

# RESTART & RECOVERY PLAN

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## Appendices

### Restart and Recovery Plan to Reopen Schools

### Califon School Board of Education

### Fall 2020

\*This original plan includes revisions as indicated for Fall 2021 as per “Safe Return”  
The “Safe Return” plan includes adherence to all CDC, NJDOE & NJDOH guidance as  
described in the following appendices.

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## Appendix A

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

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

##### Communication to agencies

- Established and continued communication during the COVID-19 health crisis include:
  - NJDOE County meeting with Executive County Superintendent, OEM, and DOH
  - Ongoing communication with the DOH as related to individual illness within the school
  - Contact tracing and illness reporting to DOH for further guidance

##### Communication to: Parents

- Provide health and wellness, provide information on symptoms and protocols for students including school exclusion and follow up with pediatrician
- Provide information on school programs and schedule especially if changes are anticipated
- Provide parents with information on programming such as school events as related to current health data
- Other information:
  - Arrival/Dismissal procedures
  - Health Screening Policy
    - Daily at home health screenings & reporting of illness/absence to nurse
    - In School Screening & health response
  - Personal items
  - Lunch/Recess procedures
  - Schedule information
- Methods include:
  - Email
  - Honeywell Alert System
  - Available in English & Spanish

##### Board of Education

- Policy changes
- Financial impact & grant opportunities
- Provide Up-to-date information from NJDOE and DOH

##### Staff

- Protocols for student schedule, classroom arrangements and daily procedures
- Expectations for student supervision for social distancing & illness reporting
- Emergency communications related to health emergencies

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- Staff Training for protocols

## Reduction of Risk

- No visitors permitted **if indicated by CDC, NJDOE and/or NJDOH guidance**
- Social Distancing **if indicated by CDC, NJDOE and/or NJDOH guidance**
- Mask wearing **if indicated by CDC, NJDOE and/or NJDOH guidance**
- Hand sanitizing and hand washing protocols
- Signs for entrance/exit
- Adjusted arrival/dismissal to reduce gatherings
- Schedule adjustments to limit movement and contact within the school
- Health screenings of staff and students
- Protocols for illness response
- Exclusion for illness symptoms

## Protocol for High Risk Staff

- Accommodations for staff who request w/ medical documentation as per ADA compliance
- Mask wearing **if indicated by CDC, NJDOE and/or NJDOH guidance**
- Social distancing **if indicated by CDC, NJDOE and/or NJDOH guidance**
- Screening of all individuals in the building **if indicated by CDC, NJDOE and/or NJDOH guidance**
- Hand washing/sanitizing
- Facility sanitizing protocols

## Protocol for High Risk Students

- Accommodations for students as requested by parent – **discontinued as per Executive Order**
- At home/remote learning as requested by parent - **discontinued as per Executive Order**
- Mask wearing- **if indicated by CDC, NJDOE and/or NJDOH guidance**
- Social distancing- **if indicated by CDC, NJDOE and/or NJDOH guidance**
- Screening of all individuals in the building- **if indicated by CDC, NJDOE and/or NJDOH guidance**
- Hand washing/sanitizing
- Facility sanitizing protocols

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## Appendix B

### Critical Area of Operation #2 - Classrooms, Testing, and Therapy Rooms

#### Critical Area of Operation #2 - Classrooms, Testing & Therapy Rooms

- a. Social Distancing in Instruction & Non-instructional rooms- if indicated by CDC, NJDOE and/or NJDOH guidance**
- Instructional space Furniture arrangement
    - All subjects will be taught in HR base classroom including “specials”
    - Desk arrangements will maintain 3’ standard
    - Face coverings will be worn.
    - Desks/tables will face forward
    - Plexiglass barriers for speech, OT, PT will be utilized
  - Non-instructional spaces
    - Cafeteria- extra tables will be used with 3’ markings on benches for students to social distance
    - Recess Area- field line paint will be used to section off areas for cohorts/classes
  - Therapy Rooms
    - Plexiglass barriers will be used in speech therapy room
    - OT/PT will comply with face coverings and plexiglass barrier
  - **Due to low enrollment numbers, cohorts will be redefined and shall include but is not limited to combining of grade levels for subjects and/or student instructional groups.**
- b. Procedures for Hand Sanitizing/Washing**
- Hand sanitizing stations will be set up at each classroom entrance (both hallway & outside doors), lunch room doorway and in hallway areas, outside bathrooms, offices and all instructional and non-instructional spaces.
  - Classrooms with sinks will be utilized for handwashing
  - Students will be instructed on handwashing in regard to technique and length of time (20 seconds)
  - Younger students will be supervised in handwashing and hand sanitizing.

