

Return to Learning COVID 19 Education Taskforce

Summary of Reopening Plan

Parent Input Meeting: A meeting will take place in the first week of August to include parent input for the Return to Learning Plan. This plan has been created with currently available information but will be modified as new medical discoveries are communicated to us from the Department of Health and CDC.

Daily Schedule: The Margaret Mace School will be open for all students five days per week on a regular schedule. A classroom maximum of twelve students in the classroom will be implemented.

September 9, 10, and 11 will be early dismissal days for students and professional development days for staff members.

Online options will be available for parents who do not choose to send students back into the school building.

Lunch/Breakfast procedure: Breakfast will be served in the classroom. Lunch sessions will be revised to allow for a very limited number of students in the cafeteria at one time. Outdoor recess will be scheduled weather permitting.

Entrance and Exits: School entrance and exit plans have been changed to assist with social distancing and allow for less student interaction and limit overall exposure.

Screening: New screening procedures have been established to help verify that all students and staff who enter the building are in good health and will not expose others to COVID-19

What happens if a student or staff member tests positive?

Students or staff members will be quarantined for 10 days.

All students and staff will be notified.

Exposed students will have to quarantine for 14 days.

Exposure is within 6 feet for longer than 10 minutes without a mask.

There should be no exposure at school

Disinfection protocols:

Classrooms will be sanitized nightly.

Sanitation during the school day will be increased

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Students will sanitize their own work areas.

Personal Protective Equipment:

All students and staff will wear a mask at all times other than mealtime, physical education, music class, recess when social distancing can be maintained.

Guidelines:

All CDC guidelines will be followed

The return to learning reopening plan will be updated as procedures are modified.

General Topic: Governance		
	Sub Topic: Policies Updates	
Action Steps:	<ul style="list-style-type: none">● Update Visitors Policy (#1250) amended to prohibit most visitors during the pandemic recovery. Visitors may be admitted only upon the approval of the principal and must observe social distancing rules and wear face masks while in school.● Update Operations and Maintenance of Plant Policy (#3510) amended to include cleaning and disinfecting measures outlined in the guidance for facilities.● Update Transportation Safety Policy(#3541.33) amended to include an overview of cleaning, disinfecting and social distancing measures outlined in the guidance for school buses● Update Illness Policy (#5141.2) amended to cover contact tracing.● Update Health Examinations and Immunizations (#5141) amended to cover screening, personal protective equipment, and social distancing.● Policy approval at August 24, Board of Education Meeting● Add mask-wearing to student dress code in the student handbook<ul style="list-style-type: none">○ Approval at August 24, 2020 Board of Education Meeting	
Timeline: Completed by August 24, 2020		
Budget: None		

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General Topic: Facilities	
Sub Topic: Cleaning & Disinfecting Procedures	
<p>Action Steps:</p> <ul style="list-style-type: none"> Proper cleaning materials will be supplied to all staff members. Staff members will be instructed on the proper way to disinfect surfaces. Lavatories will be disinfected on a scheduled plan. Not all lavatories will be open at all times to assist with the disinfecting schedule. Deep surface cleaning will take place after all students and staff clear the building in preparation for the next day. 	
<p>Timeline: September 8, 2020, and ongoing</p>	
<p>Budget:</p> <p>Purchases:</p> <ul style="list-style-type: none"> Non-Latex gloves Spray bottles with disinfectant Dry wipes Clorox Wipes Stickers reminding staff and students of hand-washing and social distancing Water bottle supply will be available Water dispense station equipped with dixie cups / reusable student water bottles Plexiglass/sneeze guards installed in various locations. 	
General Topic: Facilities	
Sub Topic: Building & Classroom Capacity	Person(s) Responsible:
<p>Action Steps:</p> <ul style="list-style-type: none"> Building/room capacity has been calculated and notated with regard to attempting to keep 6 feet distance between all individuals and necessary social distancing measures. Student and teacher/staff schedules will be created with each room capacity in mind. Storage unit purchases will be considered to store any unused furniture that may need to be relocated from the classrooms. 	
<p>Timeline: By the start of school</p>	
<p>Budget: N/A</p>	
General Topic: Finance	
Sub Topic: School Funding	
<p>Action Steps:</p>	

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- CARES Grant funding application has been completed and approved by the DOE.
- CARES funds will be used for COVID related expenditures.
- A new Digital Divide grant is to be released soon by the governor and will be explored for additional funding needs.
- Communication will continue and remain well established with the City of North Wildwood in reference to tax levy payments.
- State Aid will be closely monitored for payment schedules.
- Cash flow will be reviewed frequently and monthly budget status reports will be constantly checked.

