taken
8:30 a.m. – 8:45 a.m.	Morning Meeting
8:45 a.m. – 9:00 a.m.	Writing
9:00 a.m. – 9:15 a.m.	Read Aloud
9:15 a.m. – 9:30 a.m.	Student Brain Break/Movement Activity/Toileting/Handwashing
9:30 a.m. – 10:00 a.m.	Eureka Mathematics
10:00 a.m. – 10:05 a.m.	Student Brain Break/Movement Activity
10:05 a.m. – 11:05 a.m.	English Language Arts
11:05 a.m.-11:15 a.m.	Student Brain Break/Movement Activity/Snack
11:15 a.m. – 12:00 p.m.	Science/Social Studies/IXL Preparation (Social Studies and Science will be taught on a 3 day/2 day split week)
12:00 p.m. – 12:45 p.m.	IXL English Language Arts and Mathematics/Teacher Preparation Period/Special Subject
12:45 p.m. – 1:30 p.m.	Recess/ Lunch
1:30 p.m.	Student Dismissal
1:30 p.m. - 1:45 p.m.	Teacher Break
1:45 p.m. - 2:45 p.m.	Principal Meetings, Content Supervisor/Director Meetings, Technology Support, Lesson Plans
2:45 p.m.	Teacher Dismissal

**WILLINGBORO PUBLIC SCHOOLS**  
**REOPENING PLAN: 2020 - 2021**

<b>Time</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>8:00 - 8:45</b>	<b>Special Teacher's Prep Period</b>	<b>Special Teacher's Prep Period</b>	<b>Special Teacher's Prep Period</b>	<b>Special Teacher's Prep Period</b>	<b>Special Teacher's Prep Period</b>
<b>8:50 - 9:25</b>  <b>K</b>	GE Art: Enrichment/Intervention GE Computers: Enrichment & Intervention JCS Library: Enrichment & Intervention JCS Music: Enrichment & Intervention JCS Phys Ed: Enrichment & Intervention	JCS Art: Enrichment & Intervention GE Library: Enrichment & Intervention GE Music: Enrichment & Intervention JCS Computers: Enrichment & Intervention JCS Phys Ed: Enrichment & Intervention	GE Art: Enrichment & Intervention JCS Computers: Enrichment & Intervention JCS Library: Enrichment & Intervention JCS Music: Enrichment & Intervention GE PHYS ED: Enrichment & Intervention	JCS Art: Enrichment & Intervention GE Computers: Enrichment & Intervention GE Library: Enrichment & Intervention JCS Music: Enrichment & Intervention JCS Phys Ed: Enrichment & Intervention	JCS Art: Enrichment & Intervention JCS Computers: Enrichment & Intervention JCS Library: Enrichment & Intervention GE Music: Enrichment & Intervention GE Phys Ed: Enrichment & Intervention
<b>9:30- 10:15</b>  <b>K</b>	GE Art: Elizabeth Buttcovla GE Computers: Vacancy JCS Library: Melanese Davis JCS Music: Christine Borda JCS Phys Ed: Ronnette Smith-Powell	JCS Art: Ronnette Smith-Powell GE Library: Elizabeth Buttcovla GE Music: Vacancy JCS Computers: Melanese Davis JCS Phys Ed: Christine Borda	GE Art: Vacancy JCS Computers: Christine Borda JCS Library: Ronnette Smith-Powell JCS Music: Melanese Davis GE PHYS ED: Elizabeth Buttcovla	JCS Art: Christine Borda GE Computers: Elizabeth Buttcovla GE Library: Vacancy JCS Music: Ronnette Smith-Powell JCS Phys Ed: Melanese Davis	JCS Art: Melanese Davis JCS Computers: Ronnette Smith-Powell JCS Library: Christine Borda GE Music: Elizabeth Buttcovla GE Phys Ed: Vacancy
<b>10:20 - 11:05</b>  <b>K</b>	GE Art: Stephanie Maestri GE Computers: Elizabeth Fauver JCS Library: Carol Wuebker Music: JCS-Enrichment/Intervention JCS Phys Ed: Catherine Holler	Art: Catherine Holler GE Library: Stephanie Maestri GE Music: Elizabeth Fauver JCS Computers: Carol Wuebker JCS Phys Ed: Enrichment & Intervention	GE Art: Elizabeth Fauver JCS Computers: Catherine Holler JCS Library: Enrichment & Intervention JCS Music: Carol Wuebker GE PHYS ED: Stephanie Maestri	JCS Art: -Enrichment & Intervention GE Computers: Stephanie Maestri GE Library: Elizabeth Fauver JCS Music: Catherine Holler JCS Phys Ed: Carol Wuebker	JCS Art: Carol Wuebker JCS Computers: JCS-Enrichment & Intervention JCS Library: Catherine Holler GE Music: Stephanie Maestri GE Phys Ed: Elizabeth Fauver
<b>11:10 - 11:55</b>  <b>K</b>	GE Art: Alexis Green GE Computers: Courtney Snead JCS Library: Enrichment & Intervention JCS Music: Enrichment & Intervention JCS Phys Ed: Enrichment & Intervention	JCS Art: -Enrichment & Intervention GE Library: Alexis Green GE Music: Courtney Snead JCS Computers: Enrichment & Intervention JCS Phys Ed: Enrichment & Intervention	GE Art: Courtney Snead JCS Computers: Enrichment & Intervention JCS Library: Enrichment & Intervention JCS Music: Enrichment & Intervention GE PHYS ED: Alexis Green	JCS Art: Enrichment & Intervention GE Computers: Alexis Green GE Library: Courtney Snead JCS Music: Enrichment & Intervention JCS Phys Ed: Enrichment & Intervention	JCS Art: Enrichment & Intervention/ JCS Computers: Enrichment & Intervention JCS Library: Enrichment & Intervention GE Music: Alexis Green GE Phys Ed: Courtney Snead

**WILLINGBORO PUBLIC SCHOOLS**  
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<b>12:00</b> - <b>12:45</b> <b>K</b>	GE Art: Valerie Clay GE Computers: Jean Skoufalos JCS Library: Kecia Cook JCS Music: Zetta Brooks JCS Phys Ed: Brittany Strain	JCS Art: Brittany Strain GE Library: Valerie Clay GE Music: Jean Skoufalos JCS Computers: Kecia Cook JCS Phys Ed: Zetta Brooks	GE Art: Jean Skoufalos JCS Computers: Zetta Brooks JCS Library: Brittany Strain JCS Music: Kecia Cook GE PHYS ED: Valerie Clay	JCS Art: Zetta Brooks GE Computers: Valerie Clay GE Library: Jean Skoufalos JCS Music: Brittany Strain JCS Phys Ed: Kecia Cook	JCS Art: Kecia Cook JCS Computers: Brittany Strain JCS Library: Zetta Brooks GE Music: Valerie Clay GE Phys Ed: Jean Skoufalos
<b>1:30</b>	<b>Dismissal Support</b>				

**Note: Twenty-minute enrichment/intervention periods can be assigned to Pre-K for collaboration with grade-level teachers, or a full period to work with students in small groups, individually or to assist with contacting parents.**

**WILLINGBORO PUBLIC SCHOOLS**  
**REOPENING PLAN: 2020 - 2021**

**Appendix I: Sample Elementary Schedule (Option 2)**

**Elementary Virtual Schedules**

- Welcome/ Daily Attendance: Includes Morning Meeting (Restorative Practices)
- Transitions allow the students ample time to log in and out of different sessions and provide the teachers with the opportunity to reset technology or change curricular materials