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## Appendix C

### Critical Area of Operation #3 – Transportation

<b>Critical Area of Operation #3 - Transportation</b>
<b>NA-</b> All students walk or are driven by parents.
Field trips are cancelled

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## Appendix D

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

Critical Area of Operation #4 - Student Flow, Entry, Exit & Common Areas
<p><b>a. Location of Student Screening- if indicated by CDC, NJDOE and/or NJDOH guidance</b></p> <ul style="list-style-type: none"><li>• Students will enter through designated areas per grade level:<ul style="list-style-type: none"><li>○ Grades 4-8 will enter the classroom through their outer classroom door each morning</li><li>○ Grades K, 1 &amp; 2 enter the front door which goes directly up the stairs and into their classrooms</li><li>○ PreK will enter the building using the PreK outer classroom door located alongside the school directly outside their classroom.</li></ul></li><li>• Health Screening will be conducted at home via home screening app<ul style="list-style-type: none"><li>○ Symptomatic students will be referred to the nurse</li></ul></li></ul>
<p><b>b. Location of Staff Screening</b></p> <ul style="list-style-type: none"><li>• Staff will enter via the main door</li><li>• Health Screening will be conducted at home via home screening app</li><li>• Symptomatic staff will be addressed by nurse</li></ul>
<p><b>c. Social Distancing in Entrance, Exits &amp; Common Areas- if indicated by CDC, NJDOE and/or NJDOH guidance</b></p> <p><b>Entrances &amp; Exits</b></p> <ul style="list-style-type: none"><li>• <b>Students must wear masks upon arrival and dismissal as well as during the day.- if indicated by CDC, NJDOE and/or NJDOH guidance for the following:</b></li></ul> <p>Social distancing will be used along with measures to limit larger numbers of students arriving and exiting at the same time. Multiple doors will be used for arrival and dismissal as well as staggered arrival &amp; dismissal times.</p> <ul style="list-style-type: none"><li>○ Arrival of students<ul style="list-style-type: none"><li>▪ Staggered arrival schedule for students by alphabetical order<ul style="list-style-type: none"><li>• A-K (8:10-8:20)</li><li>• L-Z (8:20-8:30)</li></ul></li><li>▪ Entrance at outside classroom doors</li><li>▪ Health Screening at each classroom door by staff member<ul style="list-style-type: none"><li>• Symptomatic student referred to nurse</li></ul></li><li>▪ Hand sanitizer stations at door</li><li>▪ No visitors/parents permitted inside the building</li></ul></li><li>○ Dismissal of students<ul style="list-style-type: none"><li>▪ Staggered dismissal times<ul style="list-style-type: none"><li>• A-K (3:12)</li><li>• L-Z (3:20)</li></ul></li></ul></li></ul>

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- Exit classroom outer door
- Monitor student dismissal to minimize gatherings
- Signage at driveway for pick up precautions including social distancing

## **Common Areas**

- Hallways
  - One-way traffic patterns marked with signage
  - Mark off 3' spaces along baseboard of hallway (Pawprints will be used to designate 6' spaces)
  - Alternate groups in hallway limiting number of students in hallways
- Cafeteria
  - Use of extra tables to ensure social distancing
  - Seating designated by marking off 3' distances between students
  - Staggered time between lunch groups to allow for disinfecting
  - Option: use classroom instead of cafeteria
- Gym
  - Small class numbers allow for the use of the gym during PE following social distancing guidelines
  - PE in outdoor space weather permitting
  - No sharing of equipment
- Recess Areas
  - Cohort/grade level sections will be delineated for use only by specific group to ensure no mixing of groups
  - No sharing of equipment
  - Sanitizing of area after each of the 2 recess periods
  - PreK playground will only serve the PreK students and will be sanitized daily
- Bathroom Use
  - Implement scheduled class bathroom visits monitored by teacher
  - Post signs at door for sanitizing and limiting capacity
  - Limit capacity/supervision by staff when possible
  - Prop doors open
  - Disinfect during & at end of each day
  - Hand sanitizer stations at bathroom entrance (sanitize in/sanitize out)
  - Disable blowers & provide paper towels
- Drinking Fountains
  - Shut off mouth contact faucets
  - Leave bottle fillers on
  - Post signs at fountains
  - Communicate to parents that students should bring their own water bottles

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## Appendix E

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

#### Critical Area of Operation #5 - Screening, PPE, & Response to Student & Staff presenting symptoms

**a. Screening procedures for Students & Staff - if indicated by CDC, NJDOE and/or NJDOH guidance**

- Staff will be screened using an at home screening app
- Students will be screened upon arrival each morning by a staff member which will include:
  - a visual symptom check by staff.
  - any student that appears to have symptoms, will be referred to and screened by the nurse.
  - daily screening will be required daily and records will be kept in the nurse's office.