Timeline:
Completed by August 24, 2020

Budget: N/A

General Topic: Finance

Sub Topic: Purchasing

Action Steps:

The following items will be purchased:

- Masks (various types - gaiters, surgical, child-size, clear and face shields)
- Non-latex gloves
- Signage for social distance measures
- Spray bottles and disinfecting items and wipes
- Water bottles (filled and reusable) (dixie cups)
- Additional water bottle filling stations
- Sanitization stations
- Thermometers
- Plexiglass/Sneeze guards
- Tents for out on the field.
- Additional tables for outside

Timeline:
Completed by August 24, 2020 - on-going

Budget: \$10,000

General Topic: Finance

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	Sub Topic: Accounts, Transfers & Cashflow
Action Steps: <ul style="list-style-type: none"> ● Cashflow (revenues and expenditures) will consistently be reviewed. ● Communication will be kept open with the City of NW and the state in reference to state aid changes. 	
Timeline: Completed by August 24, 2020 - on-going	
Budget: N/A	
General Topic: Finance	
	Sub Topic: CARES Funding
Action Steps: CARES funding has been applied for and approved by the state. We have not received the actual funds yet, but we can start allocating purchases against this grant. This grant runs through September 2022 and we are targeted to receive \$26,444	
Timeline: Was completed by grant deadline of June 19, 2020	
Budget: N/A	
General Topic: Operations Non-Instructional	
	Sub Topic: Recess
Action Steps: <ul style="list-style-type: none"> ● Stagger recess. ● Use of signage to create boundaries between groups. ● Stagger the use of playground equipment. ● Masks are not required for outdoor recess but 6 feet of open space will be encouraged. ● Hand sanitizer or hand washing before playground use. ● Wash hands immediately after outdoor recess- possible use of a handwashing station for outside use. ● Establish disinfecting protocols after each use. ● An alternate plan will be developed for rain days 	
Timeline: Sept 9, 2020	
Budget: Outside portable handwashing station- estimated \$500	

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General Topic: Operations Non-Instructional		
	Sub Topic: Student Flow in Building – Entry and Exit Plan	
<p>Action Steps:</p> <ul style="list-style-type: none"> ● At 7:45 students may begin arriving adhering to social distance signage & guidelines outside of the building ● Preschool & Kindergarten students will enter southeast corner 13th street entrance for prescreening and will be escorted to assigned classroom adhering to social distance and signage guidelines ● 1st, 2nd, & 3rd-grade students will enter 12th Street Main Entrance in a staggered manner for prescreening and will go directly to assigned classroom adhering to social distance and signage guidelines ● 4th, 6th, & 7th-grade students will enter 13th Mid-Entrance in a staggered manner for prescreening and will go directly to assigned classroom adhering to social distance and signage guidelines ● 5th & 8th-grade students will enter 13th Mid-Entrance in a staggered manner for prescreening and will go directly to assigned classroom adhering to social distance and signage guidelines ● Students arriving late will enter Atlantic Avenue Main Entrance in a staggered manner for prescreening and will go directly to assigned classroom adhering to social distance and signage guidelines ● Available Staff members will be assigned to screen students (Aides & Teachers not assigned to homerooms will be assigned this duty) ● Students cleared for screening will report to assigned homerooms ● Students not cleared for screening will report to an area as determined by School Nurse ● All Staff members will complete the Margaret Mace Symptom Screening Checklist on Google Forms each morning ● Random In-Person screening will be conducted as per schedule ● Staff who do not pass the initial screening will exit the building and report to the via phone to the main office. Staff should report their symptoms to their health professional ● Exit procedure - preschool through grade 5 will dismiss through their designated exits upon the 1st dismissal bell at 2:25 ● Exit procedure - Grades 6 through 8 will dismiss through their designated exits upon the 2nd dismissal bell at 2:32 		
Timeline: September 9, 2020		
Budget: \$1,000 approximately for signage		
General Topic: Operations Non-Instructional		
	Sub Topic: Athletic / Transportation	
<p>Action Steps:</p> <ul style="list-style-type: none"> ● Follow guidelines developed by NJSIAA COVID-19 Medical Advisory Task Force ● Follow guidelines developed by Atlantic Cape Junior High Athletic League 		

