COVID-19
REOPENING OF SCHOOLS
EDUCATIONAL PLAN

"Nothing is more lethal than to convey to people that they have an exemption from personal responsibility" Bob Woodson

County Code: 09 District Code: 0720 April 12, 2021

INTRODUCTION

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

DEMOGRAPHIC PROFILE

Cape May County Technical School District serves 545 full time high students and 75 shared time high students plus the Post-Secondary and Community Education Divisions. About 24% of our high school students are eligible for Free and Reduced meals. In addition, about 17% of our students receive special education and related services, less than 1 % of our students are homeless and/or in foster care.

1. **School Level Inventory**
   - Students- 535 Full time students will be expected to be enrolled in the fall 2020 and an additional 70 in shared time
   - 80% of students take the bus and 20 % are driven by themselves or parents/guardians

2. **School Staff**
   - 75 Certificated Staff are in the high school and another 50 are expected to return in the Fall 2020
   - 26 Substitutes available within the district
   - Approximately 10% of staff have higher health risks related to COVID-19 (pre-existing conditions or are over 65 years old)

Employee Position	2020-2021
Admin Staff	8
Clerical	15
Custodial Part Time	0
Custodial/Maintenance	15
Nurse	1
Teachers	71
Teacher's Aides	8
Technology	4
Additional Staff	6
TOTAL STAFF	124

3. **Buildings**
   - 41 classrooms are being used for academic instructions and 31 are being used for career/technical instruction. The size of each classroom ranges from 815 sq. ft. to 2500 sq.ft. Desks and furniture can be moved within the classrooms to support social distancing in most classrooms. In addition we can access conference center, muti-purpose activity center (MAC), and/or media center that can be used if extra classroom space is needed.
   - Classrooms: Distancing suggestions will include reduced population on campus through alternating schedules, and the adjustment of spacing between seats.
   - Half of the student population in class and in some work areas utilizing two rooms, distancing students for spacing, and splitting roles of teachers with assignments.
   - Where room use varies, participants will adhere to social distancing and room cleaning use. This includes Post Secondary, Adult evening and testing rooms.
   - Use larger areas like the cafeteria or gym, and partitions for instructional space.
   - Staff Meetings and PD using virtual formats.

4. **Buses**
   - Transportation is provided by the sending districts.

5. **Technology: Devices and Access**

   We currently have 535 Chromebooks in the district for students and staff. We do not differentiate between students and staff.
   - For staff and students we currently have 80 windows computers in labs; 65 teacher computers (fixed); 15 windows laptops
   - We presently have zero "hotspots" in inventory for student use; We will have 70 prior to beginning of school year
   - Technology Help Desk for families, students and staff
   - Currently we have a hotline phone number that we will continue to use.

6. **Communication Plan for 2020-2021**
   - Daily emails to staff and students for health status check prior to attending school
   - Weekly All Calls to parents/guardians updating them on district programming
   - Weekly emails to staff with updates about in-person/virtual learning programming
   - Meetings with staff to collaborate and get feedback on district programming needs
   - Communicating updates about procedures and expectations via Google Meet, email and All Calls
   - Steering Committee Meetings monthly to address implications of the virus on school level operations and student staff morale/social emotional learning.
   - Review all social distancing expectations and new health/wellness procedures with families, students, stakeholders
   - Limit all visitors
   - Report all COVID-19 cases (students and staff)
   - Pandemic Response Team Meetings monthly to help centralize, expedite, and implement COVID-19 related decision-making.

Pandemic Response Team

John Longinetti
Barbara Jurzaitis
Janice Cafaro
Jackie Holland
Dr. Nancy M. Hudanich
Art Olsson
Elizabeth Satterfield
Tracey Skiles
Paula Smith
Lynda Zipparo

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GUIDING PRINCIPLES

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

1. EMPLOYEE AND STUDENT SAFETY MEASURES
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3. SUPPORT FOR FAMILIES

I. CONDITIONS FOR LEARNING

GENERAL HEALTH AND SAFETY GUIDELINES (Appendix A)

- Wearing required masks will be required of students while in school, to the extent possible.
  Exceptions:
  Doing so would inhibit the student's health.The student is in extreme heat outdoors. The student is in water. A student's documented medical condition, or disability as reflected in an Individualized Education Program (IEP), precludes the use of face covering. During the period that a student is eating or drinking. Face coverings should not be placed on anyone who has trouble breathing or is unconscious, or anyone who is incapacitated or otherwise unable to remove the face covering without assistance. The student is engaged in high intensity aerobic or anaerobic activities. Face coverings may be removed during gym when individuals are in a well-ventilated location **and** able to maintain a physical distance of six feet apart. When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task.
- An update on July 14, 2020 in the Journal of the American Medical Association, the CDC reviewed the latest science and affirmed that face coverings are a critical tool in the fight against COVID-19 that could reduce the spread of the disease, particularly when used universally within communities. This most recent research adds to a growing body of evidence that face coverings help prevent the person wearing the mask from spreading COVID-19 to others. ("CDC Calls on Americans to Wear Masks to Prevent COVID-19 Spread")
- Staff are required to wear masks while in the building - to the extent possible. The CDC recently issued updated guidance regarding considerations for wearing face coverings and how it can help slow the spread of COVID-19
- Continue to make accommodations, as needed for those students and staff with pre-existing conditions that may compromise their immune systems or are at a higher risk related to COVID-19.
- Health/Safety protocols for all students and staff entering building will be displayed and distributed..
- Individuals will be frequently reminded not to touch the face covering and to wash their hands frequently.
- Information will be provided to staff, students, and students' families on proper use, removal, and washing of face coverings.
- Research has identified "frequent discomfort" as a potential challenge associated with implementing use of face covering requirements. Students and staff will be provided face covering breaks throughout the day when possible. Face covering breaks should only occur when social distancing can be maintained and ideally outside or with windows open. ("Physical Distancing, face masks, and eye protection to prevent person-to-person transmission of SARS-CoV-2 and COVID-19: a systematic review and meta-analysis")
- Daily sanitizing protocols for buses and schools (see Facilities Cleaning Practices)
- Determine staff/students who have health related conditions and consider implications and scheduling options. Offer remote learning opportunities

- Self reporting procedures and response protocols for staff, students, and families
- Identify skill gaps from 2019-2020 school year and address in goals and objectives of IEP
- Adjust schedule as needed to reflect student and teacher health and safety-time needed for handwashing, sanitizing desks
- Schedule physical education classes for students that limit number of students
- Developed clear cleaning protocols, including student/staff hand washing, reviewed all areas that need daily deep cleaning (bathrooms, classrooms, hallways, doors, desks, "hot spots", furniture, classroom materials, communication devices, buses etc. limit face to face seating
- Re-ordered/stocked cleaning supplies and disinfectants for district
- District-wide water fountains will be turned off until further notice

Review optional special educational programming that meet the needs of all students:
- Offer both in-person and remote instruction based on student medical needs and parent concern
- Determine in-person vs remote instruction with families and sending districts. Programming will be flexible and allow for various scenarios based on student need.
- Provide remote learning opportunities for any student who has been exposed to COVID-19 and is under quarantine.
- Cancel all after school activities until further notice.

Review optional special educational programming that meet the needs of staff with high risk pre existing conditions:
- Where possible, provide teachers, co-teachers and aides opportunities for remote learning.

CLASSROOMS AND TESTING ROOMS (Appendix B)
- Reviewed building space
- Reconfigured classrooms to support social distancing. All desks facing the same direction
- Students seated 6 feet apart, when possible
- Determined pre-designated drop off points for parents and buses. Markings will be visible for buses and passengers to promote social distancing
- Reconfigured cafeterias, media center, and gyms to support social distancing
- Determined distance and flow paths within building and marked floorings
- Set up classrooms/therapy rooms that promoted social distancing
- Provide training to staff, students, and families about virus exposure protocols
- Create signage, visuals, and markings to communicate student expectations
- Review and adjust budget to allow for additional purchases for PPE and other safety measures
- Adjust schedule as needed to reflect student and teacher health and safety-time needed for handwashing and sanitizing desks. Hand washing for at least 20 seconds at regular intervals
- Use of plexi glass to separate staff in high traffic areas
- Limit sharing of items and establish daily cleaning protocols with teachers to sanitize their areas and equipment
- Provide for adequate ventilation
- Use alcohol based hand sanitizer in classrooms where handwashing is not possible (at least 60%)
- Keep students at least 6 feet when in hallways.

Designing Physical spaces within Classrooms at CMCTSD:
- Reviewed square footage and class lists to determine spacing needs
- Worked with facilities to rearrange desks/spaces to support social distancing

- Utilize rooms such as Media Center, cafeterias, gyms, and open classrooms for larger classrooms who need additional space
- Create schedules for students and teachers to access supplemental spaces as needed
- Create lanes in hallways for directional purposes when students need to move throughout the building to and from buses (with arrows)
- Set up video conferencing or virtual programming for students who can't attend in-person due to illness or exposure

TRANSPORTATION (Appendix C)

- Provide opportunities to parents to transport their own students or students to drive to school.
- Home districts transport their students to CMCTSD.
  If the home district that provides transportation services for our students on a school bus is unable to maintain social distancing, a face covering must be worn by all students who are able to do so upon entering the bus. Accommodations for students who are unable to wear a face covering will be addressed according to that student's particular need and in accordance with all applicable laws and regulations
- In locations where students line up, place tape marks on the floor to indicate appropriate social distancing. Implement measures to decrease employees congregating in one location:
- Stagger transportation times-arrivals and departures, if possible
- Open windows, where possible

STUDENT FLOW, ENTRY, EXIT, COMMON AREAS (Appendix D)

- Reviewed building space
- Reconfigured cafeterias, media center, and gyms to support social distancing
- Determined distance and flow paths within building and marked floorings
- High School students will enter through main entrance where hand sanitizer stations will be accessible. Students will proceed to either the cafeteria for grab and go breakfast or to their first period classroom. The MAC will be available for early arriving students.
- Post Secondary/Adult students' ingress will be at the door closest to the assigned instructional area, where hand sanitizer stations will be available.
- High School students will exit through the 2 front entrances where hand sanitizer stations will be accessible prior to boarding busses.
- Post Secondary/Adult students' egress will be through the exit closest to the assigned instructional area
- Student schedules that limit movement in building
- Consider eating in classrooms, staff rotating, PE, Science Labs
- Set up classrooms that promote social distancing
- Use of common areas will be limited and when necessary all social distancing guidelines will be followed
- Classrooms and common areas will be ventilated with additional circulation of outdoor air when possible, using windows, doors and fans if available
- Stagger drop-off and pick-up processes
- Consider staggering times that classes change
- Rearrange furniture to avoid clustering in common areas
- Limit usage of the staff/teacher's lounge
- Encourage virtual meetings
- Make alternate plans for whole staff gatherings

- Use sign-in sheets for in-person meetings to document attendees
- Keep accurate records of any persons other than students and staff entering the building, their reason for entering, and the locations in the building to which they travel
- Stagger use of cafeterias and communal spaces and disinfect in between use.
- Eliminate or reorganize class meetings, field trips, registrations, orientations, and other large gatherings to allow for social distancing and group limitation aligned with guidelines.
- Procedure for in district screenings if students/staff presenting with symptoms of COVID-19:
    - If an individual presents with any symptoms that consist of GI/respiratory should isolate the individual in the classroom and distance the other people away from them.
        - Example: Fever (suspected fever), loss of taste and smell, shortness of breath/difficulty breathing, diarrhea, vomiting, nausea, sore throat, cough, chills, headache, fatigue, muscle or body aches, congestion/runny nose.
    - You must call the nurse's office immediately after isolating individual ext. 658
        - DO NOT REPORT TO the NURSE'S OFFICE UNTIL YOU HAVE SPOKEN TO THE NURSE OR HER ASSISTANT.
        - After instructed by the school nurse the student/staff member will be escorted down to the nurse's office. Escort is required to wear a face mask and face shield and will knock on the door of the office and wait to be instructed to enter the nurse's office. Further instructions will be given upon arrival to the office.

Posters from CDC for high schoolers will be posted in hallway, classrooms, and our district website:

https://www.cdc.gov/coronavirus/2019-ncov/downloads/Young_Mitigation_recommendations_and_resources_toolkit_03_HS.pdf

https://www.cdc.gov/coronavirus/2019-ncov/downloads/Young_Mitigation_recommendations_and_resources_toolkit_01.pdf

https://www.cdc.gov/coronavirus/2019-ncov/downloads/Young_Mitigation_recommendations_and_resources_toolkit_02_HS.pdf

https://www.cdc.gov/coronavirus/2019-ncov/downloads/Young-Mitigation-recommendations-resources-toolkit.pdf

PERSONAL WORKSPACE/CLASSROOM

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

SHARED WORKSPACE

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

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

- **Capacity:** District Staff will be monitoring the number of employees in the offices while the risk of infection exists and begins to diminish.
- **Conference Rooms**: Certain conference rooms will be closed until further notice or available after a request is granted. Signage indicating closure/capacity limits will be reviewed for conference spaces.
- **Breakrooms or Teacher Lounge/Multipurpose Room**: These spaces will have limited capacity until further notice.
- **Copy Room:** There will be limited access to the copy room. Signage indicating restrictions will be posted.

SCREENING, PPE IN RESPONSE TO STUDENTS/ STAFF PRESENTING SYMPTOMS
(Appendix E)

- Screening policy for staff and students entering building (see Checklists and Procedures)
- All high school and post secondary/adult students and staff will receive training regarding COVID-19 sanitization and social distancing practices and protocols as a condition of resuming in-person classes.
  District will communicate training via social media, web site, google meet, zoom etc.
- Provide training to staff, students, and families about virus exposure protocols- Sept. 1, 2, and 3rd
- Students and Staff to minimize contact and maintain social distancing wherever possible
- Special precautions including extra PPE, hand wipes, and disinfectants for those classrooms with hands on students who have difficulty wearing required masks and need hand/hand assistance.
- Self reporting procedures and response protocols for staff, students, and families
- Participation in district-wide Reopening Committee
- Establish procedures for wellness/health screening as students and staff enter school
- Identify thresholds for students to attend in-person (no fever in last 24 hours, no exposure to individuals with COVID-19)
- Establish sick area in nurse's office with separate door to outside for pick up
- 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 necessary to acknowledge that enforcing the use of face coverings may be impractical for young children or individuals with disabilities.
- Utilize required masks with students/staff suspected of COVID-19 symptoms
- Assign staff to work in the nurses' office if needed. Provide safety PPE, protective gear, and training for staff to assist in the nurse's office.
- Establish COVID-19 checklist that has procedures for staff and students to self report COVID-19 like symptoms or exposure. Procedures will include who staff, families, and students report to and how it will be documented.
- School nurse and trained staff to wear PPE when working with students
- Restocking of PPE and other supplies needed to treat students
- Update Nursing Care Plan to include checklist/procedures for those presenting with COVID-19 like symptoms.
- Follow procedures for students/staff who may arrive at school with illness and send home as soon as possible to avoid spread of infection
- Develop specific nursing office/sick area cleaning/disinfecting protocols
- Update specific guidelines/standing orders with Dr. Aversa or Dr. Horowitz

- Report positive cases of Covid-19 to Department of Health and County Education Office - Track reasons for student/staff absences
- Revise as needed to minimize infection exposure
- Review Fixed Facility Plan
- Daily screening/communication for self check of symptoms before coming to campus.
- Nurse to provide PD on safe required mask wearing and additional accommodations if unable to wear mask
- Medical and Fabric required masks: Who wears what when https://www.youtube.com/watch?v=esM_ePHn0aw&list=PL9S6xGsoqIBU2V6AZYGlJwZRAFJ3YDreb&index=75
    - How to wear a fabric mask safely https://www.youtube.com/watch?v=9Tv2BVN_WTk&list=PL9S6xGsoqIBU2V6AZYGlJwZRAFJ3YDreb&index=78
    - How to wear a Medical Mask https://www.youtube.com/watch?v=adB8RW4I3o4
    - How to wear a Fabric Mask https://www.youtube.com/watch?v=ciUniZGD4tY
    - Staff and students: Provide a written doctor's note if unable to wear a mask due to medical conditions.

WEARING REQUIRED MASKS AND OTHER PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Non-students are required to wear a mask in schools and will follow state and local guidelines. The current CDC guidelines requires that all employees wear cloth face coverings.
- Some non-students may be required to wear additional PPE (i.e. health-related, custodial staff, specialized positions, etc.) when directed to do so by district/school protocol or the employee's supervisor.
- Additional accommodations may need to be made for staff based on their individual health plan.
- Students' mask-wearing requirements in schools are consistent with state and local guidelines. The current CDC guidelines requires all students to wear cloth face coverings unless medically unable.

