

**RUMSON-FAIR HAVEN REGIONAL HIGH SCHOOL**  
**74 RIDGE ROAD**  
**RUMSON, NEW JERSEY 07760-1896**  
[www.rumsonfairhaven.org](http://www.rumsonfairhaven.org)

**Reopening Plan**

**July 31, 2020**

**Overview**

The Rumson-Fair Haven Regional High School community is committed to excellence, not only in education, but also in working together as a community to care for each other. Providing students access to our rigorous and engaging curriculum is essential to our mission. The health and safety of our students and staff is of paramount importance. This plan reflects our commitment to protecting our school community's health in order to provide coursework and extracurricular activities to our students.

The details of this plan were guided by the essential questions provided in the NJDOE's The Road Back document issued to schools on June 26, 2020. Changes to protocols and schedules were made with these questions in mind.

- Will this change encourage social distancing?
- Will this change discourage student cohort mixing like those that occur for lunch periods, recess or assemblies?
- Will this change encourage and improve hygiene practices?
- How will this impact the mental health and wellness of students, staff and the school community?

**The details of this plan reflect the work of the district's Restart Committee and Reopening Task Force.**

The Restart Committee included four members of the Board of Education, four members of the administrative team, the school's nurse, our association president, two additional parents, and three students. Prior to the publication of this document, the Restart Committee met four times. Members of the schools' Reopening Task Force provided input to the Restart Committee through the administrative team or by attending the Restart Committee's meetings. Forty staff members participated in the Reopening Task Forces, which also met in subcommittees from June 24 through July 31. Five subcommittees were formed: Scheduling, Virtual Instruction Facilities & Safety Protocols, Code of Conduct & Attendance and Mental Health & Wellness. Additionally, members of the RFH administrative team met with the Rumson-Fair Haven Board of Education, the RFH teachers and staff members, the Rumson and Fair Haven superintendents, the Monmouth County Superintendents, Monmouth County Business Administrators, our insurance providers, our school physician, our school attorney, the Department of Health and the NJ Department of Education. Both the Restart Committee and the Reopening Task Force will continue to meet at least monthly or until we return to a full onsite schedule. Members of these groups will serve as the Pandemic Response Team, effective September 1, 2020.

Our plan reflects RFH's commitment to bring students back to school safely, and provides for an alternate plan for synchronous virtual instruction as a way to respond to a surge in the outbreak of Coronavirus cases.

## **Daily Instructional Schedule: Hybrid Phase**

In order to **encourage social distancing**, RFH will operate at 50% capacity. Additionally, we will limit the use of the auditorium, cafeteria and locker rooms. Our weekly schedule will include one full virtual day each week. The purpose of the virtual day is to maintain virtual participation in the event that RFH needs to employ a fully virtual plan in response to an outbreak of the virus. During five day school weeks, the virtual day will take place on Wednesday. The students and staff will be in the school for two days, and then participate virtually on Wednesday, and return for the remaining two days of school. Allowing staff and students to participate virtually in the middle of the week will also allow the school to be deep cleaned, in addition to the daily cleaning and disinfecting which will take place at the end of each school day. The school will operate on a modified early dismissal schedule during the days we are in school, which will allow our teaching staff time to support both onsite and virtual instruction.

Beginning on Monday, September 14, 2020 the schedule will be as follows:

### **Hybrid Schedule:**

<b>Monday 7:45-12:25 no lunch</b>	<b>Tuesday 7:45-12:25 no lunch</b>	<b>Wednesday 7:45-1:15 one hour lunch</b>	<b>Thursday 7:45-12:25 no lunch</b>	<b>Friday 7:45-12:25 no lunch</b>
Cohort A attends school Cohort B participates virtually	Cohort B attends school Cohort A participates virtually	Virtual for all students  Four classes meet for one hour each	Cohort A attends school Cohort B participates virtually	Cohort B attends school Cohort A participates virtually

Students and teachers will follow their regular eight period schedule when in school. Ninth period (study hall) will be canceled until we return to school full time. A study hall has been added to each student's schedule in place of the lunch period. Students who participate in one of our self-contained special education classes will attend school four days each week. Some students may participate in counseling appointments, office hours, related services and other support services after the scheduled onsite school day (12:30 - 2:40).