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Timeline: On-going	
Budget: None	
General Topic: Operations Non-Instructional	
	Sub Topic: Use of Facilities Outside of School Hours; Back-to-School Night
<p>Action Steps:</p> <ul style="list-style-type: none"> ● Facilities will be available during normal school hours ● Back-to-School Night delivered virtually ● Maximize the use of technology and online resources to continue some extracurricular activities without additional person-to-person contact (example: Homework Club/After School Library) 	
Timeline: On-going	
Budget: None	
General Topic: Operations Non-Instructional	
	Sub Topic: School Visitors
<p>Action Steps:</p> <ul style="list-style-type: none"> ● Outside Visitors will be limited <ul style="list-style-type: none"> ○ Visitors' policy #1250 will be updated. ○ All visitors will be required to wear a mask and social distance when possible ● Virtual Assemblies & Guest Speakers are encouraged 	
Timeline: On-going	
Budget: None	
General Topic: Operations Non-Instructional	
	Sub Topic: Bathroom Use
<p>Action Steps:</p> <ul style="list-style-type: none"> ● Masks are required at all times in hallways and restrooms. ● Limit the number of students who can enter at a time. ● Develop signage for distancing to wait to enter the restroom. ● If designated space is occupied, the student must return to class and use the bathroom when unoccupied. ● Designate staff members to enforce limited capacity and avoid overcrowding, if possible. ● Prop doors open to avoid touching handles. 	

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- Use of hand sanitizer dispensers in all corridors.
- Provide automatic hand sanitizer dispensers for corridors that currently do not have them

Timeline: Sept 9, 2020

Budget:
\$1,000.

General Topic: Operations Non-Instructional	

Sub Topic: Use of Water Fountains	
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Action Steps:

- Students are encouraged to bring their own water to minimize the use and touching of water fountains.
- The water fountain will be turned off for drinking. Only water stations will be available.
- Water bottles will be provided for students who do not have them

Timeline:
Sept 9, 2020

Budget:
\$1,000

General Topic: Operations Non-Instructional	

Sub Topic: Family Engagement & Communications	
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Action Steps:

- North Wildwood Return to Learning Restart and Recovery Plan for Education will be shared with all school community stakeholders via mail, email, robocall, school website, Twitter, and Facebook
- School Communication will be delivered via mail, email, robocall, school website, Twitter, and Facebook

Timeline: August 6, 202019

Budget: None

General Topic: Operations Instructional	

Sub Topic: Benchmarking	
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Action Steps:

- Students in grades 2-8 will be benchmarked in Math and ELA during the month of September using IXL, Running Records, and writing benchmarks. Data from benchmarks will be used to inform instruction and differentiated instructions.
- Expand license to IXL to include all students.

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Timeline: September 9, 2020

Budget: None

General Topic: Operations Instructional

Sub Topic: Physical Education

Action Steps:

- Physical Education will take place outdoors when possible.
- Team sports will be eliminated from the curriculum.

- Activities that promote Social Distancing will be included in the curriculum. These activities may include Surf Fishing, Biking, Yoga, Dance, Tennis/Pickleball, Target Games, Movement Challenges, and Patterns.
- The entrance and exit plan for the gymnasium will be developed.

Timeline:
September 9, 2020

Budget: None

General Topic: Operations Instructional

Sub Topic: Scheduling

Action Steps:

- A five-day-a-week schedule will be implemented with students being in classes no larger than 12.
- A bell schedule will be developed which will include six lunch periods.
- Lunches will be served in the cafeteria with no more than 30 students. Students will eat at 10 lunch tables with no more than three students at a table.
- All students K-8 will get 20 minutes of recess daily.
- Parents who prefer 100% online instruction will be given the option of participation using the Google Classroom, SeeSaw, and Screencastify. This will take place during regular school hours.