HEALTH PROTOCOLS FOR 2020-2021 SCHOOL YEAR

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

Symptoms Impacting Consideration from School

- A fever of 100.2 or greater
- Cough
- Shortness of breath/difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle Pain
- Headache
- Sore throat
- New loss of taste or smell
- Fatigue
- Congestions or running nose
- Nausea or vomiting

- Diarrhea

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

Return to School or work after Exposure

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

- **Untested:** Persons who have not received a test proving or disproving the presence of COVID-19 but experience symptoms may return if the following three conditions are met:
  - They have not had a fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers); and
  - Other symptoms have improved (for example, when your cough or shortness of breath have improved; and
  - At least 10 calendar days have passed since your symptoms first appeared.
- **Tested Positive - Symptomatic:** Persons who experienced symptoms and have been tested for COVID-19 may return to school if the following conditions are met:
  - The individual no longer has a fever (without the use medicine that reduces fevers); and other symptoms have improved (for example, when your cough or shortness of breath have improved); and
  - At least 10 calendar days have passed since symptoms first appeared; or
  - The individual has received two negative tests at least 24 hours apart or a 10 day exclusion if they were not retested.
- **Tested Positive - Asymptomatic:** Persons who have not had symptoms but test positive for COVID-19 may return when they have gone ten calendar days without symptoms and have been released by a healthcare provider. Students may also return if they are approved to do so in writing by the student's health care provider.

- **Student/staff member sent home from school with COVID-like Symptoms**
  - **IF SICK STAY HOME DO NOT RETURN TO SCHOOL.** Please contact your primary care provider for further instructions. Please inform the nursing department of the treatment plan.
  - If tested, cannot return to school until you have negative test results.
  - Test results must be sent in to the nursing department before returning to school.

- **I have no symptoms and tested negative for COVID-19 but was told I am a close contact of a person who is COVID-19 positive. Now what?**
  - If you were identified as being a close contact of a COVID-19 person, it is recommended that you self-quarantine for 10 days from the last date of exposure with the person, even if you tested negative. This is because it may take 2-10 days for symptoms to develop. While you are self-quarantining, monitor yourself for symptoms. Close contacts are individuals who were within 6 feet of a lab confirmed COVID-19 case for a prolonged period (15 or more minutes during a 24-hour period) or had direct contact with the infectious secretions of a COVID-19 case (e.g., were coughed on). Walking past a lab confirmed COVID-19 case or just being in the same building does NOT qualify as being a close contact.

- **Please Follow Department of Health Guidelines Below:**
  - **Forms will be updated as released from the Department of Health**
  - **Forms are available in Spanish if needed**
  - NJ Residents who Tested Negative for COVID-19: Instructions and Next Steps
    - Updated periodically by State.

- NJ Residents who Tested Positive for COVID-19: Instructions and Next Steps
  - Updated periodically by State.
- Timeframe for Self-Isolation/Quarantine based on Testing Results
  - Updated periodically by State.

**** As of October 23, 2020, The CDC has modified their definition of a close contact. New definition is now "a person who spent 15 minutes or more within a 24 hour period and was within 6 feet of a person who is infected with COVID-19. Exposure must happen while the infected person is infectious (2 days before onset to 10 days after)".

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

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

Question	Instructions
I had symptoms and tested negative for COVID-19.	If you tested negative for COVID-19 but are currently experiencing symptoms, the recommendation is to stay home and practice social distancing until 24 hours after your fever has ended without the use of fever reducing medications and other symptoms improve. After this time, you may resume regular activities. It is recommended that everyone wears a cloth or disposable mask when in public spaces. This protects you from anyone who may not feel sick (but might be asymptomatic) and able to spread the virus to others. Wash hands and clean and disinfect high-touch surfaces often.
I have no symptoms and tested negative for COVID-19 but live with someone who is COVID-19 positive.	Even though you tested negative and have no symptoms, living with a person with COVID-19 means that you may be exposed to the virus. For this reason, it is recommended that you monitor yourself for symptoms. The person who lives with you should isolated for 10 days from the time symptoms began AND 24 hours (or 1 full day) being fever-free without fever reducing medicine. You are recommended to quarantine* AFTER their isolation ends. This is because it may take 2-14 days for symptoms to develop.
I have no symptoms and tested negative for COVID-19 but was told I am a close contact of a person who is COVID-19 positive. Now what?	If you were identified as being a close contact of a COVID-19 person, it is recommended that you quarantine* from the last date of exposure with the person, even if you tested negative. This is because it may take 2-14 days for symptoms to develop. While you are quarantining*, monitor yourself for symptoms. **Close contacts** are individuals who were within 6 feet of a lab confirmed COVID-19 case for a prolonged period (15 minutes over a 24-hour period) and were within 6 feet or had direct contact with the infectious secretions of a COVID-19 case (e.g., were coughed on). Walking past a lab confirmed COVID-19 case or just being in the same building does NOT qualify as being a close contact.
What if I tested negative but still feel sick?	If you test negative for COVID-19 but still have symptoms, it is likely you may have another respiratory virus. You should continue to isolate yourself from others, practice good hand hygiene and clean and disinfect surfaces in the home. If your symptoms worsen or don't get better after several days, you should call your health care provider. You should not return to work/school or go to public places until 24 hours (1 full day) after your fever has ended without the use of fever-reducing medications and other symptoms have improved.
What other actions should I take to protect my health?	As long as the virus that causes COVID-19 is spreading in your community, continue to practice social distancing, wash hands often and avoid touching your face, and clean and disinfect high-touch surfaces daily in household common areas (e.g. tables, hard-backed chairs, doorknobs, light switches, remotes, handles, desks, toilets, sinks, phones). Wear a cloth or disposable mask when in public places. This protects you from anyone who may not be sick (but may be asymptomatic) and able to spread the virus to others.

*CDC quarantine info: https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html. For general info about COVID-19, call 1-800-962-1253 or 211 or njcovid19.nj.gov

Dec. 3, 2020

NJ Residents who Tested Positive for COVID-19: Instructions and Next Steps

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

Question	Instructions
I tested positive for COVID-19. What should I do now?	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 **AND** other symptoms are greatly improved **AND** at least 10 days have passed since your symptoms started, or, if you had no symptoms, stay home 10 days after getting tested. 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 a cloth or disposable mask when around others in the home/common areas during the isolation period.
What should the people who live in my home know/do?	If they are **symptomatic** (sick; have COVID-19 symptoms), they should also **isolate** for 1 full day (or 24 hours) until they are fever-free without the use of fever-reducing medications **AND** other symptoms are greatly improved **AND** at least 10 days have passed since getting tested. 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. If they are **asymptomatic** (not sick; have no COVID-19 symptoms), they should **quarantine*** AFTER the sick person in the household's isolation period ends. If the asymptomatic person develops symptoms, they should follow the 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.
What is the difference between mild and moderate symptoms?	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/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.
Should I tell other people that they may have been exposed to the COVID-19 virus?	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 time (more than 15 minutes over a 24-hour period) within 6 feet of you, or shared a meal, would be at increased risk and should be advised to quarantine* at home AFTER your, or any sick household member's, isolation period ends. If the asymptomatic person develops symptoms, they should follow the isolation instructions above. People who you did not spend a prolonged period of time (less than 15 minutes over a 24-hour period) are were more than 6 feet away are at lower risk. This would include people that you may have been in an indoor space. They should monitor their health; no restrictions about where they go. They should wash hands often, practice social distancing and wear a mask. 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.

***CDC quarantine info:** https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html

For general info abut COVID-19, call 1-800-962-1253 or 211 or go to njcovid19.nj.gov

Dec. 11, 2020

[Timeframe for Self-Isolation/Quarantine Based on Testing Results]

Timeframe for Self-Isolation/Quarantine Based on Testing Result

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

It is expected that any person getting a COVID-19 diagnostic test (nasal swab or saliva) will self-quarantine after specimen collection AND are advised of the results of their test, unless otherwise directed by those administering the test. These recommendations are not for individuals who got a serologic test (antibody). Depending on the test result, see below for the length of time that the individual should self-isolate/self-quarantine. If an individual who tests COVID-19 positive has a weakened immune system (immunocompromised) due to a health condition or medication, they may need to isolate longer than 10 days. They should speak to their healthcare provider for more information.

	Symptomatic Tested + Or Symptomatic and close contacts* of known COVID-19 case but not tested	Symptomatic Tested –	Asymptomatic Tested +	Asymptomatic Tested – No COVID-19 household* or close contacts* or traveler from impacted area*	Asymptomatic Tested – But is a household* or close contact* or traveler from impacted area*	Asymptomatic Not/Never tested But is a household* or close contact* or traveler from impacted area*
Timeframe for Self-Quarantine or Self-isolation	10 days since symptoms first began AND 24 hours (1 full day) fever-free without use of fever-reducing medications AND improvement in symptoms	At least 24 hours (1 full day) after symptoms go away **NOTE**: If person is a household or close contact, or a traveler from impacted area, they should complete 14-day quarantine	10 days after specimen collection, assuming no symptoms develop^	No self-quarantine days required	14 days from last known close contact with a known COVID-19 case. **NOTE**: Household contacts of a COVID-19 case should self-quarantine for 14 days AFTER their last close contact with the case^. Many household contacts will not be able to avoid continued close contact with others in the household. In these cases, household contacts should continue to quarantine until 14 days AFTER the COVID-19 case's isolation ends. If, however, the COVID-19 case can successfully isolate in a separate bedroom away from others in the home, household contacts should quarantine for 14 days from the date of their last close contact with the COVID-19 case.	

October 22, 2020

COVID-19 incubation period is 2-14 days. Symptoms often appear 5-6 days after exposure but may appear up to 14 days after exposure. A person is considered infectious two days before they test + or develop symptoms. However, some individuals do not develop symptoms and may expose others without knowing.

***Household contacts** are individuals who live in the same house as a COVID-19 case. **Close contacts** are individuals who were within 6 feet of a COVID-19 case for 15 minutes over a 24-hour period or had direct contact with the infectious secretions of a COVID-19 case (e.g., were coughed on). Walking past a COVID-19 case or just being in the same building does NOT qualify as being a close contact. **Traveler from impacted area** refers to states/territories/countries with increasing COVID-19 cases with a positive test rate higher than 10 per 100,000 residents or areas with 10% or higher positivity rate over a seven-day rolling average.

^Asymptomatic individuals who develop symptoms during their self-quarantine timeframe, should self-isolate and refer to the "Symptomatic, Tested +" column.

Refer to NJDOH Discontinuation of Transmission-Based Precautions and Home Isolation Guidance for more information. Updated guidance recommends a symptom time-based strategy for return to work. Re-testing is not recommended for most persons because it can result in prolonged isolation of persons who continue to shed detectable SARS-CoV-2 RNA but are no longer infectious.

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

To locate a testing site near you: covid19.nj.gov/testing

CONFIRMED CASE OF COVID-19 ON SCHOOL PROPERTY

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

HEALTH/WELLNESS SCREENING PROTOCOLS

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

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

CONTACT TRACING (Appendix F)

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

For more information and Contact tracing Infographic from CDC:

- https://covid19.nj.gov/faqs/nj-information/contact-tracing/what-is-contact-tracing-how-does-it-stop-the-spread-of-covid-19
- https://www.cdc.gov/coronavirus/2019-ncov/downloads/Contact-Tracing-Infographic-FINAL.pdf

FACILITIES CLEANING PRACTICES (Appendix G)

- CMCTSD is currently utilizing a Re-Juv-Nal product with a 10-minute dwell time for all disinfecting with discussions of moving to Qt3 Products with a 3 minute dwell time for all disinfecting.
- CMCTSD has developed increased routine cleaning and disinfection of surfaces and objects that are frequently touched (door knobs, light switches, desks, handles, desks, handrails, kitchen and bathrooms, desks, tables and lunchrooms, shared telephones, school bus seats and windows, drinking fountains)
- Hand sanitizer dispensers available at school bus drop off locations throughout district
- Worked with transportation to develop cleaning protocols for buses to be cleaned and sanitized between runs
- CMCTSD will adhere to all existing required facilities cleaning practices and procedures and any new specific requirements of the local health department
- CMCTSD has ordered additional hand sanitizers and automatic sanitizer dispensers
- CMCTSD has ordered additional trash cans for disposing PPE throughout district
- In locations where students line up, CMCTSD has placed tape marks on the floor to indicate appropriate social distancing. Implement measures to decrease employees congregating in one location
- CMCTSD has established written cleaning protocols and shared with administration
- Additional signage for hallways, bathrooms
- CMCTSD is considering a red/green protocol displaying when a common area is clean and ready for use by staff/students
- Continuously review facilities plan and supply inventory to ensure cleanliness of buildings, desks, offices, equipment
- Review drill procedures and revise to support social distancing procedures
- Revise Facility Usage Forms based on recommendations from the CDC/Department of Health
- Post lower capacity numbers in common areas
- Restrict vendor access to the school to times when students are not present
- Restrict the number of people in the school building who are not students or staff to a minimal number and ensure that someone is assigned to enforce the rules
- Post lowered revised maximum occupancy numbers
- CMCTSD Custodial Cleaning Plan

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each use/day
Appliances	Refrigerators, Microwaves, Coffee Machines	Daily
Electronic Equipment	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each use/day and/or between use - the electrostatic cleaner will work well for these devices
General Used Objects	Handles, light switches, sinks, restrooms: a cleaning chart/log that B&G completes, with times areas were cleaned will be in place.	At least 4 times a day
Buses	Bus seats, handles/railing, belts, window controls	At the end of each use/day
Common Areas	Cafeteria, Library, Conference rooms, Gyms, Common Areas Water fountains may or may not be in use depending on guidelines	At the end of each use/day; between groups Vending machines may not be in use depending on guidelines.

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

Cape May County Technical Schools Covid-19 Custodial Plan for summer and fall 2020

Due to the ongoing pandemic the Cape May County Technical Schools will be implementing the custodial plan with 3 main focus points to provide our community with clean, safe and healthy schools.

The focus areas are as follows:

- **Summer Cleaning**
- **Interim Disinfection**
- **Comprehensive Daily Cleaning and Disinfection**

Summer Cleaning-Each summer the Cape May County Technical Schools custodial staff provides restorative cleaning and maintenance in order to prepare for the upcoming school year. This summer we will be providing the services listed below while simultaneously maintaining safe working conditions as recommended by the CDC. Staff will practice social distancing and wear required masks. Gloves will also be made available to staff.

The custodial staff will be providing the following services:

Check Ceiling Tiles: Replace damaged, stained, and missing tiles. Check for cobwebs in corners.
Ceiling vents: Dusted and cleaned.
Lights: Replace burned out, dim, and mismatched bulbs. Check lens and remove bugs and dirt if necessary.
Windows and Mirrors: Cleaned
White boards and Chalk boards: Cleaned and top dusted

Interim Disinfection: Cape May County Technical Schools work closely with Hillyard Inc. a US based chemical manufacturer. Hillyard provides 2 disinfectants which are EPA approved for use against Covid-19. These chemicals are QT-3 and Re-Juv-Nal. Each chemical is to be used on hard non porous surfaces. The focus during interim disinfection is to treat high touch point areas that facilitate the spread of pathogens. QT-3 has a 3 minute dwell time. Re-Juv-Nal has a 3 minute dwell time. While students are in session custodians will focus on these high touch areas in common areas. The disinfectant will be sprayed or wiped on surfaces and left to dry over a five or ten minute period. Food contact surfaces will be rinsed with potable water after the dwell time.

Below is a reminder card designed to help identify high touch point surface areas that will be cleaned throughout the school day.