<b>Grades 1 and 2</b>
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Time		Period	Grade 1	Grade 2
8:00 a.m.-8:15 a.m. Teachers arrive and post assignments				
8:15 a.m.-8:35 a.m.	20 minutes		Daily Welcome Attendance	Daily Welcome Attendance
8:35 a.m.- 9:20 a.m.	45 minutes	<b>1</b>	ELA	ELA
9:20 a.m.-9:25 a.m.	5 minutes		Transition/Break	Transition/Break
9:25 a.m.-10:10 a.m.	45 minutes	<b>2</b>	Special	ELA
10:10 a.m.-10:15 a.m.	5 minutes		Transition/Break	Transition/Break
10:15 a.m.-11:00 a.m.	45 minutes	<b>3</b>	ELA	Special
11:00 a.m.-11:05 a.m.	5 minutes		Transition/Break	Transition/Break
11:05 a.m.-11:50 a.m.	45 minutes	<b>4</b>	Lunch/Recess	Lunch/Recess
11:50 a.m.-11:55 a.m.	5 minutes		Transition/Break	Transition/Break
11:55 a.m.-12:40 p.m.	45 minutes	<b>5</b>	Math	Math
12:40 p.m.-12:45 p.m.	5 minutes		Transition/Break	Transition/Break
12:45 p.m.-1:30 p.m.	45 minutes	<b>6</b>	Science/Social Studies	Science/Social Studies
1:30 p.m.	Student Dismissal			
1:30 p.m. - 1:45 p.m.	Teacher Break			
1:45 p.m. - 2:45 p.m.	Principal Meetings, Content Supervisor/Director Meetings, Technology Support, Lesson Plans			
2:45 p.m.	Teacher Dismissal			

- Welcome/ Daily Attendance: Includes Morning Meeting (Restorative Practices)

**WILLINGBORO PUBLIC SCHOOLS**  
**REOPENING PLAN: 2020 - 2021**

- Transitions allow the students ample time to log in and out of different sessions and provide the teachers with the opportunity to reset technology or change curricular material

<b>Grade 3 Two -Teacher Team Departmentalized 90 Minutes of ELA effective 12/21/20</b>				
			<b>Teacher 1</b>	<b>Teacher 2</b>
8:00 a.m. – 8:15 a.m.			Teachers arrive and post assignments	Teachers arrive and post assignments
8:15 a.m. – 8 :35 a.m.	20 minutes		Daily Welcome/ Attendance	Daily Welcome/ Attendance
8:35 a.m. – 9:20 a.m.	45 minutes	<b>1</b>	ELA - Reading (Class 1)	Math (Class 2)
9:20 a.m. – 9 :25 a.m.	5 minutes		Transition/Break	Transition/Break
9:25 a.m. – 10:10 a.m.	45 minutes	<b>2</b>	ELA - Writing (Class 1)	Social Studies/Science (Class 2)
10:10 a.m. – 10:15 a.m.	5 minutes		Transition/Break	Transition/Break
10:15 a.m. – 11:00 a.m.	45 minutes	<b>3</b>	ELA - Reading (Class 2)	Math (Class 1)
11:00 a.m. – 11:05 a.m.	5 minutes		Transition/Break	Transition/Break
11:05 a.m. – 11:50 a.m.	45 minutes	<b>4</b>	Lunch/Recess	Lunch/Recess
11:50 a.m. – 11:55 a.m.	5 minutes		Transition/Break	Transition/Break
11:55 a.m. – 12:40 p.m.	45 minutes	<b>5</b>	Special	Special
12:40 p.m. – 12:45 p.m.	5 minutes		Transition/Break	Transition/Break
12:45 p.m. – 1:30 p.m.	45 minutes	<b>6</b>	ELA - Writing (Class 2)	Social Studies/Science (Class 1)
1:30 p.m.			Student Dismissal	Student Dismissal
1:30 p.m. – 1:45 p.m.	15 minutes		Teacher Break	
1:45 p.m. – 2:45 p.m.	60 minutes		Principal Meetings, Content Supervisor/Director Meetings, Technology Support, Lesson Plans	
2:45 p.m.			Teacher Dismissal	Teacher Dismissal

- Welcome/ Daily Attendance: Includes Morning Meeting (Restorative Practices)
- Transitions allow the students ample time to log in and out of different sessions and provide the teachers with the opportunity to reset technology or change curricular materials

**WILLINGBORO PUBLIC SCHOOLS**  
**REOPENING PLAN: 2020 - 2021**

**Grade 4 Two-Teacher Team Departmentalized**  
**90 Minutes of ELA effective 12/21/20**

			<b>Teacher 1</b>	<b>Teacher 2</b>
8:00 a.m. – 8:15 a.m.	15 minutes		Teachers arrive and post assignments	Teachers arrive and post assignments
8:15 a.m. – 8 :35 a.m.	20 minutes		Daily Welcome/ Attendance	Daily Welcome/ Attendance
8:35 a.m. – 9:20 a.m.	45 minutes	<b>1</b>	ELA - Reading (Class 1)	Math (Class 2)
9:20 a.m. – 9 :25 a.m.	5 minutes		Transition/Break	Transition/Break
9:25 a.m. – 10:10 a.m.	45 minutes	<b>2</b>	ELA - Writing (Class 1)	Social Studies/Science (Class 2)
10:10 a.m. – 10:15 a.m.	5 minutes		Transition/Break	Transition/Break
10:15 a.m. – 11:00 a.m.	45 minutes	<b>3</b>	ELA - Reading (Class 2)	Math (Class 1)
11:00 a.m. – 11:05 a.m.	5 minutes		Transition/Break	Transition/Break
11:05 a.m. – 11:50 a.m.	45 minutes	<b>4</b>	Lunch/Recess	Lunch/Recess
11:50 a.m. – 11:55 a.m.	5 minutes		Transition/Break	Transition/Break
11:55 a.m. – 12:40 p.m.	45 minutes	<b>5</b>	ELA - Writing (Class 2)	Social Studies/Science (Class 1)
12:40 p.m. – 12:45 p.m.	5 minutes		Transition/Break	Transition/Break
12:45 p.m. – 1:30 p.m.	45 minutes	<b>6</b>	Special	Special
1:30 p.m.			Student Dismissal	Student Dismissal
1:30 p.m. – 1:45 p.m.	15 minutes		Teacher Break	Teacher Break
1:45 p.m. – 2:45 p.m.	60 minutes		Principal Meetings, Content Supervisor/Director Meetings, Technology Support, Lesson Plans	
2:45 p.m.			Teacher Dismissal	Teacher Dismissal

- Welcome/ Daily Attendance: Includes Morning Meeting (Restorative Practices)
- Transitions allow the students ample time to log in and out of different sessions and provide the teachers with the opportunity to reset technology or change curricular materials