Timeline: Sept 8, 2020

Budget: \$1,000

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General Topic: Operations Instructional		Person(s) Responsible:
	Sub Topic: Professional Development	Christopher Armstrong
<p>Action Steps:</p> <ul style="list-style-type: none"> School Calendar will be modified to include early dismissal days the week of September 7, 2020. Professional Development will take place on the topic of Google Classroom and teaching G Suite to students. Training will take place for parents regarding Google Classroom and G Suite. 		
<p>Timeline:</p> <p>PD for teachers will take place during the first week of school. Training for parents will take place during the month of September.</p>		
Budget: \$2,000		
General Topic: Operations Instructional		Person(s) Responsible:
	Sub Topic: Multi-tiered System of Supports w/Data-based Decision Making	
<p>Action Steps:</p> <ul style="list-style-type: none"> Counseling schedules will be developed for students who are in need of services. CST Counseling will take place as mandated by the students' IEPs. All students will get the SEL curriculum. Students in K-5 will get the curriculum in their homerooms, while students in 6-8 will get it during health class. 		
Timeline: On-going		
Budget: None		
General Topic: Operations Instructional		Person(s) Responsible:
	Sub Topic: Field Trips	
<p>Action Steps:</p> <ul style="list-style-type: none"> Off-Site Field Trips will be not be scheduled Virtual Field Trips will be encouraged 		
Timeline: On-going		
Budget: None		

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General Topic: Equity	
Sub Topic: Connectivity and Technology	

- Action Steps:
- Chromebooks will be purchased to be used in the classroom.
 - In the event that students are moved to homebound instruction, students in grades 3-8 will be sent home with a Chromebook.
 - Additional iPads will also be purchased for students in K-2.
 - Five Verizon Hotspots will be purchased by the district to provide students who lack connectivity at home.
 - We will open the library for limited visitation for connectivity if we go on home instruction.

Timeline:
Sept 9, 2020

Budget:
Many of the Chromebooks were purchased at the end of the 19/20 FY.

Ipads and hotspots will be purchased prior to the start of the 20/21 school year.

\$10,000

General Topic: Equity	
Sub Topic: Grading	

- Action Steps:
- If students stay in school for five days a week of instruction or move to a hybrid plan, students will receive traditional grades.
 - If students move to fully online instruction, a modified grading system will be implemented.

Timeline: On-going

Budget: None

General Topic: Equity	
Sub Topic: Social & Emotional Learning / School Climate and Culture	

- Action Steps:
- Students will participate in activities with increased socialization such as recess, story share time,

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- Students will participate in the Jesse Choose Love social and emotional curriculum.

Timeline:
Ongoing

Budget: None

General Topic: Social & Emotional Learning / School Climate and Culture	
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Sub Topic: Wraparound Support	
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Action Steps:

-Counseling services will require a room to accommodate (1) adult (1-2), students

- All personnel and students will wear a mask at all times.
- Sneeze guards will be utilized to separate the student(s) and counselor.
- Student(s) will be pulled from the classroom and walked to the designated wraparound support room.
- Student(s) and staff will immediately sanitize their hands upon entering wraparound support room prior to the initiation of services with school district approved hand sanitizing solution
- Student(s) and staff will sanitize their hands prior to exiting the treatment room and returning to their designated classrooms following their wraparound support service.
- Wraparound service areas (table, chairs, sneeze guard, etc.) will be wiped down with school district approved disinfectant wipes and cleaners before retrieving the next student(s).

Timeline:

August 24, 2020

Budget:

- Face masks (pre-ordered with bulk district order)
- Clear face shields (pre-ordered with bulk district order)
- Sneeze Guards (protective free-standing plexiglass divider) \$53.00 per unit

General Topic: Special Education	
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Sub Topic: Delivery of Services-OT/PT/Speech	
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Action Steps: Delivery of related service

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- Related services– require large treatment room to accommodate a minimum of (1) adult (2) students to maximum (3) adults, (6) students for the provision of services