High Touch Point
Disinfection Program
JOB CARD

Daily Tasks:	Product / Arsenal®		Dispense Method
1.Fill spray bottles while wearing gloves	QT3/Re-Juv-Nal		Sprayer
2.Spray high touch point areas-6-8 inches from non-pourous surfaces	QT3/Re-Juv-Nal		Sprayer
3.Surfaces must remain wet for 10 minutes			
4.Wipe dry after 10 minutes or let air dry			
5.Rinse all surfaces that come in contact with food with potable water			
EXAMPLES OF HIGH TOUCH POINTS			

Door Knobs	Toilet Flush Handles	Light switches			
Railings	Faucets	Handles			
Student Chairs	Sinks	Buttons			
Toilets	Water Fountans	Sanitary Recepticles			
Soap Dispensers	Paper Dispensers	Countertops			

Equipment Needed:	Precautions:
1. Spray Bottles	1. Always wear appropriate Personal Protective Equipment when cleaning
2. Microfiber rag	2. Do not breathe spray
3. Gloves	3. Refer to the label for complete instructions
4. Appropriate PPE	

HILLYARD CCAP

Comprehensive Daily Cleaning- Each evening the Cape May County Technical Schools custodial staff provides daily cleaning services for our facilities. During the fall of 2020 we will be providing a more comprehensive cleaning program that will incorporate the usage of QT-3 and Re-Juv-Nal. Both these disinfectants are provided by Hillyard and are approved for use against Covid-19 by the EPA. This cleaning will be more detailed. Staff will not only focus on high touch point areas in common areas but also disinfect areas such as classrooms and areas continually in use during the school day. Our custodial staff will be following a Covid-19 cleaning protocol as outlined below by Hillyard Inc. the manufacturer and supplier of our disinfectants.

MEALS (Appendix H)

- Review nutrition service procedures to minimize exposure
- Meals served in cafeteria
- No sharing/family style meals
- Practice social distancing and proper hygiene during meals
- Bagged or boxed breakfasts/lunches, as appropriate
- Prior to any meals, students to utilize hand washing and sanitizing to ensure safe eating practices
- Eliminate self-serve food items
- Napkins and silverware (disposable if possible) are provided directly by staff, not for individuals to grab
- Place tape marks on the floor to promote social distancing while waiting in line
- Prohibit food-sharing
- Prohibit classroom parties or ordering for delivery service
- Limit cash transactions – all cashless in cafeteria
- PPE to be worn by food service staff, including students preparing and serving food
- Continue to work with Nutriserve and local health department officials to comply with all requirements for our county
- Provide meal service to students if the need for remote learning occurs
- Display in cafeteria during morning breakfast and /or lunch

PHYSICAL EDUCATION (Appendix I)

- Revise lesson plans and daily activities to allow for students to social distance and limit sharing of equipment
- No locker room use
- No sharing equipment. If equipment needs to be shared it will be cleaned and sanitized after each use
- Daily cleaning cycle developed with Facilities Department to clean equipment and high use touch areas
- All teachers to include hand washing procedures after physical education
- Staff support in locations where students line up, place tape marks on the floor to indicate appropriate social distancing. Implement measures to decrease employees congregating in one location
- Consider curriculum rotation change to offer Health first marking period for all grade levels

EXTRACURRICULAR ACTIVITIES AND USE OF FACILITIES OUTSIDE OF SCHOOL HOURS (Appendix J)

- Limit extracurricular activities and gatherings
- No after school activities unless possible with PPE and social distancing
- Limit facility use outside of school day
- CMCTSD Evening programs that use the high school facilities must follow all district required guidance on health and safety protocols
- If facility use is permitted, all vendors/guests must adhere to socials distancing requirements, use of required masks and health/wellness procedures
- Establish cleaning procedures after each use

ACADEMIC, SOCIAL AND BEHAVIORAL SUPPORTS (Appendix K)

- CST Services including counseling and case management
- SEL Instruction by Teachers

- Intervention and Referral services- probation, Performcare, DCP&P, community mental health, probation, DDD and DVR Services
- Food Services
- Family Engagement through virtual and in person meeting
- Targeted interventions based on IEP goals and objectives
- Educator support and rebuilding relationships - provide ongoing professional development surrounding wellness and health
- Access to outside resources such as NJCAP, Performcare, Marcroft, Children's Interagency Coordinating Council
- Schedule virtual meeting with parents/stakeholders regarding reopening plan
- District flexibility in high school grading system and evaluation of individual student's performance.

SOCIAL EMOTIONAL LEARNING AND SCHOOL CLIMATE AND CULTURE

1. **Staff Support**
   - Educators/staff need to be given the time and opportunity to process traumatic events and re-establish connections with co-workers
     - CMCTSD case managers will establish a virtual staff support group one (1) time a week from 2:30 pm to 3:15 pm. (On site and remote learning)
     - CMCTSD case managers will be available 2:30 pm to 3:15 pm to address individual staff needs face to face or virtually. (On site and remote learning)
   - Educators/staff need access to Mental Health and Behavioral Health Resources
     - Mental Health/Behavioral Health Resources will be placed on district website
     - CMCTSD provides all employees online confidential mental health training
     - Educators/staff will be given the opportunity to learn and reflect on social training for students emotional competencies during monthly teacher meetings and professional development training sessions and topics and sessions will be designed by appropriate staff.
2. **Student Support:**
   - CMCTSD child study team/support staff will provide staff resources on trauma informed practices and social emotional learning (On site and remotely)
   - CMCTSD child study team/support staff will connect with students and families to provide support and community resources (On site and remotely)
   - Parents resources will be available on our district website.
3. **Parent/Guardian Support:**
   - CMCTSD will provide the opportunity for parents to share ideas and express concerns through virtual meetings with administrators, teachers, and child study team etc.via established office hours to address individual parent concerns.
4. **Training for Staff:**
   - (Virtual and in-person) professional development assigned to all staff via SafeSchools.
   - Invite Michael Mcknight, County Educational Specialist to present a virtual refresher for trauma informed practices as they relate to COVID-19.
5. **Training for Students:**
   - CMCTSD staff will teach and implement trauma informed practices/social emotional learning strategies with students throughout the school day through instruction, and school based counseling (On site and remotely)

6. **Training For Parents/Guardian:**
    - CMCTSD will provide parents/guardians the opportunity to learn about trauma informed practices through virtual meetings, interactions with their student's teachers, and communication with their student's case manager.

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

- CMCTSD will provide professional development to staff on protocol for identifying, supporting, and referring students who may be expressing social emotional, behavioral, and mental health challenges such as depression, anxiety, mood instability, behavior, loss/grief, bullying, bias, prejudice, fear/anxiety, domestic violence, etc. (On site and remotely)
- CMCTSD case managers will address trauma and social emotional well being of students and families, will provide school based counseling as needed, and will provide resources and make referrals to community mental health providers as needed. (On site and remotely)

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

- CMCTSD child study team will make referrals and coordinate services for families and students in need of mental health services, medical services, and financial services, and legal services as needed.
- CMCTSD will provide a community resource contact list to parents/guardians through our district website. A paper copy will be provided as needed.

MULTI-TIERED SYSTEMS OF SUPPORT- CMCTSD

Professional learning for effective instruction
Access to technology
Modalities of learning, differentiation and assessment continuum
Live video online in-class support
Project/assignment days with teacher LIVE office hours to assist with assessment
Targeted support with live video after-school tutoring
I&RS with integrated plans to meet academic, behavioral and social/emotional needs
I&RS meetings calendar put online for parent awareness and support
RTI with evidence-based software interventions and review benchmarks to see growth and needs
In-class support teachers, live and remote
Student-Centered Approach and Portfolio implemented for teachers to know students on a personal level

Instruction

CMCTSD will provide and sustain instruction on social norms, relationship building, and behavioral expectations through our actions, instructions, Character Counts initiative that focuses Respect, Trustworthiness, Responsibility, Fairness, Caring and Citizenship, and the district Peer Leadership Program. (On site and remote)

Themes

Continue our school wide Character Counts program that focuses on the principles of being Respect, Trustworthiness, Responsibility, Fairness, Caring and Citizenship.

Trauma Informed Care

Trauma informed practices and social emotional learning must be infused into everyday school life and must be communicated clearly to staff, students, and parents.

- CMCTSD will provide professional development on trauma informed practice and social emotional learning for staff (on site and remotely)

- CMCTSD will provide professional development to staff on protocol for identifying, supporting, and referring students who may be expressing social emotional, behavioral, and mental health challenges such as depression, anxiety, mood instability, behavior, loss/grief, bullying, bias, prejudice, fear/anxiety, domestic violence, etc. (on site and remotely)
- CMCTSD staff will teach and implement trauma informed practices/social emotional learning strategies with students throughout the school day (on site and remotely)
- CMCTSD case managers will address trauma and social emotional well being of students and families and will make referrals to community mental health agencies and provide resources as needed (on site and remotely)
- CMCTSD will provide the opportunity for staff, students, and parents to share ideas and express concerns through virtual meetings with administrators, teachers, case managers, and parents

II. LEADERSHIP AND PLANNING

County and district level staff with input from parents developed various scenarios for the district's reopening. The committee members were selected from various staff including support, academic and career technical areas to get a diverse set of knowledge and skills. The committee members were divided into sub-committees. The process included ongoing committee meetings followed by sub-committee meetings.

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The Restart Committees (Appendix L) coordinated the overall reopening plan. The Restart Committees worked closely with school **Pandemic Response Team, Board President Alan I. Gould, Superintendent Dr. Nancy M. Hudanich, Frank Basile, Janice Cafaro, Jackie Holland, Arthur Olsson, Elizabeth Sattersfield, Tracey Skiles, Paula Smith, Lynda Zipparo, and Chairs Barbara Jurzaitis and John Longinetti** (Appendix M), health departments, and others in municipal and county government to develop district plans that address the ten Critical Areas of Operation. The NJDOE recommends the following critical issues be addressed:

STAFFING CONSIDERATIONS (Appendix O)

- Procedures developed with regard to staff requests to work from home due to higher risk for COVID-19 due to pre-existing conditions.
    - Notify Superintendent of request
    - The district will accommodate if permissible with staff job responsibilities
    - Provide supporting documentation to nurse regarding medical issue
    - Nurse to arrange for doctor-to-doctor call with school physician and staff physician to determine appropriate accommodations/need for accommodations
    - Communicate with staff members and the BOE regarding accommodation requests
    - The district will follow the Department of Labor guidelines

    https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html

*** Back up plans for staff shortage:

- Use of Teacher Aides
- Use of Media Center, Conference Center, MultiPurpose Activity Center MAC) with Chrome carts
- Use of CTE Teachers

SCHEDULING OPTIONS (Appendix N)

The district has prepared the following four scenarios, we plan to use Scenario 2 in September:

Scenario 1: All Students in Building

- Assign certain building spaces
- Reconfigured classrooms to support social distancing. All desks facing the same direction
- Determined entry and exit paths to be utilized throughout the district.
- Determined pre-designated drop off points for parents, buses. Markings will be visible for buses and passengers to promote social distancing
- Reconfigured cafeterias, media center, gyms to support social distancing
- Determined distance and flow paths within building and marked floorings
- Determine staff/students who have health related conditions and consider implications
- Student schedules that limit movement in building (eating in classrooms, special teachers rotate to classes, recess, PE)
- Set up classrooms that promote social distancing
- Assigned seats; assigned materials; not sharing supplies
- Work with Transportation Department to ensure social distancing protocols, food delivery, sanitation and disinfectants, stagger schedules as needed to support runs
- Developed clear cleaning protocols, including student/staff hand washing, reviewed all areas that need daily deep cleaning (bathrooms, classrooms, therapy rooms, hallways, doors, desks, "hot spots" furniture, classroom materials, communication devices, buses etc.limit face to face seating
- Re-ordered/stocked cleaning supplies and disinfectants for district
- Developed clearing cycle for buses and scheduled PD for drivers with regard to cleaning/disinfecting high use areas on bus (steering wheel, handles, seats, seat backs etc.
- Limit visitor and outside vendors
- Continue to recruit substitute teachers to handle shortages
- Create signage, visuals and markings to communicate student expectations
- Review and adjust budget to allow for additional purchases for PPE and other safety measures
- Adjust schedule as needed to reflect student and teacher health and safety-time needed for handwashing, sanitizing desks
- Schedule recess opportunities for students that limit mixed groupings
- Wearing masks are required of students while in school, to the extent possible.
- Staff is required to wear masks while in the building, to the extent possible.
- Accommodations made for those students and staff with pre-existing conditions that may compromise their immune systems or are at a higher risk related to COVID-19
- Health/Safety protocols for all students and staff entering building
- Daily sanitizing protocols for schools (See Facilities)
- Identify skill gaps from 2019-2020 school year and address in goals and objectives of IEP
- Reestablish relationships and routines- create safe learning spaces
- Teachers include weekly online digital instruction to enhance skills
- Ensure parental communication by providing a single resource for parents to refer to for communication updates; district web site will have all the information, however it will be emailed every week with updates, and all call reminders.
- Create a survey link and TEST all email and phone; Contact all parents who do not respond by deadline to ensure proper email and phone.
- Per NJ DOE (as of 7/20/20) Parents have the option of full remote. Survey on website, district return date is August 11, 2020 for full remote for start of school year.

Scenario 2: Half of the Students in Building and some Remote/Online: (collaboration with sending districts)

- All considerations in scenarios 1 and 3
- Determined staff ability for both environments
- Determine best schedules for medically fragile students
- Determined schedule options to best fit student needs, logistics and planning
- Reviewed attendance policies to ensure equitable access
- Plan additional virtual professional development
- Remote instruction from the classroom, with cameras in the classroom is being considered. Possibly half of the students could attend each day, and the rest view the classroom instruction from home. If a student is at home they will use a school provided device and can see the same as a student in the classroom.
- Could either teach all of the students the same lesson at once, or could record the lesson and show it later to the group of students at their homes
- Extra help in after-school tutoring, in-person and remote
- Per NJ DOE (as of 7/20/20) parents have the option of full remote, survey reply due August 11, 2020.

Scenario 3: All Students Virtual:

- Reviewed strengths and weaknesses of spring 2020 and assigned administrators to address each need
- Continue with food distribution
- Plan for additional device and connectivity access (Chrombooks and hot spots)
- Schedule professional development for staff on virtual platforms and digital tools
- Virtual Help Desk for staff, families, students to support technology and virtual learning
- Maintain list of virtual resources for instructional delivery
- Review and strengthen communication through emails, all calls, texts, Google Hangout/Zoom
- Extra help through full live remote after-school tutoring
- Define attendance expectations and time on schooling by grade level and cognitive ability for staff and students

Scenario 4: Intermittent Virtual

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

SY 2020-2021 High School cohort calendar *SCHOOL CALENDAR is EDITED FOR NO REMOTE ON WEEKS WITH HOLIDAYS* **

Athletics (Appendix P)

- The district started to share scheduling plans with staff, families, and students in late July..
- Follow 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.
- Keep apprised of the NJSIAA recently convened 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.

It is the League's recommendation that all member schools delay the start of Phase I until July 27 for football and August 3 for all other extracurriculars at the earliest.

The primary goal in education-based athletics is the safety and well being of the student-athletes, coaches, and participants. Schools and athletic administrators are being held accountable to guarantee the safety of all involved in athletics and extracurricular activities. The League has concerns for restarting extracurricular activities when we have not determined a way to return to school. We are eager to assist in implementing a return to school in September that includes extracurriculars.

III. POLICY AND FUNDING

The COVID-19 pandemic has created a variety of fiscal challenges related to the delivery of instruction and related services to students. Readying facilities, purchasing supplies, and transporting and feeding students will look drastically different in the upcoming school year than in past years. Policy and funding considerations include:
The district has been actively building inventories of PPE, since the pandemic was declared in March 2020. Needed additions to technology will be funded through the CARES Act. The district will exercise the recommended "operational flexibility" and suspend Evening School Avocational programs and the Early Childhood Center for the first half of the year. Savings in these cost centers will be utilized to fund any unforeseen costs. The use of most cost effective purchasing practices (i.e. coop purchasing, state contract) will continue. The district has also filed for the FEMA reimbursement program.

POLICY/FUNDING BUSINESS/OFFICE

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

FISCAL CHALLENGES

- Purchasing: The district 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.

- Collaborate to create new arrangements that will provide economies of scale to purchase items at a lower cost by either purchasing through an established State contract or through a cooperative purchasing consortium.
    - Plexiglass dividers at high offices.
    - System for ordering PPE and local classroom sanitizing supplies

USE OF RESERVE ACCOUNTS, TRANSFERS, AND CASH FLOW

- Consider making expenditures from various accounts or over budgeted line items to meet unanticipated costs and to manage their cash flow as much as possible.
- The district 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.
- The district would need the Commissioner's approval to make a withdrawal from this account.
- Additionally, the district 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.

COSTS AND CONTRACTING

- The district will continue 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 continue to use cooperative contracts available from the State of New Jersey, New Jersey School Boards Association, County Cooperative Contracts, and County Educational Services Commissions to procure technology and connectivity services in addition to cooperating with the CMC Special Services District.

