

RESTART & RECOVERY PLAN

Restart and Recovery Plan To Reopen Schools

Woodland Township Board of Education

This plan is a living document. It will be continually updated as guidance is updated and provided from the NJ DOE and the NJ DOH.

Fall 2020

Created: August 4, 2020

Revised: August 20, 2020

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Appendix A

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

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

In all stages and phases of pandemic response and recovery, the Centers for Disease Control and Prevention (CDC) recommends the following actions:

- a. School district will follow all New Jersey Department of Health COVID-19 Public Health Recommendations for Local Health Departments for K-12 Schools as published on August 13, 2020. https://www.nj.gov/health/cd/documents/topics/NCOV/RecommendationsForLocalHealthDepts_K12Schools.pdf
- b. School officials will establish and maintain communication with local and State authorities to determine current mitigation levels in the community.
- c. School officials will ensure staff and students who are at higher risk for severe illness are protected and supported, such as providing options for telework and virtual learning.
- d. The CDC's Guidance for Schools and Childcare Programs, if applicable, will be followed.
- e. The Board promotes behaviors that reduce the spread of COVID-19 such as encouraging staff and students to stay home when appropriate; encouraging the practice of hand hygiene and respiratory etiquette; requiring the use of face coverings; and signs and messages in and around school buildings.
- f. Reasonable accommodations will be provided for individuals that the CDC 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:
 - i. Chronic lung disease or asthma (moderate to severe);
 - ii. Serious heart conditions;
 - iii. Immunocompromised;
 - iv. Severe obesity (body mass index, or BMI, of 40 or higher);
 - v. Diabetes;
 - vi. Chronic kidney disease undergoing dialysis;
 - vii. Liver disease;
 - viii. Medically fragile students with Individualized Education Programs (IEPs);
 - ix. Students with complex disabilities with IEPs; or
 - x. Students who require accommodations under a Plan in accordance with the Section 504 of the Rehabilitation Act of 1973 (504 Plan).

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Appendix B

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

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

- a. Social Distancing in Instructional and Non-Instructional Rooms
 - a. All classrooms will be set up and marked to indicate a proper 6 feet of social distancing between another person within the room.
 - i. Student desks will be turned to face the same direction and students will only sit on one side of a table if being used.
 - b. If 6 feet of social distancing is not feasible, physical barriers between desks will be provided.
 - c. Limited use of shared objects when possible will be implemented. If objects need to be shared they will be sanitized in between uses.
- b. Procedures for Hand Sanitizing/Washing Students/Staff
 - a. Students/Staff will be required to sanitize their hand upon entering the building.
 - b. Students/Staff will be required to sanitize their hands upon re-entering each classroom.
 - c. Students will be required to wash their hand after each bathroom use.
 - d. Students/Staff will be required to wash their hands before any consumption of food in the school (i.e. prior to any snack in the classroom)
 - e. Students/Staff will be required to wash their hands at the conclusion of any food consumption in the school.
- c. Procedures for additional Sanitizing Classrooms & Other Workspaces
 - a. All classroom surfaces will be wiped down with sanitizing wipe at the conclusion of each use
 - b. All student personal desks will be wiped down:
 - i. Prior to eating anything in that space
 - ii. At the conclusion of eating in that space
 - iii. At the conclusion of each school day
 - c. All classrooms will be provided with hand sanitizer
- d. Procedures for additional Sanitizing of Bathrooms and High Touch Areas
 - a. Custodians will sanitize all bathrooms on an hourly rotation throughout the school day.

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- b. Custodians will sanitize high touch areas (i.e. door knobs, etc.) on an hourly basis throughout the school day.
- c. Water fountains will be closed until further notice
- e. Adequate Ventilation
 - a. Heating and ventilation will be maintained.
 - i. All filters will be changed when required and a log will be kept to keep track of this.
 - b. A/C will be used where available. Filters will be maintained within units.
 - c. Windows will be open where A/C is not available.
 - d. HEPA air purifiers will be placed in nursing office and isolation room.
- f. Isolation Room
 - a. If one student is sick and awaiting parent pick-up the nursing office will be used to isolate the child. Office will be disinfected once child has been picked up.
 - b. If more than one child is sick at one time awaiting parent pick-up – small group classroom across from main office will be utilized as an isolation room until child is picked up. Room will be disinfected after student has been picked up.

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Appendix C

Critical Area of Operation #3 – Transportation

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

Lenape Regional High School District will continue to provide student transportation for the 2020-21 school year.