- All personnel and students will wear a mask at all times.
- Student(s) will be pulled from the classroom and walked to the designated related service treatment room.
- Student(s) and staff will immediately sanitize their hands upon entering the treatment room prior to the initiation of treatment with school district approved hand sanitizing solution
- Sneeze guards will be utilized to separate the student(s) and related service provider(s) during tabletop activities.
- Student(s) and staff will sanitize their hands prior to exiting the treatment room and returning to their designated classrooms following their related service.
- Related service providers will wear gloves during the treatment when deemed necessary (i.e. deep tissue manipulation, oral mech inspection/manipulation, etc.)
- Full face shields will be used, in addition to face masks, by providers when necessary during treatment (i.e. oral mech inspection, etc.)
- Gloves will be utilized per each session per student and changed between students within small group instruction
- Related service areas (table, chairs, sneeze guard, etc.) will be wiped down by teaching staff with school district approved disinfectant wipes and cleaners before retrieving the next student and/or small group.

Timeline:

Completed by August 24, 2020

Budget:

- Face masks (pre-ordered with bulk district order)
- Clear face shields (pre-ordered with bulk district order)
- Sneeze Guards (protective free-standing plexiglass divider) \$53.00 per unit
- Non-latex treatment gloves \$18.00 per box (100 pcs)
- Social Face Mask (mouth visible) \$12.99 ea. (adult and child)
- OT individual student therapy manipulative kits - \$15.00 ea
- PT individual student therapy manipulative kits - \$26.00 ea

General Topic: Special Education	
Sub Topic: Small Group Instruction	

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Action Steps:

Small Instruction: (Resource – pull out, in-class support)

Middle School Resource – Math

Small group instruction – Require a room to accommodate minimum (1) adult, (1-2) student to maximum (1) adult, (3-4), students

- Students will report to designated areas for math small group (resource) instruction following school-wide safety guidelines.
- Student(s) and staff will immediately sanitize their hands upon entering resource room prior to the initiation of instruction with school district purchased hand sanitizing solution
- Students and staff will adhere to school-wide safety procedures during small group instruction.
- Student(s) and staff will sanitize their hands prior to exiting the resource room with the school district approved hand sanitizing solution.
- Students will report directly back to their designated classrooms following small group math instruction and follow school-wide health and safety measures upon re-entering their respective classrooms.
- Small group instruction areas will be cleaned per the school-wide procedural protocol and adhere to school-wide health and safety measures for disinfecting classroom areas prior to accepting new students and/or small groups into the classroom.

In-Class Support: - Science, SS, LA, Math -

Action Steps:

- Follow school-wide classroom health and safety measures when support staff and subject area teacher(s) are interacting with the student(s)
- In the event, students require to be pulled from the subject area classroom for test taking or reinforcing small group instruction a room will be required to accommodate a minimum of (1) adult, (1-2) students to a maximum of (1) adult, (6-7) students.

Resource -Direct Instruction - Third Grade

Action Steps:

- Students will report to the designated area (lower grade self-contained classroom) for Direct Instruction small group (resource) instruction following school-wide safety guidelines.
- Student(s) and staff will immediately sanitize their hands upon entering the resource room prior to the initiation of instruction with school district approved hand sanitizing solution.
- Students and staff will adhere to school-wide safety procedures during small group instruction.
- Students will report directly back to their designated classrooms following small group Direct Instruction and follow school-wide health and safety measures upon re-entering their respective classrooms.

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- Small group instruction (resource) teachers will adhere to school-wide health and safety measures for disinfecting classroom areas prior to accepting new students and/or small group into the classroom.

Timeline:

August 24, 2020

Budget:

Face masks - ordered with school-wide bulk supply order
Face shields - ordered with school-wide bulk supply order
Sneeze Guards - \$53.00 per unit

Child Study Team Testing and Evaluation:

Action Steps:

- All personnel and students will wear a mask at all times.
- Students will be pulled from the classroom and walked to the designated related service treatment room and/or test room.
- Student and staff will immediately sanitize their hands upon entering the treatment room prior to the initiation of treatment with school district approved hand sanitizing solutions.
- Sneeze guards will be utilized to separate the student(s) and related service provider(s).
- Student and staff will sanitize their hands prior to exiting the treatment room and returning to their respective designated classrooms following testing.
- Related service providers will wear gloves during testing when deemed necessary (i.e. deep tissue manipulation, oral mech inspection/manipulation etc.)
- Full face shields will be used, in addition to face masks, by providers when necessary during treatment (i.e. oral mech inspection etc.)
- Gloves will be utilized per each test session per student.
- Related service area/test room (table, chairs, sneeze guard, etc.) will be wiped down with school district approved disinfectant wipes and cleaners before retrieving the next student for testing or treatment.