NJDOE ANTICIPATED PLATFORMS

Use the NJDOE anticipated platforms that will ease the burden on schools, by leveraging existing and pending federal and state legislation, regulations, and guidance to predict the potential impact on districts and provide targeted assistance. Resources that may be available to schools include:

- Elementary and Secondary School Emergency Relief Fund – The federal "Coronavirus Aid, Relief, and Economic Security" (CARES) Act established the Elementary and Secondary School Emergency Relief (ESSER) Fund to provide direct money to school districts and provide funding to support areas impacted by COVID-19. Under the law, $310.4 million has been allocated to New Jersey, the majority of which will in turn be provided to school districts through subgrants.
- Federal Emergency Management Agency – Public Assistance – The Federal Emergency Management Agency (FEMA) 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). Districts can apply for assistance through the website maintained by the New Jersey Office of Emergency Management. While there is currently no deadline, the NJDOE encourages districts to apply as soon as possible.
- Federal Title I and Title IIA funds in support of targeted assistance and professional learning.

STATE SCHOOL AID

In the wake of the COVID-19 public health emergency, State revenues have declined precipitously. This revenue loss necessitated modifying the State school aid proposal for the upcoming school year that had been released on February 27, 2020, but the total amount appropriated for K-12 State aid is essentially unchanged from the 2019-2020 school year. While districts should use the most recent State aid figures for planning purposes, that information is not final, but represents a proposal that could be modified by the Legislature when it considers the extended FY20 budget, which must be adopted by July 1, 2020 and

the FY21 State budget, which must be adopted by September 30, 2020. The NJDOE will provide more detailed accounting guidance after the appropriations

IV. CONTINUITY OF LEARNING

- Special education instruction and related services will be provided in person as much as possible or will be provided via virtual platforms, such as Google Classroom, Google Meet; recorded lessons etc. as also provided by teachers and staff.
- Special education, and CTE teachers, and Chile Study Team engage in ongoing collaboration to modify materials and provide accommodations.
- Paraprofessional support is provided virtually for students' individually and in group/class settings.
- A paraprofessional support plan/handbook/guide was designed and implemented with ongoing communication and support for paraprofessionals and their students.
- Administration and Directors of Special Education hold weekly meetings with CST and guidance to discuss student needs, student progress, and parental concerns.
- Special Education Teachers, LDTC and School Psychologist and Director of Special Education add resources to the Special Education Google classroom.

GRADING AND ATTENDANCE

To receive credit and attendance for the courses for this school year students are expected to complete the assignments. Depending on a full return or hybrid rotation, guidelines for student check in will be implemented.

Students and parents will be made aware that students are required to participate in the required at the beginning of each period to ascertain and track who is "at school" each day. Lack of attendance will need to be followed up on by the attendance officer and admin team to establish that attendance - either remote or on site - is of utmost importance for this school year.

Completion Protocols

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

The district requirement to complete work on time will need to be stressed to both the parents and students at the beginning of the school year as well as revisited often during the year. Students will need to be held accountable regarding completion, timelines, and participation in each class.
engagement daily and also contacting parents to check in on students.

- If a student does not access online instruction due to sickness, death in the family, etc. they will be marked absent. This will only be done after everything else has been ruled out by the teachers, guidance counselors, case managers, and nurse. We have to review all other circumstances prior to making any finite determination**.**
- Attendance does not factor into student discipline. Interventions are implemented to address student attendance

- Teachers reach out to parents/students that are not academically engaged in class. With documented attempts to increase engagement with family contact, teachers will refer students for guidance follow-up.

Teachers are the first point for contacting and knowing their students. Attempts should include:

- Contact parents by phone and leave a message with a contact number or email to get back with them. Make sure the message is a positive one that ensures that the teacher is there to assist the parent and their child.
- After the teacher makes the call with no answer, they should email the parent/parents or someone on the contact sheet.
- If they were unable to reach the first contact, the teacher will call another contact (dad, grandparent, older sibling, or emergency contact.)
- In this time of need, teachers should be contacting parents at least two to three times a month to ensure student success, address needs, and give positive feedback on the students' achievements.
- If the teacher has no success, then they can request guidance assistance.

DELIVERY OF INSTRUCTION

- The instructional day will be at least four hours long.
- The district will start with a hybrid plan (Senario 2) that requires half student population two days a week (Click on link for full description).
- Special education instruction and related services are provided via virtual platforms, such as Google Classroom, Google Hangout, Zoom, recorded lessons are also provided by teachers and related services providers.
    - Itinerant services will (possibly) be provided via virtual platforms and/or in-person to Special Services or physician's office. At this time, we only need speech services.
- Special education, general education teachers, and case managers engage in ongoing collaboration to modify materials and provide accommodations.
    - Continue to have weekly meetings with ICS, general education teachers, paraprofessionals and CST.
    - The Director of Guidance and Special Education will continue to meet and monitor students' progress and needs with ICS, general education teachers, paraprofessionals and CST to modify.
    - Continue to encourage weekly parent communication.
    - All ICS teacher will implement Student-Centered Approach with all classified student in their class
- Paraprofessional support is provided virtually for students' individually and in group/class settings.
- A procedural plan was designed and implemented with ongoing communication and support for paraprofessionals. Paraprofessionals will actively engage in online virtual learning. They will participate in engaging the students in the daily lessons and provide feedback commenting on work being submitted and assisting those students in need.
    - Paraprofessionals will receive staff development and a procedural guideline that will include all the information and guidance that was provided during the remote meetings from March through June that provided clear instructions to assist students.
- Administration and Directors of Special Education hold weekly meetings with CST and guidance to discuss student needs, student progress, and parental concerns.
    - The Director of Guidance and Special Education will continue to meet and monitor students' progress and needs with ICS, general education teachers, paraprofessionals and CST to modify any assignment to best assist student needs . We will use data from Read/Math 180, IEP goals and objectives, and teacher input.

    - Quarterly benchmarks will be established and monitored to evaluate growth and needs.
    - Parent communication will be done by case managers and ICS teachers bi-weekly and as needed.
    - Parent Advisory meetings will be held four times a year
    - IEP meetings will be held via virtual platform and in-person to accommodate parents.
- Special Education Teachers, Case Managers, and Directors of Special Education add resources to the Special Education Google classroom.
    - The Special Education and Guidance Team will continue to share resources and information to students via Google Classroom and School Website.

RELATED SERVICES AND COUNSELING

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

IEP MEETINGS/EVALUATIONS

- IEP meetings are documented with attendance sheets and electronic signature.
- IEP meetings are held via Zoom, Google Hangout, and phone conferences and documented through email and IEP. Consent by email is considered a signature.
- Initial evaluation planning meetings and reevaluation planning meetings are held via Zoom, Google Hangout, and phone conference**s** and documented through email and IEP.
- Reevaluations include review of most recent formal assessments and documentation of students' present levels of performance. Every IEP is reviewed to be sure there was a re-evaluation done within three years to determine if the student needs special education services. The re-evaluation may be completed with or without additional testing. The IEP team must review existing data, which include present level of performance, goals, benchmarks, assessments, teacher comments, and identify if any additional testing is needed to confirm eligibility for special education.
- Social assessments are conducted for initial evaluations and reevaluations, but not for reevaluations unless there are special circumstances
- Tracking of outstanding evaluations and dates of parental consent for evaluations are updated for educational, psychological, speech-language, functional behavioral assessments, occupational therapy and physical therapy assessments, and vocational evaluations. The CST documents everything on IEP Direct and a document on excel sheet that provide the tracking of outstanding evaluations and all the evaluations completed prior to school closure.
- Telepractice neurological and psychiatric evaluations are implemented according to parental preference and tracked for those parents who prefer to wait for person-to-person evaluations in accordance with CDC regulations
- Special education teachers, related services providers, and case managers update students' progress via IEP progress reports and documentation notes and daily in their gradebooks.

Special education teachers, related services providers, and case managers update students' progress via phone calls, emails, PowerSchool, and IEP Direct by reviewing data driven scores, teacher observation, student success.

PROFESSIONAL DEVELOPMENT FOR STAFF

Professional Learning – It is imperative that districts provide professional learning that will better equip leaders, staff, substitutes, students, and parents/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.

- School Law- Hot Topics
- Social and Emotional Connections
- Equity Sessions
- COVID related topical content
- Google Applications- tiered level trainings
- Turn-key training in use of technology supports for instructional delivery

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

TECHNOLOGY & CONNECTIVITY
The district will strive to ensure that every student has access to a device and internet connectivity.

The district is determining how many additional chromebooks are needed for students and staff.

The district will 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.

CURRICULUM, INSTRUCTION AND ASSESSMENTS
The district will plan curriculum, instruction, and assessment for reopening, with a 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). The NJDOE encourages districts to develop plans that are innovative, cultivate a clear sense of shared purpose and goals, encourage collaboration among educators, and foster an effective partnership approach with students' family members and caregivers.

Optimize Instructional Services

Re-entry Plan: We will gather data through various assessments, such as ELA and Math software.

Instructional Gaps: Provide optional summer math academy for targeted assistance with learning gaps for entering the 2020-2021 math courses.

We will take the data from the baseline assessments to determine where the gaps are with each student. Since they have been out for an extended time, we expect there to be larger gaps than if they were just out for the summer.

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

In the final marking period of the 2019-20 school year, teachers delivered content specific instruction. Instructional design will include a narrow scope of the prior year content, followed by content for the new year delivery of content. Adjustment to sequence will include this skills review to begin the year.

CAREER AND TECHNICAL EDUCATION
Teachers will demo, student practice, connect CTE applications to home life/family connections;

Our Career and Technical mission that requires all our – CTE programs and postsecondary credentials and opportunities provide key momentum points for individuals on a path to economic opportunity, especially those from underserved communities will continue to follow all DOE and DOL mandates.

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

ENGLISH LANGUAGE LEARNERS (ELL) INSTRUCTION
Delivery of Instruction: We do not have any ELL students … plan in place if needed
- ELL students will receive daily language instruction via a certificated ELL teacher.
- ELL teachers are required to be co-teachers in the general education teachers' Google Classrooms and set up a tab for ELL students to access content related to daily ELL instruction.
- ELL teachers expected to collaborate with general education teachers to modify work and support general education classroom instruction.
- SIOP trained staff members interacting regularly in the Google Classroom and via Google Meets to deliver differentiated and language-based instruction.
- ELL teachers schedule regular Google Meets/Zooms to deliver direct instruction related to needs of identified ELL students.
- Guidance counselors, child study team members, and administrators will be checking academic
- CST case managers contact the parents of their caseload weekly.

The district will make every effort to ensure that there are no students without emails in powerschool or nonworking phone numbers.

REVISED PROTOCOLS

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

Options for In School and Virtual Learning for Students (Appendix Q)
- Parents/guardians will speak with district Guidance department and request that their student return to school in person, remain on remote learning, and/or do a blended learning model of both in person and remote learning. These requests will be based on medical concerns and will need to be supported by a doctor's note. The district nurse will share the doctor's note with the school physician who will either approve or request a conference with the family's physician who wrote the doctor note requesting remote learning to continue.

- Considerations for Students with high risk medical conditions Parents/guardians of students with high risk medical conditions should be encouraged to consult their student's healthcare provider to discuss the appropriateness of attending in-person instruction.

Social Distancing for Staff and Students
Students and staff, to the best extent possible, will practice social distancing while at CMCTSD. CMCTSD has reconfigured classrooms to support social distancing. Classroom desks will be facing the same direction, and there will be predetermined entry and exit paths to be utilized throughout the district. Markings will be visible for buses and passengers to promote social distancing, In addition, we have reconfigured cafeterias, media center, and gyms to support social distancing and determined distance and flow paths within building and marked floorings to support. CMCTSD has also revised student schedules that limit movement in the building.

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

School Transportation (Appendix C)
Cape May County Technical School District does not provide Transportation but will requires Home Districts/vendors to follow DOH and CDC guidelines
- A face covering must be worn by all students who are able to do so upon entering the school bus when social distancing is not possible with the exception of students with medical conditions.
- All bus drivers and bus aides who are able to do so, will wear required face masks and face shields.
- Children that become sick during the day may not ride the bus home.
- Students will have assigned seats.
- Upon entering the bus, when possible, students should fill the back rows first, and then progress forward.
- Windows and roof hatches will be open, when possible and weather permits.

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

Cleaning and Disinfecting (Classrooms, Offices, Common Areas, and Other Similar Areas)
Deep cleaning is triggered when an active employee or student is identified as positive for COVID 19 based on testing. Deep cleaning should be performed as soon as the confirmation of a positive test, as practical. While the scope of deep cleaning is presumed to be the full site, sites may reduce the footprint to be deep cleaned if there is sufficient rationale to do so, and they gain consensus of the superintendent and the COVID19 Crisis Team. Notwithstanding the above, if an active employee is confirmed to have a

COVID19 positive test, in lieu of performing deep cleaning, sites may shut down the site for a period of time for natural deactivation of the virus, followed by site personnel performing a comprehensive disinfection of all common surfaces.
The review of the Cape May Technical Schools custodial cleaning and disinfectant procedure during our June 23, 2020 site visit. During this visit, custodians demonstrated application of EPA COVID-19 registered disinfectants for classroom desks using 3 products:

- Re-Juv-Nal Disinfectant –EPA Registration # 1839-169 - Contact Time 10 Minutes - Dilution = 2 oz/gallon
- Victory Electrostatic Sprayer with BioEsque (Thymol) Disinfectant - EPA Registration # 87742-1 - Thymol Contact Time 4 Minutes
- Clorox 360 Electrostatic Sprayer – Quaternary Ammonium Compounds – EPA Registration # 67619-38 – Contact Time 10 Minutes

Custodians reported no irritation or unpleasant odors associated with the products or electrostatic sprayers. Based upon the above, ESMCorp conducted air monitoring for volatile organic compounds and airborne particulate matter within the classroom during brief disinfection demonstrations by custodians.

Findings Air monitoring for volatile organic compounds revealed no detected VOC's released during use of the Re-Juv-Nal product on desks, nor with the Clorox 360 electrostatic sprayer. Low levels of VOCs were released during spraying of the use of the Thymol based BioEsque disinfectant at approximately 1 to 3 parts per million.

Airborne particulate matter measured within the classroom during application of the electrostatic sprayed BioEsque solution was approximately 2 times baseline airborne particulate levels within the classroom prior to application, for a total of approximately 120 ug/m3; well below the OSHA 8-hour permissible exposure limit of 5000 ug/m3 for respirable particulate matter. Airborne particulate matter released during the brief application of the Clorox 360 solution was approximately 687 ug/m^3; also below the OSHA 8-hour PEL of 5,000 ug/m^3. Conclusions and Recommendations Based upon the above, and as discussed during the session, **it does not appear that N95 respirators are required for sporadic short duration custodial use of the electrostatic sprayers.** As our analysis did not assess accumulations of airborne mists during prolonged or repeated use, no comment can be made on higher airborne concentrations which may occur during prolonged use.

We believe that custodians should clean surfaces and disinfect by hand using paper towels as has been the practice throughout the summer. Windows should be opened during custodial cleaning. Cloth face coverings as recommended by CDC and Governor Murphy should continue to be used.
We think that electrostatic spraying application would be best reserved for the initial cleaning of rooms where positive COVID-19 diagnosis has occurred after window are opened, by custodians wearing cloth face coverings, working their way out of the room to minimize airborne exposure to virus and disinfectant. As described in the training, if a positive COVID-19 diagnosis is made for a classroom or office, ideally windows should be opened and a period of 24 hours should elapse prior to custodial cleaning and disinfection to allow for virus attenuation and settling.

"Thank you for the opportunity to assist you with the evaluation. Please contact me with any questions at (856)764-3557".

Richard M. Lynch Richard M. Lynch, Ph.D., CIH, FAIHA, CMC, CMRS, CHFM *Certified Industrial Hygienist Certified Microbial Consultant Certified Microbial Remediation Supervisor Certified Healthcare Facility Manager* President, ESMCorp www.esmcorp.com

Spot clean floors (using Top Clean)	Clean/disinfect all horizontal surfaces and high touch objects	Vacuum carpets and clean/disinfect floors with Virex II 256
Inspect the room	Vacuum carpets or mopping of floors (using Top Clean)	Inspect the room
	Inspect the room	

*Note: During enhanced cleaning handheld and backpack Misters will be used for disinfecting purposes.
** Increased frequency of disinfecting areas will be performed as needed

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

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

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

STOP- Answer the Following Question Before Entering

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

District Response: If you answered **yes** to any of the above: Please stay 6 feet away from others, return to your car and call your direct supervisor or the main office at 609-380-0200 ext. 658 for additional guidance. You are not permitted to enter the building at this time.