- a. Student Transportation
 - a. Sanitization –
 - i. School buses will be sanitized each morning and afternoon in between student routes of Seneca High School and Chatsworth Elementary School by each driver.
 - ii. District staff will assist with sanitizing after elementary students get off in the AM.
 - b. Social Distancing on School Buses
 - a. Bus drivers will be required to wear masks at all times.
 - b. Students will be required to wear masks at all times.
 - i. If a student does not have a mask when entering the bus, one will be provided to them.
 - ii. If a student cannot wear a mask due to specific circumstances accommodations will be made.
 - c. Students will be spaced out in seats as much as possible once routes are created.
 - d. Students will be seated on the bus from back to front. Please keep in mind that bus seats may be assigned in an effort to minimize behavioral issues with students in an effort to make the bus ride as safe as possible for students and driver.

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Appendix D

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

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

- a. Location of Student and Staff Screening
 - a. Staff:
 - i. As part of our efforts to prevent the spread of the coronavirus and reduce the risk of potential exposure for you, our students and your coworkers, you are required to complete this initial screening questionnaire and adhere to the following:
 - 1. Complete the form and return it to the main office weekly
 - 2. On a daily basis all employees are expected to evaluate their health status in light of the below criteria. We must be realistic and use best judgement in evaluating symptoms. If you experience a number of the symptoms in combination below or have a fever of 100.4 degrees or greater within the last **24-48 hours** you must stay home.
 - 3. The district reserves the right to take an employee's temperature. If presenting with a combination of symptoms below, the employee may be sent home. A physician's note may be required for the employee to return to work.
 - 4. By utilizing your identification badge to check in daily, you are indicating you understand the procedure as outlined; are fever free and generally in good health.
 - b. Students:
 - i. As part of our efforts to prevent the spread of the coronavirus and reduce the risk of potential exposure for you, our students and other personnel in the building, you are required to complete this initial screening questionnaire and adhere to the following:
 - 1. Complete the form and return it to the main office weekly
 - 2. On a daily basis all parents are expected to evaluate the health status of their child in light of the below criteria. We must be realistic and use best judgement in

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- evaluating symptoms. If you experience a number of the symptoms in combination below or have a fever of 100.4 degrees or greater within the last **24-48 hours** you must stay home.
3. The district reserves the right to take a student's temperature. If presenting with a combination of symptoms below, the student may be sent home. A physician's note may be required for the student to return to work.
 4. By signing the questionnaire weekly, you are indicating you understand the procedure as outlined; are fever free and generally in good health.
- c. Social Distancing in Entrances, Exits, and Common Areas
- i. All entrances, exits and common areas will have signage posted reminding student/staff to keep a proper social distance at all times possible.
 - ii. All entrances and exits will be marked with an in and out lane of walking.
 - iii. All hallways will be visibly marked to allow students/staff to properly distance themselves when moving throughout the building.
 - iv. All classrooms will be marked where student's personal desks should be placed for proper social distancing.
- d. Parent Drop-Off - Arrival
- i. Students will be required to wear a mask when entering the building
 - ii. Students will be asked to follow proper social distancing measures when entering the building
 - iii. Outside walkways will be marked to indicate proper distancing.
- e. Parent Pick-Up – Dismissal
- i. Students will be required to wear a mask when leaving the building.
 - ii. Students will be asked to follow proper social distancing measures when exiting the building.
 - iii. Outside walkways will be marked to indicate proper distancing.
 - iv. Appropriate pick-up procedures will be established when student pick-up count is determined in order for pick-up to be as seamless as possible.

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Appendix E

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

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

- a. School district will follow all New Jersey Department of Health COVID-19 Public Health Recommendations for Local Health Departments for K-12 Schools as published on August 13, 2020. https://www.nj.gov/health/cd/documents/topics/NCOV/RecommendationsForLocalHealthDepts_K12Schools.pdf
- b. Screening Procedures for Students and Staff
 - a. All students/staff will be required to fill out health questionnaire weekly to confirm they are free of COVID-19 symptoms
 - b. All students will be checked visually upon arrival daily – temperature screenings will be completed as students enter the building daily.
- c. Protocols for Symptomatic Students and Staff
 - a. Children and staff with COVID-19 symptoms should be placed away from others and asked to wear a face covering/mask until they can be sent home. Per state policy, all students' (age 2 and older) noses and mouths should be covered with a mask or cloth face covering. If a mask is not tolerated by the ill 11 student or staff member due to their illness, other staff should be sure to adhere to the universal face covering policy and follow social distancing guidelines (6 ft. away).
 - i. Ask ill student (or parent) and staff about potential exposure to COVID-19 in the past 14 days:
 - o Close contact (within 6 feet of an infected person for at least 10 minutes) with a person with confirmed COVID-19
 1. Travel to an area with a high level of COVID-19 transmission
 - a. NJ travel advisory list: <https://covid19.nj.gov/faqs/nj-information/travelinformation/which-states-are-on-the-travel-advisory-list-are-there-travelrestrictions-to-or-from-new-jersey>