**WILLINGBORO PUBLIC SCHOOLS**  
**REOPENING PLAN: 2020 - 2021**

**Grade 4 Three-Teacher Team Departmentalized**  
**90 Minutes of ELA effective 12/21/20**

			<b>Teacher 1</b>	<b>Teacher 2</b>	<b>Teacher 3</b>
8:00 a.m. – 8:15 a.m.	15 minutes		Teachers arrive and post assignments	Teachers arrive and post assignments	Teachers arrive and post assignments
8:15 a.m. – 8:30 a.m.	15 minutes		Daily Welcome/ Attendance	Daily Welcome/ Attendance	Daily Welcome/ Attendance
8:30 a.m. – 9:35 a.m.	65 minutes	1	Reading/Writing (Class 1)	Math (Class 1)	Social Studies/Science (Class 1)
9:35 a.m. – 9:40 a.m.	5 minutes		Transition/Break	Transition/Break	Transition/Break
9:40 a.m. – 10:45 a.m.	65 minutes	2	Reading/Writing (Class 2)	Math (Class 2)	Social Studies/Science (Class 2)
10:45 a.m. – 10:50 a.m.	5 minutes		Transition/Break	Transition/Break	Transition/Break
10:50 a.m. – 11:55 a.m.	65 minutes	3	Reading/Writing (Class 3)	Math (Class 3)	Social Studies/Science (Class 3)
11:55 a.m. – 12:40 p.m.	45 minutes	4	Lunch/Recess	Lunch/Recess	Lunch/Recess
12:40 p.m. – 12:45 p.m.	5 minutes		Transition/Break	Transition/Break	Transition/Break
12:45 p.m. – 1:30 p.m.	45 minutes	5	Special	Special	Special
1:30 p.m.			Student Dismissal	Student Dismissal	Student Dismissal
1:30 p.m. – 1:45 p.m.	15 minutes		Teacher Break	Teacher Break	Teacher Break
1:45 p.m. – 2:45 p.m.	60 minutes		Principal Meetings, Content Supervisor/Director Meetings, Technology Support, Lesson Plans		
2:45 p.m.			Teacher Dismissal	Teacher Dismissal	Teacher Dismissal

- Welcome/ Daily Attendance: Includes Morning Meeting (Restorative Practices)
- Transitions allow the students ample time to log in and out of different sessions and provide the teachers with the opportunity to reset technology or change curricular materials

**Grade 3 Self-Contained Classroom**

**WILLINGBORO PUBLIC SCHOOLS**  
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8:00 a.m.-8:15 a.m. Teachers arrive and post assignments			Teacher
8:15 a.m.- 8:35 a.m.	20 minutes		Daily Welcome/ Attendance
8:35 a.m. - 9:20 a.m.	45 minutes	1	ELA
9:20 a.m.- 9:25 a.m.	5 minutes		Transition/Break
9:25 a.m.-10:10 a.m.	45 minutes	2	ELA
10:10 a.m.-10:15 a.m.	5 minutes		Transition/Break
10:15 a.m.-11:00 a.m.	45 minutes	3	Math
11:00 a.m.- 11:05 a.m.	5 minutes		Transition/Break
11:05 a.m.- 11:50 a.m.	45 minutes	4	Lunch
11:50 a.m.- 11:55 a.m.	5 minutes		Transition/Break
11:55 a.m.- 12:40 p.m.	45 minutes	5	Special
12:40 p.m.-12:45 p.m.	5 minutes		Transition/Break
12:45 p.m.- 1:30 p.m.	45 minutes	6	Social Studies/Science
1:30 p.m.	Student Dismissal		
1:30 p.m. - 1:45 p.m.	15 minutes		Teacher Break
1:45 p.m. - 2:45 p.m.	60 minutes		Principal Meetings, Content Supervisor/Director Meetings, Technology Support, Lesson Plans
2:45 p.m.	Teacher Dismissal		

- Welcome/ Daily Attendance: Includes Morning Meeting (Restorative Practices)
- Transitions allow the students ample time to log in and out of different sessions and provide the teachers with the opportunity to reset technology or change curricular materials

<b>Grade 4 Self-Contained Classroom</b>			
8:00 a.m.-8:15 a.m. Teachers arrive and post assignments			Teacher



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8:15 a.m.- 8:35 a.m.	20 minutes		Daily Welcome/ Attendance
8:35 a.m.- 9:20 a.m.	45 minutes	1	ELA
9:20 a.m.- 9:25 a.m.	5 minutes		Transition/Break
9:25 a.m.- 10:10 a.m.	45 minutes	2	ELA
10:10 a.m.- 10:15 a.m.	5 minutes		Transition/Break
10:15 a.m.- 11:00 a.m.	45 minutes	3	Math
11:00 a.m.- 11:05 a.m.	5 minutes		Transition/Break
11:05 a.m.- 11:50 a.m.	45 minutes	4	Lunch
11:50 a.m.- 11:55 a.m.	5 minutes		Transition/Break
11:55 a.m.- 12:40 p.m.	45 minutes	5	Social Studies/Science
12:40 p.m.-12:45 p.m.	5 minutes		Transition/Break
12:45 p.m.- 1:30 p.m.	45 minutes	6	Special
1:30 p.m.	Student Dismissal		
1:30 p.m. - 1:45 p.m.	15 minutes		Teacher Break
1:45 p.m. - 2:45 p.m.	60 minutes		Principal Meetings, Content Supervisor/Director Meetings, Technology Support, Lesson Plans
2:45 p.m.	Teacher Dismissal		

**Appendix J: Sample Secondary Schedule (Intermediate, Middle and High Schools)  
(Option 2)**

8:00 a.m.	Teachers arrive and post additional instructional materials for the day.
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*WILLINGBORO PUBLIC SCHOOLS  
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Homeroom Attendance 8:15 a.m. to 8:30 a.m.	Students check in with the teacher. Attendance will be recorded by the teacher						
<b>Rotation Days</b>							
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>
<b>Block 1</b> 8:30 a.m. - 9:15 a.m.	1	6	4	2	7	5	3
<b>Block 2</b> 9:25 a.m.- 10:10 a.m.	2	7	5	3	1	6	4
<b>Block 3</b> 10:20 a.m.-11:05a.m.	3	1	6	4	2	7	5
<b>Lunch/Recess</b> 11:05 a.m.-11:35 a.m.							
<b>Block 4</b> 11:45 a.m.-12:30p.m.	4	2	7	5	3	1	6
<b>Block 5</b> 12:40 p.m.-1:25 p.m.	5	3	1	6	4	2	7
1:30 p.m. Student Dismissal 1:30 p.m.-1:45 p.m. (15 minutes) Teacher Break 1:45 p.m.-2:45 p.m. (60 minutes) Principal Meetings, Content Supervisor/Director Meetings, Technology Support, Lesson Plans 2:45 p.m. Teacher Dismissal							