If you answered No to all - please enter.

REMINDER- YOU MUST WEAR A REQUIRED MASK WHILE IN THE BUILDING

All Parents/Guardians must answer the following questions before sending your child to school each day "Daily Home Screening for Students"

CAPE MAY COUNTY TECHNICAL SCHOOL DISTRICT

COVID-19 Daily Screening for Students

(Updated April 1, 2021)

Parents/Guardians: Each morning before reporting to school, please complete this self-check.

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

☐	Fever (100.2)
☐	Chills
☐	Rigors (shivers)
☐	Myalgia (muscle aches)
☐	Headache
☐	Sore Throat
☐	Nausea or Vomiting
☐	Diarrhea
☐	Fatigue
☐	Congestion or runny nose

Column B

☐	Cough
☐	Shortness of Breath
☐	Difficulty Breathing
☐	New loss of smell
☐	New loss of taste

If **TWO OR MORE of the fields in Column A are checked off** OR **AT LEAST ONE field in column B pertain to your child**, **KEEP YOUR STUDENT HOME, and follow steps 1-3:**

1. Call the Attendance Office at 609-380-0200, ext. 665;
2. Email the School Nurse's Office at lzipparo@capemaytech.com ;
3. Follow district procedures that can be found on our website www.capemaytech.com under Parent Resources.

Section 2: Close Contact/Potential Exposure

If your child has had Exposure or Close Contact to a COVID-19 positive person, your child should stay home and quarantine for 14 days. [Exposure/Close Contact is defined as within 6 feet or closer for 15 minutes within a 24-hour period with a COVID-19 positive person].

If someone in your household is diagnosed with COVID-19, your child should stay home and quarantine for 14-24 days as instructed by the Cape May County Health Department Contact Tracer.

Section 3: Positive COVID-19 test:

If your child tests positive for COVID-19 isolate for 10 days from the date symptoms started. If there were no symptoms, begin 10-day isolation from the date of the test.

Section 4: Travel out-of-state

If your child traveled out-of-state, quarantine for 10 days and monitor your child for symptoms. Consider getting your child tested for COVID-19 (three to five days from your child's return date).

Contact your healthcare provider or local health department for further guidance. Follow steps 1-2 above.

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

Procedures for Staff and Students with various COVID-19 scenarios

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

- **IF SICK STAY HOME DO NOT RETURN TO SCHOOL/Work.** Please contact your primary care provider for further instructions. Please inform the nursing department of the treatment plan.
- If tested, cannot return to school until you meet criteria by NJDOH regarding "Timeframe for Self-Isolation/Quarantine Based on Testing Results" (See the October 22, 2020 document).
- Test results must be sent in to the nursing department before returning to school.

Staff:

- **Procedure for staff who come to work and then leave early due to feeling ill (COVID-19 symptoms) and goes and gets tested (but results are not available for up to 3-5 days):**
  Student/staff member sent home from school with COVID-like Symptoms
  - **IF SICK STAY HOME DO NOT RETURN TO SCHOOL.** Please contact your primary care provider for further instructions. Please inform the nursing department of the treatment plan.
  - If tested, cannot return to school until you meet criteria by NJDOH regarding "Timeframe for Self-Isolation/Quarantine Based on Testing Results" (See the October 22, 2020 document).
  - Test results must be handed in to the nursing department before returning to school.
- **Procedure for staff who come to work and then leave early due to feeling ill (COVID-19 symptoms) - goes home and does not get tested or go to the doctor but feels better and wants to return to work:**
  - Email nursing department prior to coming in.
  - Call the nursing department upon arrival to school and go to the back door entrance to go through the screening process by the nurse.
  - Temp check, general physical assessment, symptom checklist review (checklist paper will be filled out by nurse for documentation purposes)
  - If cleared by a nurse, staff member can return to work.
- **Procedure for staff who test positive:**
  - Notify the Nursing department of ALL test results.
  - The Family First Coronavirus Response Act (FFCRA) Leave Request Form and supporting documentation accompanying paperwork MUST BE HANDED IN BEFORE STARTING WORK

Staff Test Results:

- **Tested Positive - Symptomatic or Asymptomatic**
  Persons who experienced symptoms and have been tested for COVID-19 may return to work if the following conditions are met: They have completed their 10-day quarantine without symptoms; or received a negative test.

- **Tested Positive - Asymptomatic**
  Persons who have not had symptoms but test positive for COVID-19 may return when they have completed their 10-day quarantine; or received a negative test.

Timeframe for Self-Isolation/Quarantine Based on Testing Result

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

It is expected that any person getting a COVID-19 diagnostic test (nasal swab or saliva) will self-quarantine after specimen collection AND are advised of the results of their test, unless otherwise directed by those administering the test. These recommendations are not for individuals who got a serologic test (antibody). Depending on the test result, see below for the length of time that the individual should self-isolate/self-quarantine. If an individual who tests COVID-19 positive has a weakened immune system (immunocompromised) due to a health condition or medication, they may need to isolate longer than 10 days. They should speak to their healthcare provider for more information.

	Symptomatic Tested + Or Symptomatic and close contacts* of known COVID-19 case but not tested	Symptomatic Tested –	Asymptomatic Tested +	Asymptomatic Tested – No COVID-19 household* or close contacts* or traveler from impacted area*	Asymptomatic Tested – But is a household* or close contact* or traveler from impacted area*	Asymptomatic Not/Never tested But is a household* or close contact* or traveler from impacted area*
Timeframe for Self-Quarantine or Self-isolation	10 days since symptoms first began AND 24 hours (1 full day) fever-free without use of fever-reducing medications AND improvement in symptoms	At least 24 hours (1 full day) after symptoms go away **NOTE**: If person is a household or close contact, or a traveler from impacted area, they should complete 14-day quarantine	10 days after specimen collection, assuming no symptoms develop^	No self-quarantine days required	14 days from last known close contact with a known COVID-19 case. **NOTE:** Household contacts of a COVID-19 case should self-quarantine for 14 days AFTER their last close contact with the case^. Many household contacts will not be able to avoid continued close contact with others in the household. In these cases, household contacts should continue to quarantine until 14 days AFTER the COVID-19 case's isolation ends. If, however, the COVID-19 case can successfully isolate in a separate bedroom away from others in the home, household contacts should quarantine for 14 days from the date of their last close contact with the COVID-19 case.	

October 22, 2020

COVID-19 incubation period is 2-14 days. Symptoms often appear 5-6 days after exposure but may appear up to 14 days after exposure. A person is considered infectious two days before they test + or develop symptoms. However, some individuals do not develop symptoms and may expose others without knowing.

***Household contacts** are individuals who live in the same house as a COVID-19 case. **Close contacts** are individuals who were within 6 feet of a COVID-19 case for 15 minutes over a 24-hour period or had direct contact with the infectious secretions of a COVID-19 case (e.g., were coughed on). Walking past a COVID-19 case or just being in the same building does NOT qualify as being a close contact. **Traveler from impacted area** refers to states/territories/countries with increasing COVID-19 cases with a positive test rate higher than 10 per 100,000 residents or areas with 10% or higher positivity rate over a seven-day rolling average.

^Asymptomatic individuals who develop symptoms during their self-quarantine timeframe, should self-isolate and refer to the "Symptomatic, Tested +" column.

Refer to NJDOH Discontinuation of Transmission-Based Precautions and Home Isolation Guidance for more information. Updated guidance recommends a symptom time-based strategy for return to work. Re-testing is not recommended for most persons because it can result in prolonged isolation of persons who continue to shed detectable SARS-CoV-2 RNA but are no longer infectious.

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

To locate a testing site near you: covid19.nj.gov/testing

Students:

- **Procedure for students who come to school and teacher identifies as having flu like symptoms and possible fever:**
  - If an individual presents with any symptoms that consist of GI/respiratory should isolate the individual in the classroom and distance the other people away from them.
    - Example: Fever, loss of taste and smell, shortness of breath/difficulty breathing, diarrhea, vomiting, nausea, sore throat, cough, chills, headache, fatigue, muscle or body aches, congestion/runny nose
  - You must call the nurse's office immediately after isolating individual ext. 658.
    - DO NOT REPORT TO THE NURSE'S OFFICE UNTIL YOU HAVE SPOKEN TO THE NURSE OR HER ASSISTANT.
  - After instructed by the school nurse the student will be escorted down to the nurse's office. Escort must wear a face mask and face shield and will knock on the door of the office and wait to be instructed to enter the nurse's office.
- **Procedure for students who come to school and then leave early due to feeling ill (COVID-19 symptoms)- goes and gets tested (but results are not available for up to 3-5 days)**
  - **IF SICK STAY HOME DO NOT RETURN TO SCHOOL.** Please contact your primary care provider for further instructions. Please inform the nursing department of the treatment plan.
  - If tested, cannot return to school until you have negative test results.
    Completed the 10-day quarantine without symptoms
  - Test results must be handed in to the nursing department before returning to school
- **Procedure for students who come to school and then leave early due to feeling ill (COVID-19 symptoms) - goes home and does not get tested or goes to the doctor-but feels better and wants to return to school**
  - Email OR call the nursing department prior to coming in.
  - Call the nursing department upon arrival to school; please go to the Nurse's back door entrance to go through the screening process by the nurse.
  - Temp check, general physical assessment, symptom checklist review (check list paper will be filled out by nurse for documentation purposes).
  - If cleared by the school nurse, students can return to school

Student Test Results:

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

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

CAPE MAY COUNTY TECHNICAL SCHOOL DISTRICT

COVID-19 Daily Screening for Staff

(Updated April 7, 2021)

Staff: Each morning before reporting to work, please complete this self-check.

Section 1: Symptoms

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

	Column A
☐	Fever (100.4)
☐	Chills
☐	Rigors (shivers)
☐	Myalgia (muscle aches)
☐	Headache
☐	Sore Throat
☐	Nausea or Vomiting
☐	Diarrhea
☐	Fatigue
☐	Congestion or runny nose

	Column B
☐	Cough
☐	Shortness of Breath
☐	Difficulty Breathing
☐	New loss of smell
☐	New loss of taste

If **TWO OR MORE of the fields in Column A are checked off** OR **AT LEAST ONE field in column B is checked off**, **STAY HOME, and follow steps 1-4:**

1. Call or Email your supervisor;
2. Email the school nurse's office at lzipparo@capemaytech.com ;
3. Enter your absence in Frontline;
4. Follow district procedures that can be found on district website under Staff Resources.

Section 2: Close Contact/Potential Exposure

If you have had Exposure or Close Contact to a COVID-19 positive person, stay home and quarantine for 14 days. [Exposure/Close Contact is defined as within 6 feet or closer for 15 minutes within a 24-hour period with a COVID-19 positive person].

If someone in your household is diagnosed with COVID-19, stay home and quarantine for 14-24 days as instructed by the Cape May County Health Department Contact Tracer.

Section 3: Positive COVID-19 test:

If you test positive for COVID-19, isolate for 10 days from the date symptoms started.

If there were no symptoms, begin 10-day isolation from the date of the test.

Section 4: Domestic Travel Out-of-State

If fully vaccinated, no quarantine or testing required (unless required by destination)

If fully clinically recovered from COVID-19 in past 3 months, no quarantine or testing required.

If not fully vaccinated, quarantine for 10 days and monitor yourself for symptoms. Consider getting tested for COVID-19 (three to five days from your return date).

Contact your healthcare provider or local health department for further guidance. Follow steps 1-4 above.

RETURN TO WORK GUIDELINES

1. Have you reviewed the COVID-19 Daily Self Checklist?

2. All employees need to come to work wearing a mask. If you do not have one, we will provide a mask.

3. Required masks MUST be worn by everyone entering the building.

4. All employees and visitors who register a temperature reading of 100.2 or higher will not be permitted in the building. Employees not permitted in the building should contact the Superintendent's Office and notify their supervisor.

5. Required masks MUST be worn in all common areas of the building.

6. Social distancing rules apply. This pertains to breaks and lunch.

7. Required masks MUST be worn when leaving your work area and walking through the building.

8. When leaving your area for the day please notify the custodial staff if there is a specific area of concern that needs extra attention.

9. All employees will be required to complete several Professional Developments regarding COVID-19 (coming soon) on SafeSchools or other virtual platforms.

10. Practice social distancing along with frequent hand washing and good hygiene.

CDC RECOMMENDATIONS IN THE FOLLOWING SITUATIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

People with conditions that weaken their immune system might need to stay home longer than 10 days. Talk to your healthcare provider for more information. If testing is available in your community, it may be recommended by your healthcare provider. You can be with others after you receive 2 NEGATIVE test results in a row, at least 24 hours apart.

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

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

It is important to remember that anyone who has close contact with someone with COVID-19 should stay home for 10 days after exposure based on the time it takes to develop illness.

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

IF THIS IS AN EMERGENCY SITUATION PLEASE FOLLOW PROTOCOLS

1. If an individual presents with any symptoms that consist of GI/respiratory should be referred to school nurse

   Possible Symptoms to look for:
   - Suspected Fever
   - Difficulty breathing/shortness of breath
   - Loss of taste and/or smell
   - Cough
   - Diarrhea
   - Vomiting
   - Nausea
   - Sore Throat
   - Chills
   - Headache
   - Fatigue
   - Muscle or Body Aches
   - Congestion/Runny Nose

2. You must call nurse's office **immediately** after isolating individual ext. 658.
   DO NOT BRING A SICK STUDENT OR STAFF MEMBER TO THE NURSE'S OFFICE WITHOUT CALLING FIRST.

   DO NOT REPORT TO THE NURSE'S OFFICE UNTIL YOU HAVE SPOKEN TO THE NURSE OR HER ASSISTANT.

3. After instructed by the school nurse the student will be escorted down to nurse's office. **Escort must wear a face mask and face shield. **IF STUDENT IS UNABLE TO WEAR A FACE MASK IN HALLWAY, PLEASE LET NURSE KNOW PRIOR TO LEAVING THE CLASSROOM****

4. Please knock on the door of the office and wait to be instructed to enter the nurse's office.

COVID-19 Staff Health History Form

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

Name: _____Date: _____

Please circle your responses below

1. Have you ever been diagnosed with COVID-19? YES NO

2. If answered YES to question number 1, please provide to the best of your knowledge the dates of test results and isolation.

   _____
   _____
   _____
   _____

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

   YES NO

   If answered yes, please provide dates of Exposure: _____

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

   If answered YES to above, estimated tested date: _____

   Results of test: POSITIVE NEGATIVE

Signature:_____ Date:_____

COVID-19 Student Health History Form

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

Name of Student: _____ Date:_____

Please circle your responses below

1. Have you ever been diagnosed with COVID-19? YES NO

2. If answered YES to question number 1, please provide to the best of your knowledge the dates of test results and isolation.

   _____
   _____
   _____
   _____

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

   YES NO

   If answered yes, please provide dates of Exposure: _____

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

   If answered YES to above, estimated tested date: _____

   Results of test: POSITIVE NEGATIVE

Signature Parent/Guardian:_____ Date:_____

If deemed necessary for high school students

Classroom Daily Well Screening

Teachers/aides upon arrival of students, **ask** students the following questions listed on form **"Daily Home Screening for Students"** **and/or observe** student's for any illnesses/symptoms. Call the **Nursing Office** as needed at extension 658.

Teachers/Aides: Please complete this short check each morning and report your student's information by calling Nursing Office as needed at extension 658.

SECTION 1: Symptoms

If your student has any of the following symptoms, that indicates a possible illness that may decrease the student's ability to learn and also put them at risk for spreading illness to others.

Please check your student for these symptoms:

☐	Temperature 100.2 degrees Fahrenheit or higher when taken by mouth
☐	Sore throat
☐	New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/ asthmatic cough, a change in their cough from baseline)
☐	Diarrhea, vomiting, or abdominal pain
☐	New onset of severe headache, especially with a fever

SECTION 2: Close Contact/Potential Exposure

☐	Had close contact (15 or more minutes during a 24-hour period) with a person with confirmed COVID-19
☐	Traveled to or lived in an area where the local, Tribal, territorial, or state health department is reporting large numbers of COVID-19 cases as described in the Community Mitigation Framework
☐	Live in areas *of* high community transmission (as described in the Community Mitigation Framework) while the school remains open

cdc.gov/coronavirus

COVID-19 TESTING SITES IN CAPE MAY AND ATLANTIC COUNTIES

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

Cape May County

Atlantic County

Cumberland County

PROTOCOLS FOR ACADEMIC, SOCIAL AND BEHAVIORAL SUPPORTS
In the event that the school does not reopen or has to close fully in the 2020-2021, we will follow the guidelines below for online instruction.