**b. Protocols for Symptomatic Students & Staff as per BOE Policy 1648**

- Staff who are symptomatic will be:
  - addressed by the school nurse.
  - isolated in the isolation room/sent home.
  - Excluded from school for a period of time as per NJDOH & CDC Guidance
    - [https://www.nj.gov/health/cd/documents/topics/NCOV/COVID\\_guidance\\_reopening\\_childcare.pdf](https://www.nj.gov/health/cd/documents/topics/NCOV/COVID_guidance_reopening_childcare.pdf)
- Students who are symptomatic will be:
  - Referred to the school nurse.
  - isolated in the isolation room with supervision until a parent can pick up.
  - Excluded from school for a period of time
    - addressed by the school nurse.
    - isolated in the isolation room
    - Excluded from school for a period of time as per NJDOH & CDC Guidance
      - [https://www.nj.gov/health/cd/documents/topics/NCOV/COVID\\_guidance\\_reopening\\_childcare.pdf](https://www.nj.gov/health/cd/documents/topics/NCOV/COVID_guidance_reopening_childcare.pdf)
      -

**c. Protocol for Illness Reporting - Report of positive COVID-19 case:**

- Notifications necessary
  - Notify DOH
  - Notify staff (maintain confidentiality)
  - Notify families (maintain confidentiality)
- Contact tracing (**see Critical Area #6**)

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- School Closure
  - Potential closure to allow for disinfecting of classrooms, hallways and common spaces including lunchroom and recess area.
  - Potential closure to conduct contact tracing and notification of staff and families
  - Information would be provided related to:
    - Length of closure
    - Shift to remote instruction until reopening
- Communication with parents following report of positive case will include:
  - Guidance on monitoring their children for symptoms
  - Guidance on keeping symptomatic children home from school
  - Information on returning to school for children with prior illness

- d. **Protocols for face coverings (students, staff, visitors)- if indicated by CDC, NJDOE and/or NJDOH guidance**
- **Visitors, if allowed entrance, must wear masks.**
  - All deliveries will be left at the door including student items dropped off by parents.
  - Staff will wear masks.
  - Students will wear masks upon arrival, dismissal and during the day.
  - Students with disabilities or young students having difficulty wearing masks may practice social distancing and mask wearing with their teacher and the nurse.
  - Plexiglass barriers will be utilized by therapists such as speech.

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## Appendix F

### Critical Area of Operation #6 - Contact Tracing

#### Critical Area of Operation #6 - Contact Tracing

- Contact tracing
  - Personnel:
    - School Nurse
    - School Secretary
    - Chief School Administrator
      - Trained in Johns Hopkins COVID-19 Contact Tracing course
  - Contact DOH
  - Provide information to the DOH including:
    - a list of individuals who have been within 6' of person for more than 10 minutes
    - All Daily Screening Records including "At Home" daily parent screening records
    - All classroom sign-in/out logs (includes staff visiting classrooms)
    - All attendance sheets
    - All class demographic info which includes class list, addresses and phone numbers
    - All staff demographic sheets for those who came into contact with the individual
  - Work with DOH on a case by case basis with DOH guidance
  - Confirmed case, possible 1-day closure for contact tracing & cleaning

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## Appendix G

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

Critical Area of Operation #7 - Facilities Cleaning Practices
<b>Cleaning &amp; disinfecting of school &amp; school equipment</b>
<ul style="list-style-type: none"> <li>• Increased training of staff               <ul style="list-style-type: none"> <li>• Training for custodians, sub custodians and night custodians on protocols, new products and increased attention to disinfecting practices</li> <li>• Staff will be instructed on in class use of sanitizing wipes</li> </ul> </li> <li>• Schedule for cleaning               <ul style="list-style-type: none"> <li>• Daily schedule for routine facility cleaning including sweeping floors, collecting garbage, and dusting.</li> <li>• Classroom equipment in PreK room to be disinfected daily including PreK playground equipment</li> <li>• Increased frequency for targeted areas (disinfected throughout the day)                   <ul style="list-style-type: none"> <li>▪ Door knobs</li> <li>▪ Light switches</li> <li>▪ Telephone handsets</li> <li>▪ Stair railings</li> <li>▪ Restrooms</li> <li>▪ Desk surfaces (both unshared and shared spaces)</li> <li>▪ Chairs</li> <li>▪ Playground equipment</li> <li>▪ Lunch Tables (after each lunch)</li> </ul> </li> <li>• Nurse's office will be sanitized after student visits and isolation room will be sanitized after use</li> <li>• Use of daily checklist for all cleaning and sanitizing to be kept in main office</li> </ul> </li> <li>• Fountains with spout will be shut off/bottle filler will be left on and cleaned through the day</li> <li>• Bathroom hand dryer blowers will be shut off/paper towels will be available</li> <li>• Signage will be posted to limit the number of students in the restroom at the same time.</li> <li>• No transportation program in district</li> <li>• No food service program/kitchen use in district</li> <li>• Response to illness/cleaning &amp; disinfecting: may include temporary school closure for sanitizing purposes in collaboration with local agencies including the DOH, CDC and school physician.</li> </ul>
<ul style="list-style-type: none"> <li>• Custodial Manual - The district custodial manual details cleaning protocols, schedules and standards</li> </ul>
<ul style="list-style-type: none"> <li>• Cleaning/Sanitizing checklists - The district custodial checklist for both routine and increased cleaning &amp; sanitizing tasks will be utilized and filed.</li> </ul>