Timeline: Completed by August 24, 2020

Budget

- Face masks (pre-ordered with bulk district order)
- Clear face shields (pre-ordered with bulk district order)

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- Sneeze Guards (protective free-standing plexiglass divider) \$53.00 per unit
- Non-latex treatment gloves \$18.00 per box (100 pcs)
- Social Face Mask (mouth visible) \$12.99 ea. (adult and child)

General Topic: Health and Wellness	
Sub Topic: Food Service & Distribution	

Action Steps:

- Six lunch sessions will be implemented (grades K-2, 3-5 and 6-8).
- PreK will have lunch in their classrooms.
- Recess will be incorporated to assist with social distancing.
- Possible purchase of outside tents for use of additional space weather permitting.
- Only three students permitted at each lunch table - sitting location on the table will be clearly marked.
- Breakfast will be served in the classrooms.

Timeline:
September 8, 2020

Budget:
Tents - getting quotes
Additional lunch tables may need to be purchased

General Topic: Health and Wellness	
Sub Topic: Screening	

Action Steps:

An Active (Level 2) and Passive Screening (Level 1) protocol will be developed:

Level one screening:

The following questions will be asked to all staff, visitors, and student in grades 3-8

1. Has your child had close contact (within 6 feet for at least 15 minutes) in the last 14 days with someone diagnosed with COVID-19, or has any health department or health care provider been in contact with you and advised you to quarantine?

Yes > The child should not be at school. The child can return 14 days after the last time he or she had close contact with someone with COVID-19, or as listed below.

No > The child can be at school if the child is not experiencing symptoms.

2. Does your child have any of these symptoms?

Fever

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Chills

Shortness of breath or difficulty breathing New cough

New loss of taste or smell

If a child has any of these symptoms, they should stay home, stay away from other people, and you should call the child's health care provider.

3. Since they were last at school, has your child been diagnosed with COVID-19?

Yes, If a child is diagnosed with COVID-19 based on a test, their symptoms, or does not get

No

A child can return to school when a family member can ensure that they can answer YES to ALL three questions: Has it been at least 10 days since the child first had symptoms?

Has it been at least 24 hours since the child had a fever (without using fever-reducing medicine)? Has there been symptom improvement, including cough and shortness of breath?

If a visitor answers yes to any of the above questions they will not be allowed to enter the building.

Staff members will exit the building if they answer yes to any of the questions, and must follow up with a healthcare professional.

Students will be sent to the school nurse for evaluation.

Level two screening:

Students will be evaluated by the school nurse and appropriate action will be taken

Timeline: Ongoing

Budget: Temperature scans.

General Topic: Health and Wellness		Person(s) Responsible:
General Topic: Health and Wellness		
	Sub Topic: Response to Staff and Students with Symptoms	

Action Steps:

- Three maximum people permitted in the nurse's office at once (including the nurse).
- Symptom Room will be identified and monitored.
- Overflow location for the nurse's office will be established with six feet apart chairs in the main hallway

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- If a student or staff member has any possible COVID symptoms, they will be sent home.
 - These include but are not limited to:
 - Fever
 - Chills
 - Shortness of breath or difficult breathing
 - New cough
 - New loss of taste or smell
 - Stuffy/ Runny nose
 - Nausea/Vomiting/diarrhea
 - Headache
- Department of Health guidelines will be followed for return to school

Timeline: Completed by the start of school. Ongoing during the school year.

Budget: None.

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General Topic: Health & Wellness	
Sub Topic: Contact Tracing	
Action Steps: <ul style="list-style-type: none">• The questionnaire will be completed when a child sees the nurse for an illness.• Partner with the Cape May County Department of Health.• Follow CDC Guidelines.	
Timeline: Ongoing	
Budget: None	

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