The district is committed to the use of Google Classroom. Tremendous growth in professional learning has occurred, and has enabled teachers to focus on delivery tools in support of the Google Classroom structure.
The district is surveying all staff to establish additional professional development needs - tiered professional development in Google Classroom for all staff will be delivered on our professional development days in September or via summer opportunity trainings.

The following are other school based platforms and guidelines to be utilized in each of the buildings:

High School
includes Read/Math 180, ST Math, Newsela, Achieve 3000, Flipgrid, Edpuzzle, Desmos
Yabla (French and Spanish)

Post Secondary
licensure driven by agency updates

SCHEDULES AND ONLINE ACCESS CODES
Online components that will add to deliver weekly live and recorded instruction from the classroom teacher.

High School - Google links

Post Secondary - Proprietary software and google links

The district will establish policy/procedure for parents who may opt out of in person/ opt in for all remote. Time frame once picked instructional delivery stay in for entire marking period or perhaps semester. We need to ensure consistency for students' education.

VIRTUAL HOME INSTRUCTION EXPECTATIONS/GUIDELINES
- All certificated staff members must be available during their regularly scheduled work times via digital devices. All staff (teachers, aides etc.) will follow their instructional schedule, when

appropriate, to interact virtually with students. Guidance/CST/Nurse should be available via email during regular school hours

- All certificated staff members, including CST, must create Google Classrooms to facilitate instruction and/or communication.
- Teachers should not assign digital work that requires students to print from home.
- Teachers will be provided time to prepare and set up Google Classrooms the first three days of the school year during professional development sessions - September 1-3.
- Certificated staff members shall invite, to their Google Classroom (as a student or co-teacher), their building principal, the administrator to whom they submit their lesson plans as well as guidance counselors and CST members,.
- Certificated staff members shall invite, to their Google Classroom as a co-teacher, at least 1 administrator and 1 colleague (co-teacher or specialist), to serve as an emergency backup Google Classroom instructor. In this case, an administrator or colleague can assist in managing the Google Classroom and post assignments for students to access.
- Lessons deliver digitally/at home must be posted for students by the beginning of each school day, 8 am. The expectation is for students to engage in active learning rooted in the NJ Student Learning Standards each regularly scheduled school day (in all subject areas). The learning tasks assigned will advance instruction and should not be simply a review material.
- High School - School instructional time will follow the usual 8 periods plus lunch on the cohort rotating in person and online/remote schedule for reopening.

Submission of assigned work is required for students to be credited attendance for that day. Students do not need to submit work during the regularly scheduled class time. Due date should be at 11:59 PM the day the work is assigned or an agreed upon time frame communicated by the teacher. Work that cannot be submitted digitally will be checked upon a student's return and will count toward attendance.

Regular feedback should be given on submitted assignments.

Daily assignments will not count as assessment grades they will be counted as class work/homework and participation grades as appropriate. Daily assignments MUST be modified to meet each student's individual needs. Co-teachers
CST will write reports and complete IEP's. Appropriate meetings will also take place via Google Hangout.

Related services All related services are being provided remotely via live virtual Google and Zoom meetings, phone calls with parents and/or students[T1] , recorded lessons, and supplemental materials uploaded to Google classroom or sent to parents and/or students by email. Additional online resources and programs are being assessed.

Teachers shall report instances in which students are not logging in to the Google Classroom and/or submitting assignments to the school secretary/principal immediately. The secretary/counselor will contact the parent to determine if there is a need for assistance with a device and/or WiFi access.

MONITORING & ADDRESSING ONGOING DIGITAL DIVIDE

- The district continues to distribute portable devices and wireless hotspots to those students in need.
- Constant daily monitoring by staff members for the online presence of students. Students/families who lack an online presence are contacted to ensure their Internet accessibility status or device status

has not changed. Secretarial staff, counselors, and school nurse make these contacts. Those that articulate a new need are provided the necessary access to devices.
- Online, email, and on-site technical support allows for continuous assessment of student connectivity and immediate remediation of any network access concerns.

FACILITIES MAINTENANCE DURING EXTENDED SCHOOL CLOSURE
- Access to district buildings is currently and will continue to be limited.
- Facilities staff may be present in each building daily to monitor the mechanical functions and to continually clean and sanitize areas that have been accessed by other district staff.
- Facilities staff is continuing preventative maintenance efforts, particularly on the HVAC systems, to ensure that air quality is good.

ADDITIONAL RESOURCES

COVID-19 REGIONAL RISK MATRIX

COVID-19 Regional Risk Matrix

**For use by LHDs when providing guidance to school districts*

Low Risk	Moderate Risk	High Risk	Very High Risk
Recommend full in-person instruction[1]. A minimum of 3 feet of physical distancing between students should be maintained in classrooms with strict adherence to mask-wearing. In response to ill students and staff, follow NJDOH School Exclusion List * If ill person had potential exposure in past 14 days, follow COVID-19 exclusion criteria; wait at least 24 hours and clean/disinfect areas where ill person spent time. Permit limited activities involving interaction with multiple cohorts, ensuring adherence to precautions.	Recommend full in-person instruction[1]. A minimum of 3 feet of physical distancing between students should be maintained in classrooms with strict adherence to mask-wearing. In response to ill students and staff with COVID-19 compatible symptoms, follow COVID-19 exclusion criteria; wait at least 24 hours and clean/disinfect areas where ill person spent time. Recommend minimizing activities that involve interaction with multiple cohorts (i.e. clubs, assemblies, sports).	**Elementary schools:** Recommend full in person instruction. A minimum of 3 feet of physical distancing between students should be maintained in classrooms with strict adherence to mask-wearing. **Middle/High Schools:** Consider in-person instruction if able to maximize physical distancing of 6 feet or more. Recommend 6 feet of physical distancing between students to the maximum extent practicable with strict adherence to mask-wearing. In response to ill students and staff with COVID-19 compatible symptoms, follow COVID-19 exclusion criteria; wait at least 24 hours and clean/disinfect areas where ill person spent time. Recommend restricting activities that involve interaction with multiple cohorts (i.e. clubs, assemblies, sports).	Recommend fully remote learning

RISK LEVELS GREEN, YELLOW, AND ORANGE (*IF OPEN FOR IN-PERSON OR HYBRID LEARNING*):

- **Enforce mask-wearing at all times.**
- **Implement physical distancing measures to the extent described in the regional risk matrix.**
- In response to a COVID-19 case among staff or students, follow COVID-19 exclusion criteria; work with local health department to identify and exclude close contacts following NJDOH guidance; refer to guidance on cleaning and disinfection.
- Offer students, teachers, and staff who are at high risk of severe illness or who live with people at high risk the option of virtual instruction.
- Require staff and students to stay home when sick.
- Require students and staff, unless fully vaccinated and asymptomatic, to stay home if they have been in close contact with someone with COVID-19 within the past 14 days. If someone in their household is being tested for COVID-19 due to illness, students and staff, unless fully vaccinated and asymptomatic, should stay home until the test result is received.
- Have a policy for daily symptom screening for students and staff; have plans for students and staff to report symptoms that develop during the day.
- In conjunction with local health department, identify COVID-19 rapid testing resources (viral testing) for when staff and students develop COVID-19 compatible symptoms.
- Clean and disinfect frequently touched surfaces at least daily.
- Ensure adequate hand hygiene supplies are readily available.
- Improve airflow to the greatest extent possible.
- Consider physical barriers/partitions as an acceptable additional mitigation strategy where feasible.

NJDOH - COVID-19 - ACTIVITY LEVEL REPORT

COVID-19 EXCLUSION TABLE

Exclusion criteria for persons with COVID-19 or who have COVID-19 symptoms and persons identified as a close contact of someone with COVID-19 [1]

	Low Risk	Moderate Risk	High Risk	Very High Risk
COVID-19 positive (viral test), symptomatic or asymptomatic	Exclude according to COVID-19 exclusion criteria Identify and exclude school-based contacts for 10 days (in absence of testing) from last exposure and report to local health department.	Exclude according to COVID-19 exclusion criteria Identify and exclude school-based contacts for 10 days (in absence of testing) from last exposure and report to local health department.	Exclude according to COVID-19 exclusion criteria Identify and exclude school-based contacts for 14 days from last exposure and report to local health department.	Recommend fully remote learning
COVID-19 - compatible symptoms **but not tested for COVID-19**	If no potential exposure to COVID-19 in the last 14 days, individual can follow NJDOH School Exclusion List If person has potential exposure to COVID-19 in the last 14 days, exclude according to COVID-19 exclusion criteria	Exclude according to COVID-19 exclusion criteria	Exclude according to COVID-19 exclusion criteria	
COVID-19 - compatible symptoms **and negative COVID-19 test** (viral test)[2]	Exclude individual through 24 hours after their fever has ended without the use of fever reducing medications and other symptoms improve	Exclude individual through 24 hours after their fever has ended without the use of fever reducing medications and other symptoms improve	Exclude individual through 24 hours after their fever has ended without the use of fever reducing medications and other symptoms improve	
Close contact of staff or student with COVID-19[3]	Close contacts of a COVID-19 case should be excluded for 10 days (in absence of testing) from date of last contact	Close contacts of a COVID-19 case should be excluded for 10 days (in absence of testing) from date of last contact	Close contacts of a COVID-19 case should be excluded for 14 days from date of last contact	

CDC Travel Recommendations:

Travel during COVID-19

New Jersey Travel Advisory:

Travel Restrictions

Appendix A

Critical Area of Operation #1 - General Health and Safety Guidelines

This school district should include in Appendix A the locally developed protocols addressing the anticipated minimum standards as required by the NJDOE Guidance and referenced in the Board's Plan – Section A.1.a., including, but not limited to:

a. Protocol for High Risk Staff Members
b. Protocol for High Risk Students

Appendix B

Critical Area of Operation #2 - Classrooms and Testing

This school district should include in Appendix B the locally developed protocols addressing the anticipated minimum standards as required by the NJDOE Guidance and referenced in the Board's Plan – Section A.1.b., including, but not limited to:

a. Social Distancing in Instructional and Non-Instructional Rooms
b. Procedures for Hand Sanitizing/Washing

Appendix C

Critical Area of Operation #3 – Transportation

The CMCTSD uses transportation services who will follow the following transportation protocols guidelines:

- Drivers and bus aides will be required to complete a self-screening questionnaire prior to doing their morning bus check.
- A face covering mask is required by all students who are able to do so upon entering the school bus when social distancing is not possible with the exception of students with medical conditions.
- All bus drivers and bus aides who are able to do so, are required to wear face covering masks and face shields.
- Children that become sick during the day may not ride the bus home.
- Students will have assigned seats.
- Upon entering the bus, when possible, students should fill the back rows first, and then progress forward
- PDI Hygea Multi-Purpose Washcloths will be on the school vehicles as an alternative to hand soap for washing their hands
- Hand sanitizer will be available for bus staff and older children who can safely use it. The bus aide will assist in dispensing hand sanitizer for children ages 5 and younger and any one that may need help.
- Windows and roof hatches will be open, when possible and weather permits.
- A bus aide will accompany the driver to ensure safety and social distancing when possible
- Buses will be cleaned and disinfected daily before, after and in-between school runs/activities with a Protexus Electrostatic Sprayer using Re-Juv-Nal and QT3 cleaner and disinfectant.
- Re-Juv-Nal and QT3 cleaner and disinfectant has a dwell time of 10 and 3 minutes. It is a cleaner and disinfectant in one. There is no need to wipe dry.
- All transportation staff will be trained on the proper way of cleaning and disinfecting buses.
- Every seat will be used. Social distancing will be practiced by staggering students in the seats.
- Students who reside in the same household will be seated in the same row, whenever possible.
- Seats will be marked with colored tape indicating where each passenger will be seated.
- Students transported by 8-10 passenger vans will be seated two students per seat with the space in the middle of the bench seat staying empty. Students who reside in the same household will be seated next to each other.

School Bus Cleaning Information

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

Know The Difference Between Cleaning, Disinfecting, and Sanitizing

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

Basic Information

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

Best Practices for Disinfecting & Cleaning School Buses and Vans

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

- Blankets are NOT to stay on the bus and should be handed to the student or parent at the end of the day when dropping them off at home.
- Protex backpack must be used at least once per day, at the end of the day to clean and disinfect the bus.

Appendix D

Critical Area of Operation #4 - Student Flow, Entry, Exit, and Common Areas

This school district should include in Appendix D the locally developed protocols addressing the anticipated minimum standards as required by the NJDOE Guidance and referenced in the Board's Plan – Section A.1.d., including, but not limited to:

a. Location of Student and Staff Screening
b. Social Distancing in Entrances, Exits, and Common Areas

Appendix E

Critical Area of Operation #5 - Screening, PPE, and Response to Students and Staff Presenting Symptoms

Procedures for Screening/PPE/ Response to Students and Staff Presenting Symptoms

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

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

Wearing Required Masks and Other Personal Protective Equipment (PPE)

- Non-students mask-wearing requirements or recommendations in schools will follow state and local guidelines. The current CDC guidelines requires that all employees wear masks.
- Some non-students may be required to wear additional PPE (i.e. health-related, custodial staff, specialized positions, etc.) when directed to do so by district/school protocol or the employee's supervisor.
- Additional accommodations may need to be made for staff based on their individual health plan.
- Students Mask-wearing requirements or recommendations in schools are consistent with state and local guidelines. The current CDC guidelines requires that all students wear masks.
- Some students may be required to wear additional PPE (i.e. health-related, special conditions, etc.) when directed to do so by student health plans.
- Additional accommodations may need to be made for students based on their individual health plan.

Symptoms Impacting Consideration from School

- A fever of 100.2 or greater
- Cough
- Shortness of breath/difficulty breathing
- Chills
- Repeated skating with chills
- Muscle Pain
- Headache
- Sore throat
- New loss of taste or smell
- Fatigue
- Congestions or running nose
- Nausea or vomiting
- Diarrhea

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

Return to School after Exposure

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

- **Untested:** Persons who have not received a test proving or disproving the presence of COVID-19 but experience symptoms may return if the following three conditions are met:
  - They have not had a fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers); and
  - Other symptoms have improved (for example, when your cough or shortness of breath have improved; and
  - At least 10 calendar days have passed since your symptoms first appeared.
- **Tested Positive - Symptomatic:** Persons who experienced symptoms and have been tested for COVID-19 may return to school if the following conditions are met:
  - The individual no longer has a fever (without the use medicine that reduces fevers); and other symptoms have improved (for example, when your cough or shortness of breath have improved); and
  - At least 10 calendar days have passed since symptoms first appeared; or
  - The individual has received two negative tests at least 24 hours apart or a 10 day exclusion if they were not retested.
- **Tested Positive - Asymptomatic:** Persons who have not had symptoms but test positive for COVID-19 may return when they have gone ten calendar days without symptoms and have been released by a healthcare provider. Students may also return if they are approved to do so in writing by the student's health care provider.

- **Student/staff member sent home from school with COVID-like Symptoms**
  - **IF SICK STAY HOME DO NOT RETURN TO SCHOOL.** Please contact your primary care provider for further instructions. Please inform the nursing department of the treatment plan.
  - If tested, cannot return to school until you have negative test results.
  - Test results must be sent in to the nursing department before returning to school.

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

Procedures for Staff and Students with various COVID-19 scenarios:
<u>Staff</u>:
- Procedure for staff who come to work and then leave early due to feeling ill (COVID-19 symptoms)- goes and gets tested (but results are not available for up to 3-5 days):

<u>Student/staff member sent home from school with COVID-like Symptoms</u>
- **IF SICK STAY HOME DO NOT RETURN TO SCHOOL.** Please contact your primary care provider for further instructions. Please inform the nursing department of the treatment plan.
- If tested, cannot return to school until you have negative test results.
- Test results must be handed in to the nursing department before returning to school.

Procedure for staff who come to work and then leave early due to feeling ill (COVID-19 symptoms)- goes home and does not get tested or go to the doctor-but feels better and wants to return to work:
- Email OR call the nursing department prior to coming in.
- Call the nursing department upon arrival to school; please go to the Nurse's back door entrance to go through the screening process by the nurse.
- Temp check, general physical assessment, symptom checklist review (check list paper will be filled out by nurse for documentation purposes).
- If cleared by the school nurse, students can return to school.