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- Cleaning Product List.
  - Buckeye Eco Neutral Disinfectant - EPA Reg. No. 47371-129-559
  - Champion Spray on Spray Disinfectant - EPA Reg. No. 498-179
  - Sani Cloth HB Germicidal Wipes- EPA Reg No. 61178-4-9480
  - Up & Up Wipes - EPA Reg No. 11525-30-70271
  - Biosque - EPA Reg No. 87742-1-92595
- Methods include sanitizer liquid for use with mop, cloth, pre-soaked wipes and spray machine

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## Appendix H

### Critical Area of Operation #8 – Meals

Critical Area of Operation #8 - Meals
<ul style="list-style-type: none"><li>• <b>No</b> food services are used</li><li>• Milk is provided upon order and delivered to the school weekly by an outside vendor.</li><li>• All students bring their lunch</li></ul>
<ul style="list-style-type: none"><li>• Lunch in classrooms or outside</li><li>• Lunch in lunchroom</li><li>• Split lunch periods</li><li>• PreK-4            Total 46</li><li>• 5-8                Total 33</li><li>• Capacity</li><li>• Students sit with their own cohort/grade level</li><li>• Social distancing measures (benches marked off by 3' for seating)</li><li>• Staff monitor lunchroom and maintain social distancing</li><li>• Hand sanitizer stations at door will be used before entering and before leaving</li><li>• Disinfect tables/benches at end of period each period</li></ul>

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## Appendix I

### Critical Area of Operation #9 – Recess/Physical Education

#### Critical Area of Operation #9 - Recess & Physical Education

- a. **Recess Protocols-** if indicated by CDC, NJDOE and/or NJDOH guidance
- Students will go to recess via outer classroom door with their teacher or from lunch room exit (for lunch group 1) with the aide
  - Social distance between groups/class to avoid cohort mixing
  - Mask wearing if students are within 3'
  - Designate areas and/or schedule for class activities
  - Marks with cones/flags/etc.
  - Students will return to classrooms via the outer door & be supervised by teacher
  - Wash/sanitize hands after activities at sanitizing station at outside door of classroom
  - Stagger use of equipment
    - Staff will disinfect/sanitize equipment after use if sharing is necessary
    - Consider activities without equipment
  - Indoor recess on inclement weather days will be in classrooms using social distancing and non-contact activities
- b. **Physical Education Protocols** - if indicated by CDC, NJDOE and/or NJDOH guidance
- Social distance between groups/class to avoid cohort mixing for blended classes , cohorts will be redefined
  - Mask wearing if students are within 3'
  - Designate areas & marks off 3' spaces for class activities
  - Marks with cones/flags/etc.
  - Students will return to classrooms via the outer door & be supervised by teacher
  - Wash/sanitize hands after activities at sanitizing station at door
  - Stagger use of equipment
    - Staff will disinfect/sanitize equipment after use if sharing is necessary
    - Consider activities/lessons without equipment
  - Outdoor gym when possible
  - Indoor PE on inclement weather days will be in the gym using social distancing and non-contact activities
  - No locker rooms

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## Appendix J

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

Critical Area of Operation #10 - Field Trips, Extra-Curricular Activities & Use of Facilities Outside of School Hours
<p><b>a. Field Trips/Assemblies</b></p> <ul style="list-style-type: none"><li>All in-person field trips &amp; assemblies are <b>cancelled-</b> if indicated by CDC, NJDOE and/or NJDOH guidance, if allowed, students and staff will follow all protocols</li></ul>
<p><b>b. Extra-Curricular Activities</b></p> <ul style="list-style-type: none"><li>All in-person activities are <b>cancelled-</b> if indicated by CDC, NJDOE and/or NJDOH guidance, if allowed, students and staff will follow all protocols</li><li>Virtual clubs will take place on a limited basis</li></ul>
<p><b>c. Use of Facilities Outside School hours</b></p> <ul style="list-style-type: none"><li>All outside sports groups, Scouting, clubs have been <b>cancelled - if indicated by CDC, NJDOE and/or NJDOH guidance, if allowed, students and staff will follow all protocols</b></li><li>Currently scheduled<ul style="list-style-type: none"><li>Childcare for after school Wrap Around care</li><li>One room in use</li><li>Cleaning protocols under Childcare/Daycare completed by the program staff</li><li>Additional precautionary disinfecting of room and restroom nightly by school night custodian</li></ul></li></ul>



# RESTART & RECOVERY PLAN

## Appendix K

### Academic, Social, and Behavioral Supports

<b>Academic, Social &amp; Behavioral Supports</b>		
<b>Program</b>	<b>Indicator</b> (Not being utilized, being developed by school officials, currently being utilized)	<b>Evidence/Materials</b>
<b>SEL Programming</b>	<b>Being Developed by School Officials</b> <ul style="list-style-type: none"> <li>• Activities to support staff &amp; students as we reopen</li> <li>• Schoolwide</li> </ul>	<b>By Committee</b>
<b>School Culture &amp; Climate</b>	<b>Being Developed by School Officials</b> <ul style="list-style-type: none"> <li>• Activities to support staff, students &amp; families as we re-engage all</li> </ul>	<b>By Committee</b>
<b>School Guidance</b>	<b>Currently being utilized</b> <ul style="list-style-type: none"> <li>• Trauma informed counseling practices</li> <li>• Group &amp; individual support</li> </ul>	<b>Guidance program</b>
<b>Multi-Tiered Systems of Support (MTSS)</b>	<b>Currently being utilized</b>	<b>MTSS Program</b>
<b>Wraparound Supports</b>	<b>Currently being utilized</b>	<b>HMC Behavioral Health Services</b>
<b>Food Services</b>	<b>Not being utilized</b>	<b>NA</b>
<b>Quality Child Care</b>	<b>Currently being utilized</b>	<b>Aftercare program-Work Family Connection (WFC)</b>