When students are scheduled to participate virtually, they will be required to attend their classes at the time that the class is scheduled, and at the direction of the teacher. Students' assignments will be submitted during the scheduled class times. Students must be in class five days each week, virtually or onsite, as per the schedule posted in order to meet the 180 day requirement. Additional information regarding attendance and expectations for student behavior will be updated in this plan on or about August 14, 2020.

## Opening of School

During the week of September 8 - 11, each grade will report to school on one day, while the remaining students have virtual assignments. During the onsite day, students will run through their schedules and attend a class meeting. New safety measures and expectations for participation will be reviewed in class meetings. The three other grades will have virtual assignments.

<b>Monday</b>	<b>Tuesday 7:45 - 12:25</b>	<b>Wednesday 7:45 - 12:25</b>	<b>Thursday 7:45 - 12:25</b>	<b>Friday 7:45 - 12:25</b>
Labor Day	8th Seniors attend school onsite	9th Juniors attend school onsite	10th Sophomores attend school onsite	11th Freshmen attend school onsite

The daily bell schedule for A/B days is as follows:

<u>A / B In-person schedule</u>	
<b>PERIOD</b>	<b>TIME</b>
1/HR	7:45 - 8:20
2	8:25 - 8:55
3	9:00 - 9:30
4	9:35 - 10:05
5	10:10 - 10:40
6	10:45 - 11:15
7	11:20 - 11:50
8	11:55 - 12:25

Each Wednesday will be a virtual day. Four classes will meet on each of the virtual days. If there is a need to close the school building at any time during the school year, students will participate in synchronous virtual learning as follows:

<u>Virtual Day 1</u>	
<b>PERIOD</b>	<b>TIME</b>
1	7:45 - 8:45
2	9:00 - 10:00
Lunch	
5	11:00 - 12:00
6	12:15 - 1:15

<u>Virtual Day 2</u>	
<b>PERIOD</b>	<b>TIME</b>
3	7:45 - 8:45
4	9:00 - 10:00
Lunch	
7	11:00 - 12:00
8	12:15 - 1:15

**Daily Instructional Schedule: Virtual Phase**

RFH understands that in response to the spread of COVID-19, students and staff may be required to engage in a full virtual option for some amount of time. The time may range from as little as one week, as a strategy to contain the spread of the virus locally, to an extended amount of time, in response to an executive order across the state or county. It is important to note that the decision to implement a virtual phase may be made quickly, in response to changing health conditions. In order to facilitate instruction during a virtual phase, students will participate in their virtual schedule at least one day each week (when the school is in session for five days during the week). If the school is required to implement virtual instruction for all students for an extended amount of time, the schedule will be as follows:

**Full Virtual Schedule**

<b>Monday 7:45-1:15 All Virtual Virtual Day 1</b>		<b>Tuesday 7:45-1:15 All Virtual Virtual Day 2</b>		<b>Wednesday 7:45-1:15 All Virtual Virtual Day 1</b>		<b>Thursday 7:45-1:15 All Virtual Virtual Day 2</b>		<b>Friday 7:45-1:15 All Virtual</b>	
<b>Pd.</b>	<b>Time</b>	<b>Pd.</b>	<b>Time</b>	<b>Pd.</b>	<b>Time</b>	<b>Pd.</b>	<b>Time</b>	Office Hours/ LRC/	
1	7:45 – 8:45	3	7:45 – 8:45	1	7:45 – 8:45	3	7:45 – 8:45		
2	9:00 – 10:00	4	9:00 – 10:00	2	9:00 – 10:00	4	9:00 – 10:00		
Lunch		Lunch		Lunch		Lunch			
5	11:00 – 12:00	7	11:00 – 12:00	5	11:00 – 12:00	7	11:00 – 12:00		
6	12:15 – 1:15	8	12:15 – 1:15	6	12:15 – 1:15	8	12:15 – 1:15		

**Additional Information**

Teachers will work their normal teaching schedule, with lunch scheduled at the end of the student’s school day. When students are not scheduled to be in the building, teachers will meet in instructional teams in order to share best practices and support virtual instruction, or provide other support to students as needed.