Procedure for staff who tests positive- Notify Nursing department of ALL test results and accompanying paperwork. MUST BE HANDED IN BEFORE STARTING WORK

Tested Positive - Symptomatic
Persons who experienced symptoms and have been tested for COVID-19 may return to school if the following conditions are met:
- The individual no longer has a fever (without the use medicine that reduces fevers); and
- Other symptoms have improved (for example, when your cough or shortness of breath have improved); and

- At least 10 calendar days have passed since symptoms first appeared; or
- The individual has received two negative tests at least 24 hours apart or a 10 day exclusion if they were not retested.

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

Procedure for students who come to school and teacher identifies as having flu like symptoms and possible fever:

1. If an individual presents with any symptoms that consist of GI/respiratory should isolate the individual in the classroom and distance the other people away from them. -Example: Diarrhea, vomiting, nausea, sore throat, cough, fever, chills, headache, loss of taste and smell, shortness of breath/difficulty breathing, fatigue, muscle or body aches, congestion/runny nose.

2. You must call the nurse's office immediately after isolating individual ext. 658.

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

DO NOT REPORT TO THE NURSE'S OFFICE UNTIL YOU HAVE SPOKEN TO THE NURSE OR HER ASSISTANT.

3. After instructed by the school nurse the student will be escorted down to the nurse's office with a required face covering mask and will knock on the door of the office and wait to be instructed to enter the nurse's office.

Procedure for students who come to school and then leave early due to feeling ill (COVID-19 symptoms) goes and gets tested (but results are not available for up to 3-5 days):
- **IF SICK STAY HOME DO NOT RETURN TO SCHOOL.** Please contact your primary care provider for further instructions. Please inform the nursing department of the treatment plan.
- If tested, cannot return to school until you have negative test results.
- Test results must be handed in to the nursing department before returning to school.

Procedure for students who come to school and then leave early due to feeling ill (COVID-19 symptoms)- goes home and does not get tested or go to the doctor-but feels better and wants to return to school:
- Email OR call the nursing department prior to coming in.
- Call the nursing department upon arrival to school; please go to the Nurse's back door entrance to go through the screening process by the nurse.
- Temp check, general physical assessment, symptom checklist review (check list paper will be filled out by nurse for documentation purposes).
- If cleared by the school nurse, students can return to school.

Procedure for student who tests positive-
Notify the Nursing department of **ALL** test results and accompanying paperwork. **MUST BE HANDED IN BEFORE RETURNING TO SCHOOL**

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

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

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

Appendix F
Critical Area of Operation #6 - Contact Tracing

- CMCTSD will work with CMC Department of Health (CMCDOH) regarding contact tracing procedures including notification requirements (NJ DOH and Families, Staff and Public)
- Professional Development provided to staff through Safe Schools regarding the role of all staff with regard to contact tracing in schools
- CMCTSD School Nurses to work with CMCDOH and develop contact tracing procedures to assist with contact tracing including cohort based scheduling, class lists, limiting movement in the building, transportation lists, rotating teachers.
- Administration and Nursing to provide PD to staff about the role of contact tracing in schools - Safe Schools

Appendix G
Critical Area of Operation #7 - Facilities Cleaning Practices

- CMCTSD is currently utilizing a List-N Product with a 10 min dwell time for all disinfecting with discussions of moving to a spraying tool and List-N product which only has a 5 min dwell time.
- CMCTSD has developed increased routine cleaning and disinfection of surfaces and objects that are frequently touched (door knobs, light switches, desks, handles, desks, handrails, kitchen and bathrooms, desks, tables and lunchrooms, shared telephones, school bus seats and windows, drinking fountains)
- Hand sanitizer dispensers available at school bus drop off locations throughout district
- Worked with transportation to develop cleaning protocols for buses to be cleaned and sanitized between runs
- CMCTSD will adhere to all existing required facilities cleaning practices and procedures and any new specific requirements of the local health department

- CMCTSD has ordered additional hand sanitizers and automatic sanitizer dispensers
- CMCTSD has ordered additional trash cans for disposing PPE throughout district
- In locations where students line up, CMCTSD has placed tape marks on the floor to indicate appropriate social distancing. Implement measures to decrease employees congregating in one location:
- CMCTSD has established written cleaning protocols and shared with Admin
- Additional signage for hallways, bathrooms
- CMCTSD has established Red/green protocols displaying when a common area is clean and ready for use by staff/students
- Continuously review facilities plan and supply inventory to ensure cleanliness of buildings, desks, offices, equipment
- Review drill procedures and revise to support social distancing procedures
- Revise Facility Usage Forms based on recommendations from the CDC/Dept. of Health
- Post lowers capacity numbers in common areas
- Restrict vendor access to the school to times when students are not present.
- Restrict the number of people in the school building who are not students or staff to a minimal number and ensure that someone is assigned to enforce the rules.
- Post lowered revised maximum occupancy numbers.
- See plan for cleaning details.

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

- Enhanced cleaning and disinfecting will be accomplished using Re-Juv-Nal and QT3 which are cleaning and disinfecting products with a dwell time of 10 and 3 minutes. Top Clean will be used to clean floors.
- Horizontal surfaces and high touch objects will be cleaned/disinfected daily with Re-Juv-Nal or QT3.
- Standard frequency of Cleaning and disinfecting of common areas ie, hand rails, hallway furniture, water fountains will be x2 a day while school is in session.
- Enhanced frequency of cleaning and disinfecting of common areas ie, hand rails, hallway furniture, water fountains will be x3 a day while school is in session.
- Standard cleaning and disinfecting of classroom areas and similar areas will happen at the end of the school day using Re-Juv-Nal and QT3 or as needed via service call.
- Enhanced cleaning and disinfecting of classroom areas and similar areas will happen at the end of the school day using Re-Juv-Nal and QT3 or as needed via service call.

Standard Classroom, Office, Common and similar areas

Cleaning and Disinfecting steps- (Using Re-Juv-Nal and QT3)

Daily	Weekly
1. Trash removal	1) Trash removal
2. Spot clean vertical	2) spot clean vertical surfaces
3. Spot clean/Disinfect all	3) High/low dust horizontal surfaces/High touch objects
4. Spot clean floors	4) Clean/disinfect all (using Top Clean) horizontal surfaces and high touch objects
5. Inspect the Room	5) Vacuum Carpets or Mopping of floors (using Top Clean)
6. Inspect the Room	6) Inspect the room

Enhanced Classroom,Office, Common and similar areas

Cleaning and Disinfecting steps- (Using Re-Juv-Nal and QT3)

Daily	Weekly
1. Trash removal	1) High/low Dust Cleaning/disinfecting Trash Can

2. Clean/ disinfecting all vertical surfaces
3. Clean/disinfect All horizontal surfaces and High touch areas
4. Vacuum Carpets and Clean/disinfect Floors with Re-Juv-Nal and QT3
5. Inspect the Room

1. Personal Workspace/Classroom

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

2. Shared Workspace

Employees are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched areas. The district has alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. The custodial team will clean all workspaces at their cleaning time. There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety. Workspace usage is as follows:

- **Capacity:** District Staff will be monitoring the number of employees in the offices while the risk of infection exists and begins to diminish.
- **Conference Rooms:** Certain conference rooms will be closed until further notice or available after a request is granted. Signage indicating closure/capacity limits will be reviewed for conference spaces.
- **Breakrooms or Teacher Lounge/Multipurpose Room:** These spaces could be closed for use until at different times of the year. This includes the use of shared appliances such as coffee machines, refrigerators, etc.
- **Copy Rooms:** There will be limited access to the copy room. Signage indicating restrictions will be posted.

Appendix H

Critical Area of Operation #8 – Meals

This school district should include in Appendix H the locally developed protocols addressing the anticipated minimum standards as required by the NJDOE Guidance and referenced in the Board's Plan – Section A.1.h.

Appendix I

Critical Area of Operation #9 – Recess/Physical Education

This school district should include in Appendix I the locally developed protocols addressing the anticipated minimum standards as required by the NJDOE Guidance and referenced in the Board's Plan – Section A.1.i.

Appendix J

Critical Area of Operation #10 - Field Trips, Extra-Curricular Activities, and Use of Facilities Outside of School Hours

This school district should include in Appendix J the locally developed protocols addressing the anticipated minimum standards as required by the NJDOE Guidance and referenced in the Board's Plan – Section A.1.j. There will be no field trips until guidelines change.

Appendix K

Academic, Social, and Behavioral Supports

The Board of Education approves the use of comprehensive behavioral supports that promote positive student development and the students' abilities to fulfill the behavioral expectations established by the Board. These behavioral supports include, restorative practices but are not limited to, positive reinforcement for good conduct and academic success including the programs that honor and reward student conduct and academic achievement; supportive intervention and referral services; remediation of problem behaviors that take into account the behavior's nature, the students' developmental ages and the students' histories of problem behaviors and performance; and for students with disabilities, the behavior interventions and supports shall be determined and provided pursuant to N.J.A.C. 6A:14. Students under severe stress cannot benefit fully from the educational program. The Board directs all school staff members to be alert to a student who exhibits warning signs of anxiety, social/emotional issues or who threatens or attempts suicide. Any such warning signs or the report of such warning signs from another student or staff member shall be taken with the utmost seriousness and reported immediately to the Principal or designee. Mental Health and Social/Emotional Support will be provided in the following ways to address student's anxiety when returning to school.

<u>ACADEMIC, SOCIAL AND BEHAVIORAL SUPPORTS</u>

- CST Services including counseling and case management
- SEL Instruction by Teachers
- Intervention and Referral services- probation, Performcare, DCP&P, community mental health, probation, DDD and DVR Services
- Food Services
- Family Engagement through virtual and in person meeting
- Targeted interventions abuse on IEP goals and objectives
- Educator support and rebuilding relationships- provide ongoing professional development surrounding wellness and health
- Access to School Based Youth Support (SBYS), Ascenda
- Schedule Virtual meeting with parents/stakeholders regarding reopening plan
- District flexibility in high school grading system and evaluation of individual student's performance.

<u>SOCIAL EMOTIONAL LEARNING AND SCHOOL CLIMATE AND CULTURE</u>

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

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

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

3. **Parent/Guardian Support:**
    - CMCTSD will provide the opportunity for Parents to share ideas and express concerns through Virtual Meetings with Administrators, Teachers, and Case Managers. Case Managers will establish office hours to address individual parent concerns.

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

5. **Training for Students:**
    - CMCTSD staff will teach and implement Trauma Informed Practices/ Social Emotional Learning Strategies with students throughout the school day through Instruction, and School Based Counseling (On site, and Remotely)

6. **Training for Parents/Guardian:**
    - CMCTSD will provide parents/guardians the opportunity to learn about Trauma Informed Practices through virtual meetings, interactions with their student's teachers, and communication with their student's case manager.

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

    <u>Identifying Wraparound Services and Outside Resources for Parents/Guardians to Access:</u>
    - CMCTSD Case Managers will identify academic, behavioral, social emotional needs, and medical needs of students through weekly TAC Meetings, through parent/guardian contacts, and through contact with sending school districts, and outside agencies.
    - CMCTSD Case Managers will make referrals and coordinate services for families and students in

need of mental health services, medical services, and financial services, and legal services as needed.

- CMCTSD will provide a community resource contact list to parents/guardians through our district website. A paper copy will be provided as needed.
- CMCTSD Case Managers will collaborate with community providers to ensure continuity of care.

Appendix L

Restart Committee

This school district should include in Appendix L the locally developed protocols addressing the anticipated minimum standards as required by the NJDOE Guidance and referenced in the Board's Plan – Section B.1.

Dr. Nancy M. Hudanich, Superintendent; Steven Vitiello, Principal; John Longinetti, Assistant Principal/Occupational Programs; Denise Procopio, Director of Guidance & Special Education; Nancy Wheeler Driscoll, Director of Curriculum & Instruction and Adult & Community Education; Susan Jurusz, Supervisor of Adult & Community Education and Grant Coordinator; John Castaldi, Director of Technology & Network Operations; Paul Smith, Business Administrator

Pandemic Team**:** John Longinetti, Administrator & Barbara Juzaitis

a) Lynda Zipparo
b) Tracey Skiles
c) Karen Smith
d) Gerry D'Antonio
e) Ed Lesczcynski

Sub Committees**:**

1) Special Education: Denise Procopio. Administrator
   a) Andrew Ludwig (email only)
   b) MaryAnne Vitale
   c) Kathy Crescenzi
   d) Brittany Wallace
   e) Chelsey Combs
   f) Jill Shustock

2) Technology: John Castaldi & Steven Vitiello, Administrators
   a) Linda Galardi
   b) Madeline Craig
   c) Michael Palombo
   d) Marcus Patterson
   e) Ed Lesczcynski

3) Facilities: Paula Smith & Steven Vitiello, Administrators
   a) Nancy Embs
   b) Christine Dennison
   c) Dora Canning
   d) Thomas Hatala

4) Virtual Instruction: Nancy Wheeler Driscoll, Administrator
   a) Madeline Craig
   b) Thomas Seymour
   c) Monica Reider
   d) Emily Dougan

5) Professional Development: Nancy Wheeler Driscoll, Administrator
   a) Julie Stratton

6) Physical Education: Steven Vitiello, Administrator
   g) Frank Basile
   h) Kirsten Miller
   i) Kathy Purdy
   j) Jon Harris
   k) Brian Dudley
   l) Virginia Traber

7) Support Staff: Steven Vitiello, Administrator
   a) Anne Gibboni

8) Career & Technical Education: John Longinetti, Administrator
   a) Warren Wade
   b) Saundra Pickens
   c) Suzanne Sykes
   d) Jackie Holland
   e) Dave Masterson
   f) Matthew Pleasants
   g) Linda Wiker
   h) Micah Wenker (email only)

9) Academic: Nancy Wheeler Driscoll, Administrator
   a) Lisa Nelson
   b) Diane Kashuda
   c) Robert Atfanis

10) Social Emotional Learning: Denise Procopio & Nancy Wheeler Driscoll Administrators
   a) Debbie Valletto
   b) Jacqueline Holland
   c) Linda Wiker
   d) Tracey Skiles
   e) Julie Stratton
   f) Noel Hiers

Appendix M
Pandemic Response Teams

This school district should include in Appendix M the locally developed protocols addressing the anticipated minimum standards as required by the NJDOE Guidance and referenced in the Board's Plan – Section B.2.

Pandemic Response Team

John Longinetti
Barbara Juzaitis
Janice Cafaro
Jackie Holland
Dr. Nancy M. Hudanich
Art Olsson
Elizabeth Satterfield
Tracey Skiles
Paula Smith
Lynda Zipparo

Appendix N
Scheduling of Students

Options for In School and Virtual Learning for Students

- Parents/guardians will speak with district case managers and request that their child return to school in person, remain on remote learning, and/or do a blended learning model of both in person and remote learning. These requests will be based on medical concerns and will need to be supported by a doctors note. The district nurses will share the doctor's note with our school physician who will work with our staff to accommodate request.
- Considerations for Students with high risk medical conditions
  - Parents/guardians of students with high risk medical conditions should be encouraged to consult their child's healthcare provider to discuss the appropriateness of attending in-person instruction. This includes students who depend on mechanical ventilation and students with tracheostomies. School health professionals should work with primary healthcare providers to identify alternatives to nebulizer treatments in the school setting and to inform decision-making relative to how the student can safely access in-person instruction.

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

- Offer both in-person and remote instruction based on student medical needs and parent concern
- Determine in-person vs remote instruction with families and sending districts with regard to our most medically fragile populations. Case managers and nurses to identify those students who are at the highest risk and meet with families and send districts to develop a plan for the 20-21 school year. Programming will be flexible and allow for various scenarios based on student need.

Designing Physical spaces within Classrooms at CMCTSD:

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

Appendix O
Staffing

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

- Where possible, provide teachers, therapists opportunities for flexible scheduling based on medical needs or child care issues.
- Teachers to follow directions found under Staff Resources link on district website when requesting leave of absence due to medical or childcare issues.

Appendix P
Athletics

Appendix Q
Remote Learning Options for Families

This school district should include in Appendix Q the locally developed protocols and Policy Guide 2260 addressing the anticipated minimum standards as required by the NJDOE Guidance titled "Clarifying Expectations Regarding Fulltime Remote Learning Options for Families 2020-2021".
Unconditional Eligibility for Full-Time Remote Learning:

- Parents/guardians sent surveys that include information and emails with a fact sheet that defines each program availability for the 2020-2021 school year (full remote, full in-person, intermittent, hybrid)

- Parent/guardians given option as to what program they would like to choose for their student for September 2020, with a return date of August 11 to allow the district to prepare for opening.
- Parents/guardians told they would be allowed to switch programming options, at the end of each marking period when possible or throughout the year if needed to support the individual needs of their special needs child.