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## Appendix L

### Restart Committee

#### Leadership & Planning- Restart Committee

**Members:**

Parent (2)  
BOE member (1)  
Teacher (3)  
Nurse (1)  
Business Administrator  
School Secretary (1)  
Chief School Administrator

**Tasks:**

- Collaborate on the reopening plan
- Work with DOH, Pandemic Response Team and others
- Dev sub committees for areas of focus
- Seek stakeholder input

**Subcommittees:**

- Climate & Culture
- SEL Programming
- Remote Hybrid

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## Appendix M

### Pandemic Response Teams

#### Leadership & Planning- Pandemic Response Team

##### **Pandemic Response Team (School-based)**

**Members:** In house committee comprised of teachers & other school staff utilizing the School Safety Team

**Tasks:**

- Oversee Reopening plan implementation
- Amend safety protocols as needed
- Maintain data & documentation (nurse only)
- Staff training
- Communication with DOH (Nurse & CSA only)
- Communication w/ individual families (Nurse & CSA only)
- Communication w/ NJDOE (CSA only)
- Communication w/ larger community (CSA only)

**Sub Committees: (in house)**

**Remote Hybrid-** Responsible for planning of shift to remote and/or at home instruction for students unable to return to in-person instruction

**SEL/Wraparound Support-**Responsible for programming and wraparound support, communication of resources for parents via website and (counselor or nurse) communication to parents

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## Appendix N

### Scheduling of Students

#### Leadership & Planning- Scheduling

##### a. Scheduling

- Full in-person instruction
  - First 1 1/2 weeks: early dismissal/No lunch
  - Last 2 days of week 2 full days/lunch at school in classrooms
  - Staff will meet daily to debrief after early dismissal to review and adjust protocols as needed
- Staff Professional Development (2 days)
  - Staff training on new protocols for health screening, protocols for social distancing and other reopening related topics
  - PD days will be used to set up classrooms to comply with social distancing including taping off areas, furniture arrangement, etc
  - Staff planning time will be given for instructional activities
  - Sub Committee planning time will be given for activity planning for SEL
- Remote Instruction for students who are unable to return will be made available
  - **(NEW)** Remote learning will be available for students whose families have selected the option. Registration for the remote option will be required in order for planning to occur.
  - Remote learning will include both synchronous and asynchronous instruction, doing supplemental reading, independent work, use of Google Classroom and Zoom/Seesaw with teacher(s). Teachers will address specific curricular standards through activities and assignments that meet course or grade-level learning expectations. The district will approve and implement a remote learning policy (Policy 1648.02).
  - The school district will ensure, consistent with N.J.A.C. 6A:32-8.3, that each student in grades 1-8 will be provided at least four hours of instructional contact time per school day.
  - Kindergarten students will be provided with 2.5 hours of instruction utilizing independent activities and, when possible, live sessions with the teacher.
  - Preschool students on remote instruction will be provided with supplemental activities and pre-recorded activities on Seesaw that are age appropriate for content, frequency and length.

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- The district will ask parents/guardians to register for a remote-only learning model during the week of August 17, 2020. This information on the registered students in each model will help the district to make additional programming and staffing decisions. Parents will be contacted regarding their child's program.

## **b. Programs**

- All educational programs will continue under the in-person instruction model.
- All Special Education programs and services will continue for in-person instruction with some modifications if remote instruction becomes necessary.
- No after school activities will take place upon the opening of school including after school in-person clubs and after school sports.
- Clubs such as *Yearbook* and *Student Council* will be conducted virtually after school hours.

## **c. Remote Learning Sub-Committee** (of Pandemic Response Team)- will review and adjust the existing [Remote Learning Plan](#) should school closure be necessary at a future date

- September- students in all grade levels will be acclimated to the use of technology & parents will be provided with instructions at the time of closure

## **d. Scheduling adjustments**

- Small population allows for small classes without cohort mixing
- All grade levels will remain in homeroom and, when necessary, teachers will go to the classrooms (ie special subjects)
- Schedules have been developed to allow for double planning periods when possible.
- Early dismissals in the first 2 weeks allow for debriefing and common planning for staff.
- Special education and 504 student schedules provide accommodations, supports and services.
- Lunch schedule will be adapted upon return starting with in classroom lunches and gradually moving toward use of the lunchroom w/ social distancing
- Schedule will be adjusted allowing time in between lunches to disinfect tables
- No after school activities or facilities use
- Arrival/Dismissal staggered times to avoid gathering of students/parents
  - A-M
  - L-Z