**Appendix K: Instructions & Next Steps for Positive COVID-19 Test**

# WILLINGBORO PUBLIC SCHOOLS REOPENING PLAN: 2020 - 2021



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

Question	Instructions
<b>I tested positive for COVID-19. What should I do now?</b>	<p>If you tested positive, you must stay at home and self-isolate. This means stay in a different bedroom from others in your home, and if possible, use a separate bathroom. You must self-isolate until 1 full day (or 24 hours) has passed since you had a fever without the use of fever-reducing medications <b>AND</b> other symptoms are greatly improved <b>AND</b> at least 10 days have passed since symptoms first started, or, if you had no symptoms, stay home 10 day after you received your positive test results.</p> <p>If you live with other people and they were not tested, they should keep their distance from you. This includes not eating meals together and not sitting around the house together. Practice social distancing as much as is possible (stay at least 6 feet from each other). Wear face coverings when in public.</p>
<b>What should the people who live in my home know/do?</b>	<p>If they are <b>symptomatic</b> (sick; have COVID-19 symptoms), they should also <b>self-isolate</b> for 1 full day (or 24 hours) until they are fever-free without the use of fever-reducing medications <b>AND</b> other symptoms are greatly improved <b>AND</b> at least 10 days have passed since symptoms first started. If the symptoms are mild, they should recover at home. If the symptoms worsen and a medical evaluation is needed, call health care provider. Consider getting a viral COVID-19 test to see if you are currently infected.</p> <p>If they are <b>asymptomatic</b> (not sick; have no COVID-19 symptoms), they should <b>self-quarantine</b> for 14 days AFTER any sick person in the household's self-isolation period ends. If the asymptomatic person develops symptoms, they should follow the self-isolation instructions above. Symptoms may take 2-14 days to appear. It is important to monitor their health long enough to ensure they do not develop symptoms. Consider getting a viral COVID-19 test to see if you are currently infected.</p>
<b>What is the difference between mild and moderate symptoms?</b>	<p>Mild symptoms are when you feel unwell but can stay home and manage at home. Most people with mild symptoms can recover from home. See above for how long you should stay home/self-isolate. Moderate symptoms are those where you may need a medical evaluation from your health care provider. If your symptoms worsen over time and do not get better, especially if you have trouble breathing, call your health care provider to determine next steps.</p>
<b>Should I tell other people that they may have been exposed to the COVID-19 virus?</b>	<p>Those who have been closest to you for a prolonged period of time are going to be at highest risk. Household members and others with whom you spent a prolonged period of time (more than 10 minutes) within 6 feet of you, or shared a meal, would be at increased risk and should be advised to self-quarantine at home for 14 days AFTER your, or any sick household members self-isolation period ends. If the asymptomatic person develops symptoms, they should follow the self-isolation instructions above.</p> <p>People who you did not spend a prolonged period of time (less than 10 minutes) within 6 feet are at lower risk. This would include people that you may have been in an indoor space for a prolonged period of time. They should monitor their health; no restrictions about where they go. They should wash hands often, practice social distancing and wear face coverings. If possible, you should notify individuals above regarding your illness. Work or school supervisors may be informed to help with this process. People who you may have casually come into contact with (e.g., passed by in the hall, briefly spent time within a room, shared a short elevator ride), are not considered to be at risk and do not need to be contacted.</p>

For general info about COVID-19, call 1-800-962-1253 or 211 or go to [nicovid19.nj.gov](https://www.nicovid19.nj.gov) or [nj.gov/health](https://www.nj.gov/health)

Jul 20, 2020

## WILLINGBORO PUBLIC SCHOOLS REOPENING PLAN: 2020 - 2021

### Appendix L: Families First Coronavirus Response Act

The Families First Coronavirus Response Act (FFCRA) (80 hours-one time allotment through 12/31/2020) stipulates the following:

The Families First Coronavirus Response Act requires covered employers to provide up to 80 hours of emergency paid sick leave to employees to care for themselves or a loved one for coronavirus quarantine, illness, or symptoms; or, the school/child care closure of the employee's son or daughter. It also allows an additional 10 weeks of leave for the closure of an employee's son or daughter's childcare/school.

- Two weeks (*up to 80 hours, up to \$511.00 per day*) of paid sick leave at the employee's regular rate of pay if quarantined and/or experiencing COVID-19 symptoms and seeking a medical diagnosis.
- Two weeks (*up to 80 hours, up to \$200.00 per day*) of paid sick leave at two-thirds the employee's regular rate of pay to care for an individual subject to quarantine or to care for a child whose school/child care provider is closed or unavailable due to COVID-19, and/or the employee is experiencing a substantially similar medical condition.
- Additional 10 weeks (*up to \$200.00 per day*) of paid expanded family and medical leave at two-thirds the employee's regular rate of pay, if employed for at least 30 calendar days, needs to care for a child whose school/child care provider is closed due to COVID-19.

The entire act can be found here: [FFCRA](#)

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**Appendix M: Technology Implementation Plan**

**Device Distribution Information**

<b>Grade</b>	<b>Device</b>	<b>Distribution</b>	<b>Funding</b>
PK3	Acer Chromebook Tablet 10	1:1 At Home	N/A
PK4/K	Dell 3180 Chromebook	1:1 At Home	N/A
1st-6th	Dell 3180 Chromebook	1:1 At Home	N/A
	Dell 3180 Chromebook or Samsung 4 Chromebook	1:1 At School	Digital Divide
7th-8th	Dell 3180 Chromebook Targus Work In Case	1:1 Take Home Program (Memorial Middle and Alternative School)	N/A
9th-12th	Dell 3180 (transitioning to Samsung 4) Targus Work In Case	1:1 Take Home Program (WHS and Alternative School)	CARES Act
All	Verizon MiFi Device (40 devices)	1:1 At Home	CARES Act
All	Verizon MiFi Device or XTEL WiFi Device (up to 680 devices)	1:1 At Home	Digital Divide

Currently enrolled students already have devices at home, and will continue to use them unless they are not working. The exception will be for students entering 1st grade; all current 1st-grade students will return their current device and receive the Dell 3180 Chromebook. Students in 1st grade, new students to the district, and students with broken devices will receive their device as follows (dates are **tentative**):

- Thursday, August 27: 1st Grade Distribution
- Friday, August 28: Pre-K 4 & Kindergarten Garfield East & JC Stuart ECDC Distribution
- Monday, August 31: Pre-K 3 Garfield East & JC Stuart ECDC Distribution
- Monday, August 31: New Student Distribution/Broken Device Replacement (Grades 2-8)
- Tuesday, September: New Student Distribution/Broken Device Replacement (WHS/Alternative School). All distributions will take place from 9:00 AM - 12:00 PM.

After September, all students who have a broken or otherwise non-working device will fill out the [WPS Chromebook Repair Form](#). A member of the Technology Department will contact the student or parent/guardian to arrange a time to drop off the current device and pick up a new one.

## *WILLINGBORO PUBLIC SCHOOLS REOPENING PLAN: 2020 - 2021*

Upon registration during Option 2, a member of the Technology Department will contact families to arrange for a time to pick up a Chromebook. During Option 1, students in Grades 7-12 will receive their device in school directly; parents of students in Grades PK-6 can pick up their child's Chromebook on the first day of in-person instruction.

### **WHS/Alternative School Chromebook Transition**

New students and all students needing a replacement Chromebook at WHS and Alternative School will receive the Samsung 4 Chromebook. This will free up Dell 3180 Chromebooks for use at other schools. We are anticipating that many Chromebooks will need repair prior to redistribution.

### **Grades PreK-6 at School**

Since all current 1:1 devices from Grades PK-6 are currently used at home, these devices will need to be replaced for use in hybrid or full in-person instruction. Current Chromebooks will be redistributed to grades PK-K and Memorial Middle School, while new Chromebooks will be purchased for grades 1-6.

### **Insurance**

Insurance for all student Chromebooks will be provided through Worth Avenue Group Insurance by the Willingboro School District. This covers accidental damage, theft, and vandalism. This does not cover purposeful damage or accidental loss. The Technology Department will coordinate all insurance claims.

### **Borderless Classroom**

Aristotle Borderless Classroom will be used to provide synchronous learning and monitor asynchronous work. Teachers will be able to monitor student Chromebook use, provide video lessons, redirect students, send messages, and conference with students in small groups. More information on Borderless Classroom can be found here: [Borderless Classroom](#)

### **Synchronous Learning Support Team**

The Synchronous Learning Support Team (SLST) will consist of three (3) teachers from each school as well as one (1) teacher from the Alternative School. The SLST will receive training in August on the following areas: District Technology Expectations, Aristotle Borderless Classroom, Virtual & Digital Pedagogy, Digital Tech Tools, and Learning how to turnkey training in a virtual setting.

The SLST will then provide training to district staff during the Professional Development Day on September 2, 2020.