Procedures for Submitting Full-Time Remote Learning Requests:

- Procedure for submitting request include the following:
    - Parent/Guardian or LEA will notify the district guidance department in writing or by phone call request for the student to go full time remote.
    - District guidance department notifies administration and they will assign teachers(s) based on request and IEP requirements. Technology Specialist also notified at this time.
    - If Parent/Guardian/LEA chooses to change a student's program, they need to notify the district guidance department. Change of program could take up to 7 days due to transportation and scheduling requirements.

Procedures to Transition from Full-Time Remote Learning to In-Person Services:

- Parent/Guardian or LEA will notify the district guidance department in writing or by phone call request for student to go full time remote.
- District guidance department notifies administration and they will assign teacher(s) based on request and IEP requirements. Technology Specialist also notified at this time.
- If Parent/Guardian/LEA chooses to change program, they need to notify the district. Change of program could take up to 7 days due to transportation and scheduling requirements.

Reporting:

- CMCTSD will report any change of program to the sending district. In addition, all required NJDOE reporting will be handled by staff and administration.

Procedures for Communicating District Policy with Families:

- District policy has been shared with families and sending districts through email, website and district mailings. Weekly communication with families and stakeholders will be through All Calls, mailings, email, text and/or social media platforms.

CHART OF USEFUL LINKS

Conditions for Learning		
Section	**Title**	**Link**
Critical Area of Operation #1	CDC Activities and Initiatives supporting the COVID-19 Response and the President's Plan for Opening American Up Again	https://www.cdc.gov/coronavirus/2019-ncov/downloads/php/CDC-Activities-Initiatives-for-COVID-19-Response.pdf?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fcommunity%2Fschools-day-camps.html%20-%20page=46
	Childcare, Schools, and Youth Programs	https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html
	People Who Are at Increased Risk for Severe Illness	https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-increased-risk.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fneed-extra-precautions%2Fpeople-at-higher-risk.html
	Considerations for Schools	https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html
	Reopening Schools in the Context of COVID-19: Health and Safety Guidelines from Other Countries	https://learningpolicyinstitute.org/product/reopening-schools-covid-19-brief
Critical Area of Operation #2	ASHRAE Offers COVID-19 Building Readiness/Reopening Guidance	https://www.ashrae.org/about/news/2020/ashrae-offers-covid-19-building-readiness-reopening-guidance
	When and How to Wash Your Hands	https://www.cdc.gov/handwashing/when-how-handwashing.html
	Communicable Disease Service	https://www.nj.gov/health/cd/topics/covid2019_schools.shtml
	Considerations for Schools	https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html
Critical Area of Operation #3	Bullock announces phased approach to reopen Montana	https://nbcmontana.com/news/coronavirus/bullock-announces-phased-approach-to-reopen-montana
	What Bus Transit Operators Need to Know About COVID-19	https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/bus-transit-operator.html
Critical Area of Operation #4	Stop the Spread of Germs (Printable Poster)	https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf
	Handwashing (Printable Posters)	https://www.cdc.gov/handwashing/posters.html

Critical Area of Operation #5	Communicable Disease Service	https://www.nj.gov/health/cd/
Critical Area of Operation #6	COVID-19: Information for Schools	https://www.state.nj.us/health/cd/topics/covid2019_schools.shtml
	Quick Reference: Discontinuation of Transmission-Based Precautions and Home Isolation for Persons Diagnosed with COVID-19	https://www.nj.gov/health/cd/documents/topics/NCOV/COVID-QuickRef_Discont_Isolation_and_TBP.pdf
	Guidance for Child Care Programs that Remain Open	https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html
	General Business Frequently Asked Questions	https://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html
Critical Area of Operation #7	Guidance for Cleaning and Disinfecting	https://www.epa.gov/sites/production/files/2020-04/documents/316485-c_reopeningamerica_guidance_4.19_6pm.pdf
	EPA Approved Disinfectants for Use Against SARS-CoV-2 (COVID-19)	https://www.epa.gov/pesticide-registration/Re-Juv-Nal-disinfectants-use-against-sars-cov-2-covid-19
	EPA Approved Disinfectants for Use Against SARS-CoV-2 (COVID-19)	https://www.epa.gov/pesticide-registration/Re-Juv-Nal-disinfectants-use-against-sars-cov-2-covid-19
Critical Area of Operation #8	Food Service & Distribution	https://frac.org/programs/national-school-lunch-program/benefits-school-lunch
Social Emotional Learning and School Climate and Culture	A Trauma-Informed Approach to Teaching Through Coronavirus	https://www.tolerance.org/magazine/a-trauma-informed-approach-to-teaching-through-coronavirus
Appendix K	CASEL – An Initial Guide to Leveraging the Power of Social and Emotional Learning as You Prepare to Reopen and Renew Your School Community	https://casel.org/wp-content/uploads/2020/05/CASEL_Leveraging-SEL-as-You-Prepare-to-Reopen-and-Renew.pdf

Multi-Tiered Systems of Support (MTSS)	New Jersey Tiered System of Supports (NJTSS) Implementation Guidelines	https://www.nj.gov/education/njtss/guidelines.pdf
	RTI Action Network	http://www.rtinetwork.org/
	Character Counts	https://charactercounts.org/
Wrap-around Supports	SHAPE	http://www.schoolmentalhealth.org/SHAPE/
	Child Care Resource and Referral Agencies	https://www.childcarenj.gov/Parents/Child-Care-Resource-and-Referral-Agencies.aspx
	Coronavirus Resources for Mentoring	https://nationalmentoringresourcecenter.org/
Quality Child Care	Child Care Resource and Referral Agencies	https://www.childcarenj.gov/Parents/Child-Care-Resource-and-Referral-Agencies.aspx
	Division of Early Childhood Education	https://www.nj.gov/education/ece/hs/agencies.htm
Leadership and Planning		
Section	**Title**	**Link**
Scheduling Appendix N	New Jersey Specific Guidance for Schools and Districts	https://www.nj.gov/education/covid19/sped/guidance.shtml
Staffing Appendix O	Mentoring Guidance for COVID-19 Closures	https://www.nj.gov/education/covid19/teacherresources/mentguidance.shtml
	Educator Evaluation During Extended School Closure as a Result of COVID-19	https://www.nj.gov/education/covid19/teacherresources/edevaluation.shtml
	Performance Assessment Requirement for Certification COVID-19 Guidance	https://www.nj.gov/education/covid19/teacherresources/edtpaguidance.shtml
	Educator Preparation Programs and Certification	https://www.nj.gov/education/covid19/teacherresources/eppcert.shtml
Athletics Appendix P	Executive Order No. 149	http://d31hzlhk6di2h5.cloudfront.net/20200530/7d/e6/d1/5c/09c3dc4d1d17c4391a7ec1cb/EO-149.pdf
	NJSIAA COVID-19 Updates	https://www.njsiaa.org/njsiaa-covid-19-updates

	NJSIAA provides return-to-play guidelines – Phase 1	https://www.njsiaa.org/events-news-media/news/njsiaa-provides-return-play-guidelines-phase-1
	Guidance for Opening up High School Athletics and Activities	https://www.nfhs.org/media/3812287/2020-nfhs-guidance-for-opening-up-high-school-athletics-and-activities-nfhs-smac-may-15_2020-final.pdf
Policy and Funding		
Section	**Title**	**Link**
Elementary and Secondary School Emergency Relief Fund	CARES Act Education Stabilization Fund	https://www.nj.gov/education/covid19/boardops/caresact.shtml
	NJDOE EWEG	https://njdoe.mtwgms.org/NJDOEGMSWeb/logon.aspx
FEMA – Public Assistance	Request for Public Assistance (RPA) Process	https://njemgrants.org/site/rpasubmission.cfm
Purchasing	New Jersey School Directory	https://homeroom5.doe.state.nj.us/directory/district.php?districtname=educational+services+commission
	NJSTART	https://www.njstart.gov/bso/
	Division of Local Government Services	https://www.nj.gov/dca/divisions/dlgs/
	Local Finance Notice – Coronavirus Response: Emergency Procurement and Use of Storm Recovery Reserves	https://www.nj.gov/dca/divisions/dlgs/lfns/20/2020-06.pdf
	Local Finance Notice – COVID-19 – Supplemental Emergency Procurement Guidance	https://www.nj.gov/dca/divisions/dlgs/lfns/20/2020-10.pdf
Costs and Contracting	E-rate	https://www.usac.org/e-rate/
	Technology for Education and Career (NJSBA TEC)	https://www.njsba.org/services/school-technology/
Continuity of Learning		
Section	**Title**	**Link**
Ensuring the Delivery of Special Education and Related	IDEA	https://sites.ed.gov/idea/

Services to Students with Disabilities		
Technology and Connectivity	Joint Statement of Education and Civil Rights Organizations Concerning Equitable Education during the COVID-19 Pandemic School Closures and Beyond	https://www.naacpldf.org/wp-content/uploads/Joint-Statement-of-National-Education-and-Civil-Rights-Leaders-on-COVID-19-School-Closure-Updated-FINAL-as-of-5.15.2020.pdf
Curriculum, Instruction, and Assessment	Learning Acceleration Guide	https://tntp.org/assets/set-resources/TNTP_Learning_Acceleration_Guide_Final.pdf
	Mathematics: Focus by Grade Level	https://achievethecore.org/category/774/mathematics-focus-by-grade-level
	Teacher Resources for Remote Instruction	https://www.nj.gov/education/covid19/teacherresources/teacherresources.shtml
	NJDOE Virtual Professional Learning	https://www.nj.gov/education/covid19/teacherresources/virtualproflearning.shtml
Professional Learning	Distance Learning Resource Center	https://education-reimagined.org/distance-learning-resource-center/
Career and Technical Education (CTE)	Communicable Disease Service	https://www.nj.gov/health/cd/topics/covid2019_schools.shtml
	Considerations for Schools	https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html

District Resources in regular use

ONLINE EDUCATION RESOURCE LINKS

Online Education Resources		
Topic	**Description**	**Link**
District Resources in regular use		
HELP: District HELP all areas	**SBYS**, All software help, Guidance help, places to refer students	https://capemaytech.com/remotehelp.html
HELP: SBYS DIRECT Help	Work cell phones are as follows: (609) 780-1960= Noël Hiers (609) 425-6542= Victoria Schwachter (609) 425-4601= Cee Cee Carmichael Phones will be answered Mon-Friday 8:30 am-3:00 pm. These are numbers that you may share directly with students.	
STRESS: SPOT IT Stress Reduction FOR STAFF	Staff Account: Assistance with reducing stress; login with SCHOOL email go to: https://www.whynotspot-it.com/login Click on the blue Login link. Once you do, you'll see the screen below. Click on Forgot Password. Enter a new password and you should be good to go.(Be sure to write it down!)	https://www.whynotspot-it.com/login
STRESS: from Corona Virus	Coronavirus related stress. They illustrate how to use the Spot-It method for yourself and your family.	https://www.youtube.com/watch?v=Lecg_Iy_emU
District Newsela and RTI	Social Emotional Learning and Content areas; All access to lexile reading across content areas; lesson ideas New APP with NO internet required:With the Newsela Student mobile APP, all content and assignment activities are accessible to students, even if students don't have a computer or a reliable internet connection.	https://newsela.com/signin
District Achieve 3000 and RTI	Social Emotional Learning and access to lexile reading across content areas; lesson ideas: NEW - APP does not require internet	https://portal.achieve3000.com/index?walkme=14-97052

District Math 180 and RTI	Specific students only	Specific students only
District Read 180 and RTI	Specific students only	Specific students only
Accelerated Reader and RTI	Accelerated Reader(AR) Bookfinder (US)	https://www.arbookfind.com/UserType.aspx?RedirectURL=%2fdefault.aspx
District Press of AC	Free login to Press online: Username= capemaytech@cmt.com Password: computer	www.epressofatlanticcitynie.com
District Media Center Databases	EBSCO DATABASES & Flipster (online periodicals), for access off campus:	https://library.capemaytech.com/
Math: Geometry	Delta Math is a free website for teachers and students covering a wide range of math content from middle school through AP Calculus.	https://deltamath.com/overview
Math: CanFigureIt	CanFigureIt: Created by teachers, this highly interactive tool provides an easy-to-use workspace where students can practice proofs while exercising their deductive reasoning muscles.	https://www.canfigureit.com/
Math: Edulastic	Edulastic is an online k-12 assessment tool. It allows teachers to make their own assessments and assignments or choose from over 35,000 pre-made assessments. Teachers get immediate feedback, can provide feedback to students, and can tie questions to learning standards.	https://edulastic.com/blog/covid19/?utm_source=Edulastic+News&utm_campaign=727311df68-EMAIL_CAMPAIGN_2020_03_COVID&utm_medium=email&utm_term=0_1014a46158-727311df68-47709497&mc_cid=727311df68&mc_eid=49dee07599
Math PMI	NJCTL Math resources, video demonstrations, Direct Instruction and assessment	https://njctl.org/materials/categories/mathematics/
Science PMI	NJCTL Science resources, video demonstrations, Direct Instruction and assessment	https://njctl.org/materials/categories/science-3/
Computer Science	Coding	https://njctl.org/materials/categories/computer-science/
English ELA	NJCTL English resources, video demonstrations, Direct Instruction and assessment	https://njctl.org/materials/categories/english-language-arts/
RANGE of resources: The following links lead to COLLECTIONS of links		
Amazing Educational Resources	Free Subscriptions across all content areas: plans and assessment; Follow this link to dozens of free resources	http://www.amazingeducationalresources.com/
ALL Content Areas	Khan Academy, links to Google Classroom	https://keeplearning.khanacademy.org/#teachers-section

ALL Content Areas	TEACH ROCK: **Searchable by subject.** SEL, Social Issues, History, Poetry, Writing, Current Events	https://teachrock.org/lesson-plan-collections/
FREE Library Books	During stay-at-home, these books can take you anywhere! READ yourself away... FREE! The Junior Library Guild is offering FREE access to their Digital online reading platform on any device with access to the internet AND even includes some audio books! See the attached info, and READ yourself happy! Share with your families too, with books available for younger students. How to access: click the link for directions	https://docs.google.com/document/d/1SvNLRukMuyHGjCHYN0foHoLb1IoH2W0IADaKh2G2F3Q/edit?usp=sharing
RANGE of learners: differentiation and accommodation		
Differentiation & Accommodation ready-to-use examples	**TIER instruction** by changing CONTENT, or PROCESS or PRODUCT. This link includes examples across content areas	http://2differentiate.pbworks.com/w/page/860120/Tiered%20Instructions
BOOKS read aloud	FREE download of books that read out loud; 6 languages; all age levels	https://stories.audible.com/discovery?fbclid=IwAR3vjlVgOl5IqJrHRKqG_CNWxJoMKcUt1jrhEzHmNvaX-gthhC2VEMDepWw
INTERACTIVE Graphic Organizers	No need to PRINT to use or send! Students can type DIRECTLY on these graphic organizers and save documents for notetaking, essays and more	https://www.edutoolbox.org/rasp/2181
Career Program Resources:	Sources, arranged by Clusters	
CareerTech		Advanced Manufacturing and Emerging Technologies
CareerTech		Agriculture, Natural Resources and Animal Science
CareerTech		Arts and Communications: Visual and Performing Arts, Broadcasting, Audio Visual Technology, Digital Design, Graphic Arts and Journalism
CareerTech		Automotive and Engine Technology
CareerTech		Business and Finance
CareerTech		Computer Science and Information Technology
CareerTech		Construction Technology, Architecture and Welding

CareerTech		Cosmetology
CareerTech		Culinary Arts and Tourism
CareerTech		Global Logistics and Distribution
CareerTech		Health Sciences
CareerTech		Law and Public Safety
CareerTech		Science, Technology, Mathematics & Engineering (STEM)
CareerTech		Teaching and Early Childhood Education
District	ATI for Practical Nursing	*Accounts by user*
District	Milady for Cosmetology	*Accounts by user*
District	CODA for Dental Assisting	*Accounts by user*
District	ASE Automotive	*Accounts by user*
Career and STEM	Sources for all clusters, interdisciplinary	https://www.acteonline.org/professional-development/opportunities/distance-learning-resources/
Academic Program Resources	Sources, arranged by Academic Content	
		Arts
		English Language Arts
		Multi-Discipline Resources
		Math
		Music
		Physical Education