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## Appendix O

### Staffing

#### Leadership & Planning- Staffing

##### Staffing

- **Professional Development**
  - Staff return with 2 days for professional development which will include training on protocols for screening, arrival/dismissal, in class procedures, student instruction on social distancing/masks wearing, lunch/recess protocols,
- **Roles & Responsibilities-as per Policy 1648**
  - All instructional staff will be trained for role responsibilities including safety protocols and instruction according to Policy 1648.
  - All other staff will be trained for role responsibility including safety protocols and specific requirements for their role according to policy 1648.
  - Mentor teachers will conduct mentee training utilizing in-person and/or remote hybrid according to need.
  - Administrators will monitor health and well-being of students and staff, facility cleaning, instruction, and all safety protocols according to policy 1648.

##### Staff Wellness

- Daily screenings via app
- Mask wearing- **if indicated by CDC, NJDOE and/or NJDOH guidance**
- Staff debrief & check in opportunities will be scheduled
- Staff unable to teach in-person learning will be utilized in a remote capacity whenever possible and according to student need.

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## Appendix P

### Athletics

Athletics
<b>Fall 2020 Programs</b> <ul style="list-style-type: none"><li>• Cancelled-</li><li>• Future – as indicated by CDC, NJDOE and/or NJDOH guidance</li></ul>
<b>Winter/Spring Programs</b> <ul style="list-style-type: none"><li>• TBD upon executive order &amp; available health data</li></ul>

This school district should include in Appendix P the locally developed protocols addressing the anticipated minimum standards as required by the NJDOE Guidance and referenced in the Board’s Plan – Section B.7.

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## 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	<a href="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%2Fschoolday-camps.html%20-%20page=46">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%2Fschoolday-camps.html%20-%20page=46</a>
	Childcare, Schools, and Youth Programs	<a href="https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html">https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html</a>
	People Who Are at Increased Risk for Severe Illness	<a href="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">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</a>
	Considerations for Schools	<a href="https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html">https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html</a>
	Reopening Schools in the Context of COVID-19: Health and Safety Guidelines from Other Countries	<a href="https://learningpolicyinstitute.org/product/reopening-schools-covid-19-brief">https://learningpolicyinstitute.org/product/reopening-schools-covid-19-brief</a>
Critical Area of Operation #2	ASHRAE Offers COVID-19 Building Readiness/Reopening Guidance	<a href="https://www.ashrae.org/about/news/2020/ashrae-offers-covid-19-building-readiness-reopening-guidance">https://www.ashrae.org/about/news/2020/ashrae-offers-covid-19-building-readiness-reopening-guidance</a>
	When and How to Wash Your Hands	<a href="https://www.cdc.gov/handwashing/when-how-handwashing.html">https://www.cdc.gov/handwashing/when-how-handwashing.html</a>
Critical Area of Operation #3	Bullock announces phased approach to reopen Montana	<a href="https://nbcmontana.com/news/coronavirus/bullock-announces-phased-approach-to-reopen-montana">https://nbcmontana.com/news/coronavirus/bullock-announces-phased-approach-to-reopen-montana</a>
	What Bus Transit Operators Need to Know About COVID-19	<a href="https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/bus-transit-operator.html">https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/bus-transit-operator.html</a>
Critical Area of Operation #4	Stop the Spread of Germs (Printable Poster)	<a href="https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf">https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf</a>
	Handwashing (Printable Posters)	<a href="https://www.cdc.gov/handwashing/posters.html">https://www.cdc.gov/handwashing/posters.html</a>
Critical Area of Operation #5	Communicable Disease Service	<a href="https://www.nj.gov/health/cd/">https://www.nj.gov/health/cd/</a>