**The RFH Community is committed to ensuring the continuity of instruction for all students.** We will provide access to rigorous curriculum and learning, counseling support for mental health and post-graduate plans, academic support through office hours and learning resource centers, and engaging extracurricular activities and athletic competitions. The details related to instruction, activities and expectations for students will be provided later in August, 2020. Ultimately, our goal is to return to full day, in person instruction. In the meantime, every effort is being made to ensure that we balance learning with keeping our school community healthy.

Students will not be able to retrieve a Chromebook from each of their classrooms, since sharing materials is no longer permitted. **Students may borrow a Chromebook by completing this [form](#).** Students may be asked to purchase their own materials for some classes in order to reduce the amount of materials being shared. Students will be asked to wear shoes and clothes that are appropriate for physical education classes so that we do not have a need for locker rooms. Finally, we expect to issue ID cards to students in order to assist us in keeping track of which students are in the building and in the common spaces each day. Expectations for students will be added to this plan on or about August 14, 2020.

Families may select to participate in a **full virtual option**, while the school is operating in a hybrid model at 50% capacity. Procedures will be established and communicated to facilitate this option. Students who participate in a virtual only option will have access to all teachers, coursework, counseling and other support services. The student's schedule will be determined in late August. Students will be required to participate in all classes at the times assigned in order for their attendance to be recorded. When the school is operating on a Hybrid Schedule, students who have chosen a fully virtual option will participate in eight periods each of the days that students are onsite and participate according to the virtual schedule on Wednesdays. **Families may elect a virtual option for the first marking period by completing this [form](#).** Please complete a separate form for each student. Families must make a commitment to the virtual option for their children for the first making period. Students may elect to return to school at the end of the first quarter. If the student returns during the Hybrid Phase, the administration will assign the student to a cohort in order to maintain our goal of 50% capacity.. When the school is able to operate at full capacity for full days, students will be given the option to return to school immediately.

The following pages outline our plan in ten critical areas. The anticipated minimum standards outlined in the NJDOE's The Road Back guidance are included in the final pages of this document. The ten critical areas addressed in the following pages include:

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

## **Critical Area 1: General Health and Safety Guidelines**

See page 12 for Anticipated Minimum Standards, as of July 31, 2020 required by NJDOE's *The Road Back*.

### General Health and Safety Guidelines:

- In order to maintain social distancing guidelines, RFH will reduce the number of students in the school by limiting capacity to 50% through a schedule that brings students onsite for two early-dismissal days each week. Additionally, all students will engage in virtual learning at least three days each week.
- In order to protect staff and students, all staff and students will wear a mask from door to door. That is, on the bus, in the halls, and in classrooms. Students will be afforded a "mask break" outdoors on occasion if social distancing is possible.
- Students and staff members will be reminded to participate virtually if they feel sick or are required to quarantine.
- Every effort will be made to provide reasonable accommodations to staff members with underlying medical conditions, including a leave of absence.

### Information and messaging:

- The Superintendent will meet regularly with local and county school and health officials.
- The Business Administrator will meet regularly with other local District Business Administrators
- The Reopening Task Forces and the Restart Committee will continue to meet to address changing guidance and/or health conditions in our school, as well as compliance with the Reopening Plan.
- Students and families will be reminded of expectations through messages, website and signage:
  - Stay home when sick or required to quarantine
  - Wash hands or use hand sanitizer at multiple times during the day
  - Wear a mask or face covering at all times (door-to-door)

## **Critical Area 2: Classrooms, Testing & Therapy Rooms**

See page 12 for Anticipated Minimum Standards, as of July 31, 2020 required by NJDOE's *The Road Back*.

- 50% of students will be onsite four days each week, allowing us to maintain physical distancing of 6 feet apart in most classrooms and other areas of the school, including classrooms and common spaces.
- Masks will be worn by all students and staff members at all times.
- Desks will be arranged in rows in order to ensure that desks are facing in the same direction.
- In rooms without desks, such as science labs, art rooms, and engineering labs, students will not share materials.
- Locker rooms will not be used for any reason.
- The cafeteria will be marked so that students know where they may sit to ensure social distancing. The cafeteria will be open before school to a limited number of students who arrive early, and for "grab and go" pre-ordered lunches at the end of the school day for those who need to purchase a lunch.
- Teachers and students will be permitted to use outdoor spaces when possible.