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### **Appendix N: Athletic Department COVID-19 Safety Protocols**

Willingboro Public Schools is committed to providing student-athletes and coaches with a safe return to play. The New Jersey State Interscholastic Athletic Association (NJSIAA) marked the initial step towards a fall season return to high school sports with the release of guidelines for workouts during the summer recess period. Currently, the summer recess period extends from July 13, 2020 through August 31, 2020. During this time, schools will continue to be guided on the appropriate interactions that must take place during a set of four phases. Due to the high percentage of positive cases in Burlington County, in particular, Willingboro Township, the district postponed our opening of summer workouts until further notice.

#### **Fall Season Reopening Phases**

- Phase I -- The Phase I guidelines state that interscholastic workouts shall be limited to conditioning, skill sets, sport-specific, non-contact drills, and prohibit school-sponsored inter-squad competition. School issued balls are permitted. Phase I will allow a maximum of ten (10) student-athletes to participate together on a single pod. The pods must stay together for the entirety of Phase I. The pods must be 12-18 feet apart. Workouts will be conducted outside and consist of no more than 90 minutes in duration.
- Phase II -- Phase II allows for increased team activities as it pertains to skills and drills development. Once individual pods of student-athletes have successfully completed Phase 1 and providing that there has not been a significant change in health conditions indicating otherwise, progression to Phase 2 is medically appropriate. Phase 2 allows the pods from phase 1 to be combined into a pod of 25-30 student-athletes. Student-athletes will be permitted to share sports equipment within their newly formed pod only. Workouts will be conducted outside and consist of no more than 120 minutes in duration.
- Phase III -- Phase III allows for modified non-contact practices with increased team activities as it pertains to skills and drills development. In this Phase, student-athletes may engage in more rigorous and intense workouts, while also maintaining social distancing to the fullest extent possible. Phase III will allow a maximum of fifty (50) student-athletes to participate in workouts together and will continue to permit the sharing of sports equipment between and among student-athletes within the new pod. Workouts will be conducted outside and consist of no more than 150 minutes in duration.

#### **Student-Athlete Protocols**

- a. Student-Athlete must have a current physical packet with clearance from a medical doctor before they are permitted to participate in any activities. (While there is legislation to extend current physicals to the end of the fall season, Willingboro School

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District has decided not to reduce the standard of care in today's climate. Sports physicals with all required documentation will follow previous protocol).

- i. Student-athletes who presently have COVID-19, or who have tested positive for COVID-19, shall provide clearance from a physician or updated physical providing clearance before he/she will be permitted to participate in workouts.
  - ii. Student-athletes who have pre-existing medical conditions and/or are immunocompromised (e.g., diabetes, asthma, auto-immune disorders, etc.) shall provide clearance from a physician before he/she will be permitted to participate in workouts).
- b. Student-Athletes, in conjunction with their parents/guardians, must have a Completed COVID-19 Questionnaire on file at Willingboro High School \*Required (7) Seven Days Prior to Participation\*
  - c. Student-Athletes, in conjunction with their parents/guardians, must complete the COVID-19 Daily Questionnaire every day prior to their arrival to Willingboro High School.
  - d. Student-Athletes must wear a face mask during non-aerobic activity. Student-athletes who are engaged in high-intensity aerobic activity, e.g., running, sprinting, etc., do not need to wear face masks during the period of the aerobic activity, but must follow social distancing guidelines. Once the aerobic activity is over, student-athletes shall wear face coverings. Student-athletes who are not engaged in high-intensity aerobic activity, e.g. sitting on the bench, reviewing plays, watching videos, waiting in line, arrival, and departure, etc., are required to wear face masks.
  - e. Student-Athletes will be assigned a pod to remain in for the entirety of the Phases (I, II, III). There must NOT be any contact among student-athletes (included fist bumps, high fives, etc.)
  - f. Student-Athlete must bring their own water bottle, sports drink, or beverage.
  - g. The interior of Willingboro High School is prohibited. However, restroom usage will be permitted with supervision of a Willingboro Public School employee and will be limited to one (1) person at a time.

### **Intake and Pick up Protocols**

- a. Daily screening will take place at the bike rack, located at the walkway that leads to the High School stadium.
- b. Coaches will be screened prior to entering the Willingboro High School facility. If the coach's temperature falls under the recommended 100.4 degrees Fahrenheit, they will be permitted to enter the facility.
- c. Vehicles will pull up to the Intake tent to have the student-athlete's temperature taken while in the vehicle. If the student athlete's temperature falls under the recommended



## *WILLINGBORO PUBLIC SCHOOLS REOPENING PLAN: 2020 - 2021*

100.4 degrees they will have permission to exit the vehicle and enter the Willingboro High School facility. If the temperature is above the recommended 100.4 degrees, the student-athlete will be denied and the vehicle must leave the facility immediately.

- d. Vehicles are recommended to only transport student- athletes to Willingboro High School for activities. Pod cross contamination in vehicles is prohibited. Parents must not transport student-athletes who are in a different pod.
- e. All temperatures will be recorded in a Google Doc Form to monitor the student-athletes and coaches who attend the workouts.
- f. If a student-athlete attends the workouts and displays symptoms of COVID-19, they will be quarantined to Room 303 until their parent arrives to pick them up. The workouts will be canceled for the remainder of the day and will not resume until a period of 48 hours. The student-athlete must have medical clearance before he/she can return to any workouts.
- g. If an employee/coach attends the workouts and displays symptoms of COVID-19, they will be quarantined to Room 303 and escorted out of Willingboro High School. The workouts will be canceled for the remainder of the day and will not resume until of period of 48 hours. The employee/coach must have medical clearance before he/she can return to any school-related activities.
- h. Student-Athletes must be reminded, there will be limited access to restrooms and no access to indoor locker-rooms, school buildings, trailers, etc.
- i. Student-athletes will remain in their socially distanced pods until their parent/guardian arrives at Willingboro High School to transport them home. The student-athletes will be released by the coaches in pods of ten (10) at a time to ensure a safe distancing between student-athletes during dismissal.

### **Summer Schedule**

#### Phase III Conditioning

- Outdoor Workouts Only
- Lightning/Inclement Weather - Cancel workout
- Monday through Thursday
  - MORNING WORKOUTS, Reports - 9:00 AM - 11:30 AM
  - AFTERNOON WORKOUTS, Reports - 3:00 PM - 5:30 PM

### **Parent/Guardian Responsibilities**

- a. Students should be pre-screened at home before temperature is screened at school.
- b. After a student-athlete completes the screening questionnaire and temperature

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screen process, any individuals who provided transportation for the student-athlete must leave the facility immediately. At the end of the workout, it is recommended the same parent/guardian pick up the student-athlete.

c. Parents must ensure the student-athletes have their mask, water/sports drink, equipment, gloves, and if applicable change of clothing.