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Section	Title	Link
	COVID-19: Information for Schools	<a href="https://www.state.nj.us/health/cd/topics/covid2019_schools.shtml">https://www.state.nj.us/health/cd/topics/covid2019_schools.shtml</a>
	Quick Reference: Discontinuation of Transmission-Based Precautions and Home Isolation for Persons Diagnosed with COVID-19	<a href="https://www.nj.gov/health/cd/documents/topics/NCOV/COVID-QuickRef_Discont_Isolation_and_TB_P.pdf">https://www.nj.gov/health/cd/documents/topics/NCOV/COVID-QuickRef_Discont_Isolation_and_TB_P.pdf</a>
	Guidance for Child Care Programs that Remain Open	<a href="https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html">https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html</a>
	General Business Frequently Asked Questions	<a href="https://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html">https://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html</a>
Critical Area of Operation #7	Guidance for Cleaning and Disinfecting	<a href="https://www.epa.gov/sites/production/files/2020-04/documents/316485-c_reopeningamerica_guidance_4.19_6pm.pdf">https://www.epa.gov/sites/production/files/2020-04/documents/316485-c_reopeningamerica_guidance_4.19_6pm.pdf</a>
	EPA Approved Disinfectants for Use Against SARS-CoV-2 (COVID-19)	<a href="https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19">https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19</a>
Critical Area of Operation #8	EPA Approved Disinfectants for Use Against SARS-CoV-2 (COVID-19)	<a href="https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19">https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19</a>
Social Emotional Learning and School Climate and Culture	A Trauma-Informed Approach to Teaching Through Coronavirus	<a href="https://www.tolerance.org/magazine/a-trauma-informed-approach-to-teaching-through-coronavirus">https://www.tolerance.org/magazine/a-trauma-informed-approach-to-teaching-through-coronavirus</a>
	CASEL – An Initial Guide to Leveraging the Power of Social and Emotional Learning as You Prepare to Reopen and Renew Your School Community	<a href="https://casel.org/wp-content/uploads/2020/05/CASEL_Leveraging-SEL-as-You-Prepare-to-Reopen-and-Renew.pdf">https://casel.org/wp-content/uploads/2020/05/CASEL_Leveraging-SEL-as-You-Prepare-to-Reopen-and-Renew.pdf</a>
Multi-Tiered Systems of Support (MTSS)	New Jersey Tiered System of Supports (NJTSS) Implementation Guidelines	<a href="https://www.nj.gov/education/njtss/guidelines.pdf">https://www.nj.gov/education/njtss/guidelines.pdf</a>
	RTI Action Network	<a href="http://www.rtinetwork.org/">http://www.rtinetwork.org/</a>
	The Pyramid Model: PBS in Early Childhood Programs and its Relation to School-wide PBS	<a href="https://challengingbehavior.cbcs.usf.edu/docs/Pyramid-Model_PBS-early-childhood-programs_Schoolwide-PBS.pdf">https://challengingbehavior.cbcs.usf.edu/docs/Pyramid-Model_PBS-early-childhood-programs_Schoolwide-PBS.pdf</a>
Wraparound Supports	SHAPE	<a href="http://www.schoolmentalhealth.org/SHAPE/">http://www.schoolmentalhealth.org/SHAPE/</a>
	Child Care Resource and Referral Agencies	<a href="https://www.childcarenj.gov/Parents/Child-Care-Resource-and-Referral-Agencies.aspx">https://www.childcarenj.gov/Parents/Child-Care-Resource-and-Referral-Agencies.aspx</a>
	Coronavirus Resources for Mentoring	<a href="https://nationalmentoringresourcecenter.org/">https://nationalmentoringresourcecenter.org/</a>

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Section	Title	Link
Food Service and Distribution	Benefits of School Lunch	<a href="https://frac.org/programs/national-school-lunch-program/benefits-school-lunch">https://frac.org/programs/national-school-lunch-program/benefits-school-lunch</a>
Quality Child Care	Child Care Resource and Referral Agencies	<a href="https://www.childcarenj.gov/Parents/Child-Care-Resource-and-Referral-Agencies.aspx">https://www.childcarenj.gov/Parents/Child-Care-Resource-and-Referral-Agencies.aspx</a>
	Division of Early Childhood Education	<a href="https://www.nj.gov/education/ece/hs/agencies.htm">https://www.nj.gov/education/ece/hs/agencies.htm</a>
<b>Leadership and Planning</b>		
Section	Title	Link
Scheduling	New Jersey Specific Guidance for Schools and Districts	<a href="https://www.nj.gov/education/covid19/sped/guidance.shtml">https://www.nj.gov/education/covid19/sped/guidance.shtml</a>
Staffing	Mentoring Guidance for COVID-19 Closures	<a href="https://www.nj.gov/education/covid19/teacherresources/mentguidance.shtml">https://www.nj.gov/education/covid19/teacherresources/mentguidance.shtml</a>
	Educator Evaluation During Extended School Closure as a Result of COVID-19	<a href="https://www.nj.gov/education/covid19/teacherresources/edevaluation.shtml">https://www.nj.gov/education/covid19/teacherresources/edevaluation.shtml</a>
	Performance Assessment Requirement for Certification COVID-19 Guidance	<a href="https://www.nj.gov/education/covid19/teacherresources/edtpaguidance.shtml">https://www.nj.gov/education/covid19/teacherresources/edtpaguidance.shtml</a>
	Educator Preparation Programs and Certification	<a href="https://www.nj.gov/education/covid19/teacherresources/eppcert.shtml">https://www.nj.gov/education/covid19/teacherresources/eppcert.shtml</a>
Athletics	Executive Order No. 149	<a href="http://d31hzhk6di2h5.cloudfront.net/20200530/7d/e6/d1/5c/09c3dc4d1d17c4391a7ec1cb/EO-149.pdf">http://d31hzhk6di2h5.cloudfront.net/20200530/7d/e6/d1/5c/09c3dc4d1d17c4391a7ec1cb/EO-149.pdf</a>
	NJSIAA COVID-19 Updates	<a href="https://www.njsiaa.org/njsiaa-covid-19-updates">https://www.njsiaa.org/njsiaa-covid-19-updates</a>
	NJSIAA provides return-to-play guidelines – Phase 1	<a href="https://www.njsiaa.org/events-news-media/news/njsiaa-provides-return-play-guidelines-phase-1">https://www.njsiaa.org/events-news-media/news/njsiaa-provides-return-play-guidelines-phase-1</a>
	Guidance for Opening up High School Athletics and Activities	<a href="https://www.nfhs.org/media/3812287/2020-nfhs-guidance-for-opening-up-high-school-athletics-and-activities-nfhs-smac-may-15_2020-final.pdf">https://www.nfhs.org/media/3812287/2020-nfhs-guidance-for-opening-up-high-school-athletics-and-activities-nfhs-smac-may-15_2020-final.pdf</a>
<b>Policy and Funding</b>		
Section	Title	Link
Elementary and Secondary School Emergency Relief Fund	CARES Act Education Stabilization Fund	<a href="https://www.nj.gov/education/covid19/boardops/caresact.shtml">https://www.nj.gov/education/covid19/boardops/caresact.shtml</a>
	NJDOE EWEG	<a href="https://njdoe.mtwgms.org/NJDOEGM_SWeb/logon.aspx">https://njdoe.mtwgms.org/NJDOEGM_SWeb/logon.aspx</a>
FEMA – Public Assistance	Request for Public Assistance (RPA) Process	<a href="https://njemgrants.org/site/rpasubmission.cfm">https://njemgrants.org/site/rpasubmission.cfm</a>