- Students will be permitted to bring their own device to school or to borrow a Chromebook for the school year. Chromebooks may not be shared.
- The HVAC system
  - Provides air conditioning to all areas of the building
  - Allows for inclusion of fresh air, which will be increased to 30%, weather permitting
  - Filters will be replaced more frequently than manufacturer's specifications
- Hand sanitizing stations (at least 62% alcohol) will be in every classroom and office.
- Additional soap dispensers and paper towel dispensers will be installed in bathrooms where possible
- Bathroom doors will remain propped open where allowable to decrease touch points.
- In order to encourage social distancing, halls and stairwells will be marked with dividers and directions, effectively creating two lanes in each hall. Stairwells will be designated as one way.
- Lockers will be assigned according to cohort to increase opportunities for social distancing.
- Students will enter through four separate entrances, by class. Each student will need to complete a questionnaire each morning and check in with a staff member at our entrances. Temperatures may be taken using a hand-held touchless device. Screening is subject to up to date guidance.

### **Critical Area 3: Transportation**

See page 13 for Anticipated Minimum Standards, as of July 31, 2020 required by NJDOE's *The Road Back*.

- Face coverings must be worn on the bus at all times.
- RFH has contacted contractors for verification of cleaning procedures.
- The updated Code of Conduct will address students who do not comply with the requirement to wear a mask. Non-compliant students will be denied access to transportation.

### **Critical Area 4: Student Flow, Entry, Exit and Common Areas**

See page 14 for Anticipated Minimum Standards, as of July 31, 2020 required by NJDOE's *The Road Back*.

Students:

- Students will enter through four separate entrances, by class. Students will need to complete a questionnaire each morning and check in with a staff member at our entrances. Temperatures may be taken using a hand- held touchless device.
- The questionnaire will be sent electronically to students each morning, and can be completed on their phone.
- Parents are encouraged to watch their children closely for symptoms, including fever and keep them home if they are not feeling well.
- Students will be required to have their identification cards with them at all times. This card will allow them to make purchases in the cafeteria and use copiers by scanning their barcodes on their IDs. Additionally, students will be asked to use their ID cards to sign in to the library and other offices.

#### Moving through the building:

- Halls and stairwells will be marked in order to encourage social distancing (one way stairwells and students divided in the hall by direction).
- Lockers will be assigned according to cohort in order to encourage social distancing.
- The gym will be used for physical education classes and practices as allowable.
- Physical education classes are encouraged to use outdoor facilities, weather permitting.
- Locker rooms will not be used.
- Masks must be worn at all times in hallways, stairwells and bathrooms.
- Students will be required to have their identification cards with them at all times. This card will allow them to make purchases in the cafeteria and use copiers by scanning their barcodes on their IDs. Additionally, students will be asked to use their ID cards to sign in to the library and other offices.

#### Visitors:

- Access to our school building by visitors will be extremely limited until further notice.
- All visitors must wear a mask at all times.
- Students are expected to bring all necessary belongings to school when they arrive each day.
- No lunches, books, athletic equipment or other items that a student may need may be dropped off during the school day.
- Students are expected to remain in school for the four-hour day. If a student must leave for an emergency, they will not be permitted back in the building. If a student is not present for a four-hour day, they are not permitted to participate in after-school activities or athletics.
- All visitors are required to have an appointment with a member of the staff.
- Upon arrival, visitors must complete a COVID-19 symptom questionnaire.

#### **Critical Area 5: Screening, PPE, and Response to Students and Staff Presenting Symptoms**

See page 14 for Anticipated Minimum Standards, as of July 31, 2020 required by NJDOE's *The Road Back*.

#### Students:

- Students are encouraged to stay home and participate virtually in their classes if they do not feel well.
- Students will confirm that they are free of COVID symptoms by using the daily questionnaire, until such screening is deemed unnecessary by health officials.
- Staff will be stationed at each door for arrival to confirm that students have completed their questionnaire, and to check students visually for symptoms. Temperatures may be taken using a handheld touchless device.
- Students with fevers will be isolated in the nurse's office; families will be immediately contacted in order to bring the student home.
- Our school nurse will document temperatures and other COVID symptoms when observed, and follow up with further action as needed.

#### Staff:

- Staff will confirm that they are free of COVID symptoms by using the daily questionnaire.