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**Appendix O: COVID-19 Visitor Safety Agreement**



**Willingboro  
Public Schools**

*"Where Excellence is the Expectation"*

**Willingboro Public Schools COVID-19 Visitor Safety Agreement**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**School:** \_\_\_\_\_ **Time:** \_\_\_\_\_

	<b>Yes</b>	<b>No</b>
Do you have a cough, sore throat or fever?		
Do you have shortness of breath or difficulty breathing?		
Do you have shaking chills or muscle pain?		
Do you have nausea, vomiting or diarrhea?		
Headache		
Do you have new loss of smell or taste?		
Have you had <b>close contact</b> with anyone suspected or confirmed with COVID-19 in the past 14 days?		
Have you had contact with anyone recently sent for testing for any of the above symptoms?		
Have you been COVID tested in the last 14 and awaiting results? If yes, you will not be permitted to enter the building at this time		

**Close contact** is defined as being within 6 feet of a person who tested positive for COVID 19 for 15 or more minutes.

**Name (Print)** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Building Representative (Signature)** \_\_\_\_\_

**(Signature confirms that the visitor's temperature was taken and registered below 100.4 degrees)**

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Revised March 29, 2021

Appendix P: COVID-19 Parent/Student Safety Agreement



Willingboro  
Public Schools

*"Where Excellence is the Expectation"*

Willingboro Public Schools COVID-19 Parent/Student Safety Agreement

Parent/Guardian Name: \_\_\_\_\_

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

The student will not report to school if any of the following conditions exist:

Cough, sore throat or fever

Fever of 100.4 degrees or higher

Shortness of breath or difficulty breathing

Shaking chills or muscle pain

Nausea, vomiting or diarrhea

Headache

New loss of smell or taste

**Close contact** with anyone suspected or confirmed with COVID-19 in the past 14 days

Awaiting COVID-19 test results.

**Close contact** is defined as being within 6 feet of a person who tested positive for COVID 19 for 15 or more minutes.

Parent/Guardian Signature \_\_\_\_\_

Student Signature (grades 7-12) \_\_\_\_\_

Revised April 3, 2021

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Appendix Q: COVID-19 Staff Safety Agreement



Willingboro  
Public Schools

*"Where Excellence is the Expectation"*

Willingboro Public Schools COVID-19 Staff Safety Agreement

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Location: \_\_\_\_\_ Assignment: \_\_\_\_\_

I will not report to work if any of the following conditions exist:

Cough, sore throat or fever

Fever of 100.4 degrees or higher

Shortness of breath or difficulty breathing

Shaking chills or muscle pain

Nausea, vomiting or diarrhea

Headache

New loss of smell or taste

**Close contact** with anyone suspected or confirmed with COVID-19 in the past 14 days

Awaiting COVID-19 test results.

**Close contact** is defined as being within 6 feet of a person who tested positive for COVID 19 for 15 or more minutes.

Employee Name (Print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Revised April 3, 2021

# *WILLINGBORO PUBLIC SCHOOLS*

## *REOPENING PLAN: 2020 - 2021*

### **Appendix R: Requests for Leaves of Absence and Workplace Accommodations**

The Willingboro Board of Education is awaiting approval from the New Jersey Department of Education to implement Option 2 as outlined in the district's Reopening Plan from September 8, 2020 through November 18, 2020. While students will receive instruction in the virtual environment under Option 2, staff members will be required to report to their respective buildings/offices on a daily basis. This memo is intended to outline the criteria for evaluating requests for leaves of absence and workplace accommodations during the implementation of Option 1 and Option 2.

#### **WORKPLACE ACCOMMODATION**

Staff members may be granted an accommodation to work from home during the implementation of Options 1 and 2 in the following two (2) scenarios:

1. Medical certification is submitted indicating the staff member's high risk conditions (as noted by the CDC). The medical certification should be completed by a specialist, when applicable. The medical certification must be updated every 30 days.
  - Cancer
  - Chronic kidney disease
  - COPD (chronic obstructive pulmonary disease)
  - Immunocompromised state (weakened immune system) from solid organ transplant
  - Obesity (body mass index [BMI] of 30 or higher)
  - Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
  - Sickle cell disease
  - Type 2 diabetes mellitus

At the time that the district returns to fulltime in-person learning, staff members may be required to explore leave options for which they qualify.

2. The district requires the staff member to quarantine, subject to the operational processes listed below. Medical clearance will be required upon return to work.

**\*\*Effective September 1, 2020, if a staff member travels to a high-risk state, as defined by Governor Murphy's Quarantine Advisory, and is required to quarantine upon return, the**

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**staff member must use his/her personal time for the quarantine period, and will not qualify for a work from home accommodation, regardless of other leave legally available to them for this period.\*\***

### **FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA)**

Through December 31, 2020, staff members can request a leave through the Families First Coronavirus Response Act (FFCRA) under the following conditions:

- The staff member is caring for someone who has been diagnosed with COVID-19. A medical note will be required in accordance to the Families First Corona Response Act (FFCRA)
- The staff member is caring for someone who has to self-quarantine. Documentation will be required.
- The staff member must care for a child who is home from school. A schedule from the child's school is required.

### **COMPENSATION:**

- The Families First Coronavirus Response Act requires employers to provide two types of leave: Emergency Paid Sick Leave and Emergency Childcare Leave.
- Emergency Paid Sick Leave provides staff members up to 80 hours of paid sick leave or expanded family and medical leave to care for themselves or a loved one for coronavirus quarantine, illness, or symptoms; or, the school/child care closure of the staff member's son or daughter, for reasons related to COVID-19.
  - This leave is in addition to the staff member's existing leave. Staff members cannot be required to use existing accrued leave before using emergency paid sick leave.
  - The rate of compensation if the staff member is caring for themselves due to quarantine, illness or symptoms is for two weeks, at full pay, up to \$511.00/day.
  - The rate of compensation if the staff member is caring for an ill loved one or for a child due to a school/childcare closure is two weeks, at 2/3 the staff member's regular rate of pay, up to \$200.00/day.
- Emergency Childcare Leave allows for 12 weeks of job-protected leave for staff members (2 weeks unpaid, followed by 10 weeks paid) under the Family Medical Leave Act ("FMLA"), to

## *WILLINGBORO PUBLIC SCHOOLS REOPENING PLAN: 2020 - 2021*

care for a child if their school or child care is closed, or their child care provider is unavailable, due to coronavirus.

- The first 10 days of leave may be unpaid. The staff member may use other employer-provided paid leave for these days, but is not required to do so.
- This leave type is provided under the FMLA, not in addition to the FMLA.
- The rate of compensation for the 10 weeks after the first 2 weeks is 2/3 the staff member's regular rate of pay, up to \$200.00/day.

### **OPERATIONAL PROCESS**

#### Symptomatic Staff Member

- If a staff member displays symptoms included on the “symptoms chart” in the District’s Reopening Plan while in a school facility, the situation will be assessed by the school nurse, the staff member will be isolated until departure, and follow-up will be coordinated by the school nurse and principal/immediate supervisor in conjunction with guidelines established by Burlington County Health Department.
- A symptomatic staff member must be tested for Covid-19.
- The staff member will be given a maximum of five (5) business days of district leave to be tested and report the results to his/her immediate supervisor. The staff member is expected to request an extension if results cannot be obtained within the five-day window.
- If a staff member is unable to provide documentation for the entire term of the district leave, he/she will be charged his/her personal illness days for any days without documentation.
- The immediate supervisor and school nurse will maintain a chart of all self-quarantined staff members and supporting documentation in a locked cabinet.
- The staff member cannot return to work until he/she is free of symptoms, without medication, for 24 hours prior to the date of return. Medical clearance may be required upon return.
- In the event that a staff member must quarantine, the district may provide the accommodation of working from home during the implementation of Option 2. If the exposure was district-related, the district will provide the accommodation to work from home during the quarantine period.
- 

#### Positive COVID-19 Case



## *WILLINGBORO PUBLIC SCHOOLS REOPENING PLAN: 2020 - 2021*

- A staff member who is reported to be positive for COVID-19 will immediately trigger implementation of the district's Contact Tracing Protocols.
- The staff member who tested positive for COVID-19 will not be permitted to return to work/school without appropriate medical clearance. The staff member must quarantine for 10 days following the onset of symptoms, be fever free for 24 hours without medication, and show an improvement of other symptoms prior to his or her return to work/school.
- Any staff member who has been exposed to someone with a confirmed case of COVID-19, must quarantine for 14 days (non- household contact) and 24 days (household contact) from the last known exposure, if social distancing was not maintained and the contact was for 15 cumulative minutes or more over a 24-hour period.
- Appropriate medical clearance is required before returning to school/work.
- Staff members will be marked present for the days that they are quarantined if they continue to provide instruction/complete work assignments.