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Section	Title	Link
Purchasing	New Jersey School Directory	<a href="https://homeroom5.doe.state.nj.us/directory/district.php?districtname=educational+services+commission">https://homeroom5.doe.state.nj.us/directory/district.php?districtname=educational+services+commission</a>
	NJSTART	<a href="https://www.njstart.gov/bsol/">https://www.njstart.gov/bsol/</a>
	Division of Local Government Services	<a href="https://www.nj.gov/dca/divisions/dlgs/">https://www.nj.gov/dca/divisions/dlgs/</a>
	Local Finance Notice – Coronavirus Response: Emergency Procurement and Use of Storm Recovery Reserves	<a href="https://www.nj.gov/dca/divisions/dlgs/lfns/20/2020-06.pdf">https://www.nj.gov/dca/divisions/dlgs/lfns/20/2020-06.pdf</a>
	Local Finance Notice – COVID-19 – Supplemental Emergency Procurement Guidance	<a href="https://www.nj.gov/dca/divisions/dlgs/lfns/20/2020-10.pdf">https://www.nj.gov/dca/divisions/dlgs/lfns/20/2020-10.pdf</a>
Costs and Contracting	E-rate	<a href="https://www.usac.org/e-rate/">https://www.usac.org/e-rate/</a>
	Technology for Education and Career (NJSBA TEC)	<a href="https://www.njsba.org/services/school-technology/">https://www.njsba.org/services/school-technology/</a>
<b>Continuity of Learning</b>		
Section	Title	Link
Ensuring the Delivery of Special Education and Related Services to Students with Disabilities	IDEA	<a href="https://sites.ed.gov/idea/">https://sites.ed.gov/idea/</a>
	Guidance on the Delivery of Extended School Year (ESY) Services to Students with Disabilities – June 2020	<a href="https://www.nj.gov/education/covid19/boardops/extendedschoolyear.shtml">https://www.nj.gov/education/covid19/boardops/extendedschoolyear.shtml</a>
Technology and Connectivity	Joint Statement of Education and Civil Rights Organizations Concerning Equitable Education during the COVID-19 Pandemic School Closures and Beyond	<a href="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">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</a>
Curriculum, Instruction, and Assessment	Learning Acceleration Guide	<a href="https://tntp.org/assets/set-resources/TNTP_Learning_Acceleration_Guide_Final.pdf">https://tntp.org/assets/set-resources/TNTP_Learning_Acceleration_Guide_Final.pdf</a>
	Mathematics: Focus by Grade Level	<a href="https://achievethecore.org/category/774/mathematics-focus-by-grade-level">https://achievethecore.org/category/774/mathematics-focus-by-grade-level</a>
	Teacher Resources for Remote Instruction	<a href="https://www.nj.gov/education/covid19/teacherresources/teacherresources.shtml">https://www.nj.gov/education/covid19/teacherresources/teacherresources.shtml</a>
	NJDOE Virtual Professional Learning	<a href="https://www.nj.gov/education/covid19/teacherresources/virtualproflearning.shtml">https://www.nj.gov/education/covid19/teacherresources/virtualproflearning.shtml</a>

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<b>Section</b>	<b>Title</b>	<b>Link</b>
Professional Learning	Distance Learning Resource Center	<a href="https://education-reimagined.org/distance-learning-resource-center/">https://education-reimagined.org/distance-learning-resource-center/</a>
Career and Technical Education (CTE)	Communicable Disease Service	<a href="https://www.nj.gov/health/cd/topics/covid2019_schools.shtml">https://www.nj.gov/health/cd/topics/covid2019_schools.shtml</a>
	Considerations for Schools	<a href="https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html">https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html</a>