- Staff questionnaires will be reviewed by the administrative team.
- Additional permanent substitute staff will be employed in order to assist with screening, compliance with social distancing and mask wearing in the halls, and monitor the use of bathrooms and common spaces.
- Permanent substitutes will be available to monitor students when a staff member is providing instruction virtually due to quarantining or illness.

PPE:

- All staff, students and visitors must wear a mask at all times while on campus, and on school buses.
- Students and staff are expected to bring their own masks to school.
- Staff members in specialized programs have access to face shields, gloves and other protective equipment.

Response:

- All DOH guidelines will be followed when a student or staff member tests positive for COVID 19.
- Detailed records of the movement of students and staff throughout the school will be maintained by the school nurse, assistant principal and superintendent. One of these three school officials will cooperate fully with the DOH for the purpose of contact tracing.
- If a student or staff member receives a positive test result for COVID-19, the school will provide virtual instruction for the number of days deemed required after consultation with the Monmouth County Regional Health Commission.
- Current guidance is linked [here](#).

**Critical Area 6: Contact Tracing**

See page 15 for Anticipated Minimum Standards, as of July 31, 2020 required by NJDOE’s *The Road Back*.

- School officials are required to maintain detailed records of student and staff movement throughout the building.
- When contacted by the Monmouth County Regional Health Commission, school officials are required to provide names and phone numbers of those who were in contact with a positive case.
- The school officials authorized to work with the Health Commission are the school nurse, the assistant principal and the superintendent. These school officials have completed the Johns Hopkins Contact Tracing course.
- Except when directed by Department of Health Officials, RFH school officials are not permitted to share the name of a student or staff member that tested positive for COVID-19.
- RFH will respond to notification of a positive case by a confirmed lab result by closing the school building for a number of days deemed necessary in consultation with the Monmouth County Health Commission.

**Critical Area 7: Facilities Cleaning Practices**

See page 16 for Anticipated Minimum Standards, as of July 31, 2020 required by NJDOE's *The Road Back*.

- All cleaning practices will continue as scheduled.
- Cleaning practices which are scheduled to be completed once each week will now be completed twice each week.
- Bathrooms will be disinfected daily.
- Frequently touched areas will be disinfected daily. Where possible and safe, doors will be propped open and lights will remain on in order to decrease the number of people using frequently touched areas.
- Upon request, students and staff will have access to EPA approved disinfectant wipes for their own use in classrooms and offices.
- Students and staff are not permitted to bring their own cleaning products to school.
- The HVAC system
  - Provides air conditioning to all areas of the building
  - Allows for inclusion of fresh air, which will be increased to 30%, weather permitting
  - Filters will be replaced more frequently than manufacturer's specifications
- Hand sanitizing stations (at least 62% alcohol) will be in every classroom.
- Additional soap dispensers and paper towel dispensers will be installed in bathrooms where possible.

### **Critical Area 8: Meals**

See page 16 for Anticipated Minimum Standards, as of July 31, 2020 required by NJDOE's *The Road Back*.

- The cafeteria will be marked so that students know where they may sit to ensure social distancing. The cafeteria will be open before school to a limited number of students who arrive early, and for "grab and go" pre-ordered lunches at the end of the school day for those who need to purchase a lunch.
- Students will be required to have their identification cards with them at all times. This card will allow them to make purchases in the cafeteria and use copiers by scanning their barcodes on their IDs.
- Items will be made available to students in a way that encourages social distancing.
- Food service employees will comply with all protocols for food service and cleaning as directed by CDC and EPA guidance.

### **Critical Area 9: Recess/ Physical Education**

See page 17 for Anticipated Minimum Standards, as of July 31, 2020 required by NJDOE's *The Road Back*.

- Students are encouraged to wear comfortable clothing and appropriate footwear so they may participate in physical education activities, since the locker rooms will not be used.
- Students must follow all directions from their teachers during physical education classes in order to maintain cohorts and social distancing.
- The gym, fitness center, fields and other classrooms will be used for physical education classes.
- Students must participate in the activity assigned to them daily.

**Critical Area 10: Extracurricular Activities and Use of Facilities Outside of School Hours**

See page 17 for Anticipated Minimum Standards, as of July 31, 2020 required by NJDOE's *The Road Back*.