Please review this memorandum thoroughly. If you have any questions, please do not hesitate to contact the Human Resources Department.

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**Appendix S: Pandemic Response Teams**

<u>School</u>	<u>Name</u>	<u>Position/Title/Role</u>
Garfield East Early Childhood Development Center	Arzu, Cecil	Custodian
	Hooks, Antinette	Guidance Counselor
	TBD	Nurse
	Lucas, Teresa-Anne	Principal
	Maestri, Stephanie	Teacher
	Mitchell, Naomi	Parent/Guardian
	Whitaker, Faye	Child Study Team
J.C Stuart Early Childhood Development Center	Benson, Ivy Benson	Lead Custodian
	Cora-Waters, Dr. Adrian	Principal
	Flynn, William	Teacher
	Lowther, Senora	Child Study Team
	Smith, Harvey	Guidance Counselor
	Wiley, Shaina	Parent/Guardian
	TBA	School Nurse
Hawthorne Park Elementary School	Berrouett, Mireille	Nurse
	Burgess, Dumar	Principal
	Carter, Carmella	Culture and Climate Specialist
	Garvey, Sherri	Guidance Counselor
	Jackson, Virginia	Parent/Guardian
	McDermit, Lori	Child Study Team
	Paker, David	Teacher
	Rawle, Ramesar	Custodian
Twin Hills Elementary School	Banks, Madeline	Secretary
	Coriolan-Bastien, Marjorie	Nurse
	Cossabone, Art	Teacher
	Lackraj, Motilal	Custodian
	Mayers, Latoya	Culture Climate Specialist
	McCaskill, Felicia	Parent/Guardian

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Nock-Lemons, Sonya	Principal
Purnell, Tiffany	Guidance Counselor
Simone, Christene	Child Study Team

### W.R. James Elementary School

Alston-Jones, Cheryl	Guidance Counselor
Champagne, Tameka	Parent/Guardian
Lowther, Senora	Child Study Team
Marlin, Stephanie	Teacher
Miles-Wright, Dr. Sylvia	Principal
Simmons, Brandon	Culture and Climate Specialist
Sutton, Izetta	Secretary
White, Anita	Custodian
Wood, Lori	Nurse

### Levitt Intermediate School

Coleman, Barbara	Assistant Principal
Edwards, Cynthia	Parent/Guardian
Holly, Danielle Holly	Child Study Team
Key, Douglas	Guidance Counselor
Marshall, Shawn	Assistant Principal
Rome, Jennifer Rome	Teacher
Sajous, Marie	Nurse
Tosti, Marco	Custodian

### Memorial Middle School

Ahmed, Ruhi	Assistant Principal
Brown, Ellis	Principal
Cleveland, Zebana	Custodian
Coleman, Leah	Parent/Guardian
Cummings, Melissa	Assistant Principal
Dirvin, Nate	Guidance Counselor
Jelks, Arinthia	Security
Lewis, Elgin	Child Study Team
Myrie, Denton	Teacher
Whitehead, Chrisone	Nurse

### Willingboro High School

Ash, Kimberly	Principal
Aviles, Jose	Lead Custodian
Booker, Harold	Assistant Principal
Bright, Shannet	Guidance Counselor
Craver, Nancy	Parent/Guardian
Everette, Steven	Teacher

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Alternative School	Fredrick-Wade, Michelle	Child Study Team
	James, Charles	Teacher
	Perry, Matthew	Culture and Climate Specialist
	Robinson, Jessica	Culture and Climate Specialist
	Savoy-Williams, Carolyn	Nurse
	Biddle, Alicia	Principal
	Brown, Rasheed	Parent
	Cagle, Jordan	Guidance Counselor
	Coleman, Sharron	Behavior Specialist
	Johnson, Priscilla	School Nurse
	Morris, Kyle	Child Study Team
	Nyack, John	Custodian
	O'Neal, Steve	Teacher

# WILLINGBORO PUBLIC SCHOOLS REOPENING PLAN: 2020 - 2021

## Appendix T: Enhanced Cleaning and Disinfection Protocols

The Willingboro Public Schools Facilities Department has implemented enhanced cleaning and disinfection methods for all schools throughout the district beginning in the spring of 2020. These enhanced cleaning and disinfection procedures include use of cleaners to remove gross dirt and debris from surfaces, followed by disinfection of frequently touched surfaces. Disinfectants used by custodians are selected from those registered on the [US Environmental Protection Agency List N](#).

Custodians have received and will continue to receive training from our vendors, Certified Industrial Hygienist of Record, and disinfectant distributors regarding the following: cleaning and disinfection procedures, minimum contact time, and personal protective equipment. Cleaners and Disinfectants are automatically diluted to proper ratios via metering systems in custodial closets.



## WILLINGBORO PUBLIC SCHOOLS REOPENING PLAN: 2020 - 2021

Cleaners and EPA Disinfectants for COVID-19 at Willingboro Schools include the following:

Cleaning Category	Product	EPA List N Registration #	Min. Contact Time
General Cleaning	Cleaner & Conditioner		
Degreaser	Ultra Chem Labs Super Heavy Duty Degreaser		
Routine Disinfectant	Ultra Q-128 Dilution 1/128	Quaternary Ammonium Chloride # 1839-96	10 Minutes
Electrostatic Sprayer Disinfectant – After Confirmed COVID Case	Clorox 360 – Ready to Use	Quaternary Ammonium Chloride # 67619-38	2 minutes

### Routine Enhanced Cleaning and Disinfection Procedure

The district has increased cleaning and disinfection throughout the entire district. For example, water fountain bubblers have been removed from service and custodial cleaning schedules have been updated to include daily cleaning and disinfection of the following:

- Classroom desks and chairs
- Door handles and push plates (every 3 hours)
- Handrails (every 3 hours)
- Copiers, Telephones, Intercom
- Bathrooms
- Gymnasium and Cafeteria (every 3 hours)
- Isolation Room (after every use)



## WILLINGBORO PUBLIC SCHOOLS REOPENING PLAN: 2020 - 2021



Cleaning will be conducted using microfiber or terry cloth towels, etc. Disinfection of desks and high touch surfaces will be conducted using disposable paper towels dedicated to each desk to reduce risk of cross contamination in accordance with manufacturer instructions. Disinfected surfaces will be allowed to air dry to facilitate minimum COVID-19 contact time in accordance with the EPA registration.

Personal Protective Equipment - Custodians conducting routine cleaning and disinfection will wear cloth face coverings, disposable gloves, work uniform and safety glasses or goggles to prevent eye irritation. Long sleeved shirts are preferred.

### Routine Cleaning by Staff and Students

Disposable disinfectant wipes with EPA List N registration for COVID-19 will be available for staff and/or occupants in classrooms containing shared objects including desks, computer keyboards, laptops, tablets or gym equipment (etc. bats, balls etc.), musical keyboards etc. Staff and students performing any light disinfection wiping should wear disposable gloves. Students and staff will receive training on safe use of wipes.