- All athletic activities will adhere to NJSIAA guidelines and current recommendations.
- Some extracurricular activities will take place onsite, some will be postponed, and some will take place virtually.
- During this health emergency, no outside group will be permitted to use the school's facilities.

# **NJDOE The Road Back Anticipated Minimum Standards in the Ten Critical Areas**

## **Critical Area 1: General Health and Safety Guidelines**

The Road Back requires the following Anticipated Minimum Standards, as of July 31, 2020.

- In all stages and phases of pandemic response and recovery, the [Centers for Disease Control and Prevention recommends](#) actions, which schools and districts should incorporate into reopening plans:
  - Establishing and maintaining communication with local and state authorities to determine current mitigation levels in your community
  - Protecting and supporting staff and students who are at [higher risk for severe illness](#), such as providing options for telework and virtual learning
  - Following CDC's [Guidance for Schools and Childcare Programs](#)
  - [Promoting behaviors that reduce spread](#):
    - Stay home when appropriate
    - Hand hygiene and respiratory etiquette
    - Face coverings
    - Signs and messages
  
- Reasonable accommodations should be provided for individuals that the [Centers for Disease Control identifies as having a higher risk for severe illness from COVID-19](#), including older adults (aged 65 years and older) and individuals with disabilities or serious underlying medical conditions, which may include:
  - Chronic lung disease or asthma (moderate to severe)
  - Serious heart conditions
  - Immunocompromised
  - Severe obesity (body mass index, or BMI, of 40 or higher)
  - Diabetes
  - Chronic kidney disease undergoing dialysis
  - Liver disease
  - Medically fragile students with Individualized Education Programs (IEPs)
  - Students with complex disabilities with Individualized Education Programs (IEPs)
  - Students who require accommodations under a Plan in accordance with the Section 504 of the Rehabilitation Act of 1973 (504 Plan).

## **Critical Area 2: Classrooms, Testing & Therapy Rooms**

### ***Anticipated Minimum Standards***

Schools and districts must allow for social distancing within the classroom to the maximum extent practicable. This can be achieved by ensuring students are seated at least 6 feet apart. If schools are not able to maintain this physical distance, additional modifications should be considered. These include using physical barriers between desks and turning desks to face the same direction (rather than facing each other) or having students

sit on only one side of the table, spaced apart.

- When social distancing is difficult or impossible, face coverings are required for students, and face coverings are always required for visitors and staff unless it will inhibit the individual's health. It is necessary to acknowledge that enforcing the use of face coverings may be impractical for young children or individuals with disabilities.
  - In a classroom setting where social distancing can take place (e.g., desks are 6 feet apart) or physical barriers are in place, face coverings can be removed while students are seated at desks but should be worn when moving about the classroom.
- All instructional and non-instructional rooms in school and district facilities must comply with social distancing standards to the maximum extent practicable. See "Additional Considerations" below for information helpful in calculating appropriate room occupancy to account for social distancing.
- Use of shared objects should be limited when possible or cleaned between use.
- Schools and districts must ensure that their indoor facilities have adequate ventilation, including operational heating, and ventilation systems where appropriate.
  - Recirculated air must have a fresh air component.
  - Open windows if A/C is not provided.
  - Filter(s) for A/C units must be maintained and changed according to manufacturer recommendations.
- Prepare and maintain hand sanitizing stations with alcohol-based hand sanitizers (at least 60% alcohol):
  - In each classroom (for staff and older children who can safely use hand sanitizer).
  - At entrances and exits of buildings.
  - Near lunchrooms and toilets.
  - Children ages 5 and younger should be supervised when using hand sanitizer.
  - For classrooms that have existing handwashing stations, prepare stations with soap, water, and alcohol-based hand sanitizers (at least 60% alcohol).
- Students should wash hands for at least 20 seconds at regular intervals, including before eating, after using the bathroom, and after blowing their nose/coughing/sneezing.
  - Use alcohol-based hand sanitizer (at least 60% alcohol) if washing with soap and water is not possible.

### **Critical Area 3: Transportation**

- If a district is providing transportation services on a school bus but 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 should be addressed according to that student's particular need and in accordance with all applicable laws and regulations.
- Adopt best practices for cleaning and disinfecting school buses and other transport vehicles (see

[guidance for bus transit operators](#)).

#### **Critical Area 4: Student Flow, Entry, Exit and Common Areas**

##### *Anticipated Minimum Standards*

- School District Reopening Plans should establish the process and location for student and staff health screenings. See below Critical Area of Operation #5 “Screening, PPE, and Response to Students and Staff Presenting Symptoms” for additional information.
- If physical distancing (six feet) cannot be maintained for individuals in line waiting to enter or exit a building, require utilization of face coverings. Provide physical guides, such as tape on floors or sidewalks and signs on walls, to help ensure that staff and students remain at least 6 feet apart in lines and at other times (e.g. guides for creating “one-way routes” in hallways).

#### **Critical Area 5: Screening, PPE, and Response to Students and Staff Presenting Symptoms**

##### *Anticipated Minimum Standards*

- School districts must adopt a policy for screening students and employees upon arrival for symptoms and history of exposure. Policies must include the following:
  - Staff must visually check students for symptoms upon arrival (which may include temperature checks) and/or confirm with families that students are free of COVID-19 symptoms.
  - Health checks must be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations.
  - Results must be documented when signs/symptoms of COVID-19 are observed.
  - Any screening policy must take into account students with disabilities and accommodations that may be needed in the screening process for those students.
- School districts must adopt procedures for symptomatic staff and students. Procedures must include the following:
  - Students and staff with symptoms related to COVID-19 must be safely and respectfully isolated from others. Follow [current Communicable Disease Service guidance](#) for illness reporting.
  - If the school district becomes aware that an individual who has spent time in a district facility tests positive for COVID-19, district officials must immediately notify local health officials, staff, and families of a confirmed case while maintaining confidentiality.
  - District should implement a policy to prepare for when someone tests positive for COVID-19 that include written protocols detailing the district’s COVID-19 related response for symptomatic students and staff. Protocols must be consistent with the district’s contact tracing policy (see “Critical Area of Operation #6: Contact Tracing”) to the maximum extent practicable. Protocols must include:
    - Establishment of an isolation space. Students and staff with symptoms related to COVID-19 must be safely and respectfully isolated from others. Students should remain in isolation with continued supervision and care until picked up by an authorized adult.
    - Follow current Communicable Disease Service guidance for illness reporting.
    - Adequate amount of personal protective equipment (PPE) available, accessible, and

- provided for use.
- Methods to assist in contact tracing including records of groups/cohorts, assigned staff, and daily attendance.
- Continuous monitoring of symptoms.
- Readmittance policies consistent with [Department of Health guidance and information for schools](#) and Department of Health/Communicable Disease Service's [Quick Reference Guidance on Discontinuation of Transmission-Based Precautions and Home Isolation for Persons Diagnosed with COVID-19](#)
- Written protocols to address a positive case.
- Encourage parents to be on the alert for signs of illness in their children and to keep them home when they are sick.
- School staff and visitors are required to wear face coverings unless doing so would inhibit the individual's health or the individual is under two years of age.
- Students are strongly encouraged to wear face coverings and are required to do so when social distancing cannot be maintained, unless doing so would inhibit the student's health. It is also necessary to acknowledge that enforcing the use of face coverings may be impractical for young children or individuals with disabilities.
  - Accommodation for students who are unable to wear a face covering should be addressed according to that student's need and in accordance with all applicable laws and regulations.
- Exceptions:
  - Doing so would inhibit the individual's health.
  - The individual is in extreme heat outdoors.
  - The individual 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.
  - The student is under the age of two (2) and could risk suffocation.
- If a visitor refuses to wear a face covering for non-medical reasons and if such covering cannot be provided to the individual the point of entry, entry to the school/district facility may be denied.

**Critical Area 6: Contact Tracing**  
***Anticipated Minimum Standards***

Contact tracing is the process used to identify those who come into contact with people who have tested positive for many contagious diseases, including COVID-19. It is a long-standing practice in New Jersey and around the world and is an integral function of local health departments in keeping communities safe from the spread of disease. Upon notification that a resident has tested positive for COVID-19, a local health department will call to determine close contacts to whom they may have spread the virus, where close contact is defined as being within six feet for a period of at least 10 minutes. Trained professionals from the community then get in touch with those close contacts to recommend next steps, such as self-quarantining, and to provide critical education and support in risk mitigation strategies. Increasing the number and capacity of contact tracers has been a top priority of the Governor as these practices can help slow the spread of COVID-19.