### Special Cleaning and Disinfection following Confirmed COVID-19 Diagnosed Case

If a student or staff member has been diagnosed with COVID-19 infection, the classroom or office will be vacated by personnel. Windows will be opened to allow dilution of any airborne virus and doors to the area will be closed to prevent access by others. The Willingboro Schools custodial staff will be notified of the location and that a COVID case has been confirmed.

After 24-hour period, custodians will return to the area and conduct enhanced cleaning and disinfection in accordance with the following procedures:

1. Open windows or doors whenever possible
2. Wait 24 hours for normal virus attenuation, settling and dilution
3. Apply Clorox 360 via Electrostatic sprayer application from inside room to doorway
4. Wait 15 minutes
5. Conduct enhanced cleaning and disinfection of surfaces
6. Floors will be damp mopped with disinfectant.
7. Details of this cleaning is covered in custodial COVID-19 cleaning training provided by the Cleaning Chemical Vendors and CIH of Record.





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**Willingboro  
Public Schools**  
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# Virtual Learning Norms for Teachers

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## LOCATION

Select a non-descript area of the house to conduct the lesson. Remove anything from the screen/ background that may serve as a potential distraction.



## LENGTH

The length of class is determined by the schedule in the Reopening Plan.



## OBJECTIVES

Plan objectives for virtual learning that include expectations for students in live lessons.



## MEETING STUDENTS

Log in ahead of students and greet them when they enter "class".



## DIGITAL CITIZENSHIP

The same technology rules apply virtually that applied in person. Students are not allowed to take/post videos of students or teachers without permission.



## ROUTINES

Establish your routines at the start of the year. This includes parameters for small group work and chatting, as well as when to mute mics/video.



## PARTICIPATION

Create as many opportunities as possible for student participation



## RECORDED VIDEO

All whole-group instruction must be recorded for students. This must be made available in Google Classroom for at least 1 week after the lesson date. While the teacher can choose to remove the video from Google Classroom after one week, they are expected to keep those videos throughout the remainder of the school year.



## END OF LESSON

Be deliberate about next steps and expectations.



## FERPA

Lessons should not be recorded if Personal Identifying Information (PII) is being shared. Recording of such lessons could lead to a FERPA violation if those recordings are shared. Also, the lesson cannot take place in the presence of family members or household guests. This includes recorded or non-recorded meetings. The presence of family members or household guests is a FERPA violation, as these individuals will have access to student information.

**Appendix W: Request for All-Remote Instruction**

WILLINGBORO PUBLIC SCHOOLS  
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# Willingboro Public Schools

*Where Excellence is the Expectation*

## REQUEST FOR ALL-REMOTE INSTRUCTION FORM

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

Student Name: \_\_\_\_\_ School: \_\_\_\_\_

Grade Level: \_\_\_\_\_ Parent/Guardian: \_\_\_\_\_

I, \_\_\_\_\_ (Parent/Guardian) request for my child,  
\_\_\_\_\_ (Student's Name) to participate in all-remote instruction.

Option 1 of the Willingboro Public Schools Reopening Plan (effective November 19, 2020).

I understand that the district will do their utmost to accommodate my child's learning needs, but that some learning opportunities may need to be modified in a remote environment. The provision of special education and accommodations for students who have individualized education programs (IEPs) or Section 504 plans will be determined by each respective IEP or 504.

I understand that in order for my child to continue to participate in mandatory learning, his/her remote attendance will be taken, assessments administered, and grades will be counted toward my child's cumulative grade average.

I understand that if I decide that I want my child to attend school in-person, I must complete a Request for In-Person Learning Form and submit it to my child's building principal. I understand that my request will be granted on the first day of the upcoming marking period (marking period 3 begins on February 9, 2021 and marking period 4 begins on April 23, 2021).

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Request Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

### **Appendix X: Request for In-Person Learning Form**

WILLINGBORO PUBLIC SCHOOLS  
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# Willingboro Public Schools

*Where Excellence is the Expectation*

## REQUEST FOR IN-PERSON LEARNING FORM

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

Student Name: \_\_\_\_\_ School: \_\_\_\_\_

Grade Level: \_\_\_\_\_ Parent/Guardian: \_\_\_\_\_

I, \_\_\_\_\_ (Parent/Guardian) request in-person learning for my child,  
\_\_\_\_\_ (Student's Name).

I understand that the district will accommodate this request on the first day of the upcoming marking period (marking period 3 begins on February 9, 2021 and marking period 4 begins on April 23, 2021).

I understand that my child will be expected to maintain satisfactory attendance (90%) and adhere to all social distancing protocols established by the district.

I have signed the Parent/Student Safety Agreement and understand that I will not send my child to school if he/she is displaying any symptoms listed in the agreement.

I understand that if I decide that I want my child to return to all-remote instruction, I must complete A Request for All-Remote Instruction Form and the district will transfer my child to all-remote learning within two (2) school days of the date of the request.

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Request Approved By: \_\_\_\_\_ Date \_\_\_\_\_

## Appendix Y: COVID-19 Daily Screening for Students

# WILLINGBORO PUBLIC SCHOOLS REOPENING PLAN: 2020 - 2021

Name \_\_\_\_\_ Date \_\_\_\_\_

Parents/Guardians: Please complete this short check each morning.

### Section 1: Symptoms

Any of the symptoms below could indicate a COVID-19 infection in children and may put your child at risk for spreading illness to others. Please note that this list does not include all possible symptoms and children with COVID-19 may experience any, all, or none of these symptoms. Please check your child daily for these symptoms:

COLUMN A	COLUMN B
<ul style="list-style-type: none"> <li>Chills</li> <li>Rigors (shivers)</li> <li>Myalgia (muscle aches)</li> <li>Headache</li> <li>Sore Throat</li> <li>Nausea or Vomiting</li> <li>Diarrhea</li> <li>Fatigue</li> <li>Congestion or runny nose</li> </ul>	<ul style="list-style-type: none"> <li>Fever (measured or subjective)</li> <li>Cough</li> <li>Shortness of Breath</li> <li>Difficulty Breathing</li> <li>New loss of smell</li> <li>New loss of taste</li> </ul>

Students who are sick (e.g. fever, vomiting, diarrhea) should **not** attend school in-person. If **TWO OR MORE of the fields in Column A are checked off OR AT LEAST ONE field in column B is checked off**, please keep your child home and notify the school for further instructions.

### Section 2: Close Contact/Potential Exposure

Please verify if in the last 14 days:

Your child has had close contact (within 6 feet of an infected person for 15 or more minutes during a 24-hour period) with a person with COVID-19

Someone in your household is diagnosed with or being tested for COVID-19

Your child has [traveled from any U.S. state or territory](#) outside of New York, Connecticut, Pennsylvania, and Delaware and is not otherwise exempt from quarantine under the [\[link DOH travel restrictions\]](#)

If ANY of the fields in Section 2 are checked off, contact your school for exclusion recommendations. Contact your child’s healthcare provider or your local health department for further guidance.

## Appendix Z: Before and After School Program

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Effective April 19, 2021

1. Only 20 students will be enrolled in each building until it is determined that it is safe to include more students.
2. Students can only attend on their assigned school days.
3. Students will work with the same groups of students (pod) while enrolled in the program.
4. Temperatures will be taken upon arrival.
5. The Isolation Room will be used for symptomatic students.
6. The Before and After School Director alert the Principals and Superintendent if students were assigned to the Isolation Room. Students will be excluded from school and the program for 10 days or submit a negative COVID-19 test result.
7. If a student tests positive for COVID-19, the entire pod of students in the program will be excluded from school for 14 days.