All school and district administrators, school safety specialists, counselors, and any other staff deemed

appropriate by the school and district, should be provided information regarding the role of contact tracing in keeping school communities safe from the spread of contagious disease (see resources below). Schools and districts should engage the expertise of their school nurses to educate the broader school community on the importance of contact tracing. The NJDOE will credit certified school safety specialists with three hours of training upon completion of Johns Hopkins University's COVID-19 Contact Tracing course.

## **Critical Area 7: Facilities Cleaning Practices**

### ***Anticipated Minimum Standards***

Districts must continue to adhere to [existing required facilities cleaning practices and procedures](#), and any new specific requirements of the local health department as they arise. Each school district must develop a procedure manual to establish cleaning/disinfecting schedules, targeted areas to be cleaned, and methods and materials to be used. Districts must:

- Develop a schedule for increased, routine cleaning and disinfection included in the district's policy.
- Routinely clean and disinfect surfaces and objects that are frequently touched. This may include cleaning objects/surfaces not ordinarily cleaned daily (e.g., doorknobs, light switches, classroom sink handles, countertops). Use all cleaning products according to the directions on the label. For disinfection most common EPA-registered household disinfectants should be effective. A list of products that are [EPA-approved for use against the virus that causes COVID-19](#) is available on the EPA's website. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.) Examples of frequently touched areas in schools:
  - Classroom desks and chairs
  - Lunchroom tables and chairs
  - Door handles and push plates
  - Handrails
  - Kitchens and bathrooms
  - Light switches
  - Handles on equipment (e.g. athletic equipment)
  - Buttons on vending machines and elevators
  - Shared telephones
  - Shared desktops
  - Shared computer keyboards and mice
  - Drinking fountains
  - School bus seats and windows
- Sanitize bathrooms daily, or between use as much as possible, using [protocols outlined by the Environmental Protection Agency \(EPA\)](#).

## **Critical Area 8: Meals**

### ***Anticipated Minimum Standards***

If cafeterias or group dining areas are used:

- Stagger times to allow for social distancing, and clean and disinfect between groups.
- Discontinue family style, self-service, and buffet.

- Clean and sanitize tables/surfaces between each meal service, pursuant to the protocols outlined [here](#) by the Environmental Protection Agency (EPA).
- Space students at least six feet apart.
- Individuals must wash their hands **after removing their gloves or after directly handling used food service items.**

### **Critical Area 9: Recess/ Physical Education**

#### *Anticipated Minimum Standards*

- Stagger recess. If two or more groups are participating in recess at the same time, they should have at least 6 feet of open space between them.
- Use cones, flags, tape, or other signs to create boundaries between groups.
- Always wash hands immediately after outdoor playtime.
- Stagger the use of playground equipment and establish frequent disinfecting protocols.
- Complete an inventory of outdoor spaces (athletic fields, track, green spaces, open space, and local parks) and designate zones, use stations, mark off areas, floor markers, floor tape, poly spots, etc., to ensure separation among students (six feet for social distancing).
- Consider closing locker rooms to mitigate risk and prohibit students and staff from confined spaces with limited ventilation and/or areas with large amounts of high contact surfaces.
  - If not feasible to close, stagger use and clean and disinfect between use.
  - Students may be encouraged to wear comfortable clothing and safe footwear to school that allows for safe movement and is appropriate for the weather in order to participate in physical education without the use of a locker room.
- Mitigate risk, limit and/or eliminate direct contact with equipment (lessons with no equipment) and do not allow sharing of equipment. If equipment must be shared, clean and disinfect between each use.
- Designate specific areas for each class during recess to avoid cohort mixing.

### **Critical Area 10: Extracurricular Activities and Use of Facilities Outside of School Hours**

#### *Anticipated Minimum Standards*

- Adhere to all applicable social distancing requirements and hygiene protocol during any extracurricular activities.
- Require any external community organizations that use school/district facilities to follow district guidance on health and safety protocols.

The full version of the NJDOE's guidance in *The Road Back*, published on June 26, 2020 is linked [here](#).