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- b. International travel advisory:
<https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html>
2. Individuals should be sent home and referred to a healthcare provider for evaluation on whether testing is needed. Testing for COVID-19 is recommended for persons with COVID-19 symptoms.
 - a. If COVID-19 risk is low (or COVID-19 Regional Risk Matrix, green), ill individuals without potential exposure to COVID-19 should follow the NJDOH School Exclusion List. No public health notification is needed UNLESS there is an unusual increase in the number of persons who are ill (over normal levels), which might indicate an outbreak.
 - b. If ill students have potential COVID-19 exposure OR if COVID-19 risk is moderate or high (COVID-19 Regional Risk Matrix, yellow or orange), they should be excluded according to the COVID-19 Exclusion Criteria.
3. Schools should notify LHDs when students or staff are ill and have potential COVID-19 exposure, are ill when COVID-19 risk level is high (orange), or when they see an increase in the number of persons with compatible symptoms. Schools should be prepared to provide the following information when consulting with the LHD:
 - a. Contact information for the ill persons; o
 - b. The date the ill person developed symptoms, tested positive for COVID-19 (if known), and was last in the building;
 - c. Types of interactions (close contacts, length of contact) the person may have had with other persons in the building or in other locations; o Names, addresses, and telephone numbers for ill person's close contacts in the school;
 - d. Any other information to assist with the determination of next steps.
4. Immediately close off areas used by the person who is sick, open outside doors and windows to increase air circulation in the area and wait 24 hours before you clean or disinfect. Clean and disinfect all areas used by the person who is sick as outlined in cleaning and disinfection section, including isolation area. Once area

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- has been appropriately disinfected, it can be opened for use.
 - a. If the number of ill students exceeds the number of isolation areas and the areas cannot be closed for 24 hours, clean and disinfect between ill persons.
 - 5. Notify the school community as per school protocol.
- d. **Protocols for Students and Staff who test Positive for COVID**
 - a. Schools should ensure that parents and staff notify school authorities if they test positive for COVID-19. Schools should notify the LHD and provide the following information, where available:
 - i. Contact information for the person(s) who tested positive for COVID-19;
 - ii. The date the COVID-19 positive person developed symptoms (if applicable), tested positive for COVID-19 (if known), and was last in the building;
 - iii. Types of interactions (close contacts, length of contact) the person may have had with other persons in the building or in other locations;
 - iv. Names, addresses, and telephone numbers for ill person's close contacts in the school;
 - v. Any other information to assist with the determination of next steps. As long as routine cleaning and disinfecting have been done regularly (at least daily), additional cleaning measures are not necessary unless the COVID-19 positive person is in school on the day school officials are notified of the positive test.
 - vi. Notify the school community as per school protocol
- e. **Protocols for Face Coverings**
 - a. All staff will be required to wear a face covering, unless doing so would inhibit the staff member's health.
 - b. Students are required to wear face coverings, unless doing so would inhibit the student's health. It is necessary to acknowledge that enforcing the use of face coverings may be impractical for young children or individuals with disabilities.
 - i. Exceptions:
 - 1. Doing so would inhibit the student's health.
 - 2. The student is in extreme heat outdoors.
 - 3. The student is in water.
 - 4. A student's documented medical condition, or disability as reflected in an Individualized Education Program (IEP), precludes the use of face covering.

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5. The student is under the age of two (2), due to the risk of suffocation.
 6. During the period that a student is eating or drinking.
 7. Face coverings should not be placed on anyone who has trouble breathing or is unconscious, or anyone who is incapacitated or otherwise unable to remove the face covering without assistance (e.g. face coverings should not be worn by Pre-K students during nap time).
 8. The student is engaged in high intensity aerobic or anaerobic activities.
 9. Face coverings may be removed during gym and music classes when individuals are in a well-ventilated location and able to maintain a physical distance of six feet apart.
 10. When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task.
 11. Currently, the CDC does not recommend use of face shields as a substitute for face coverings. Therefore, they may not be used to satisfy the face covering requirement detailed above. However, they may be an option for students with medical or other challenges that preclude the use of face coverings. If face shields are used without a mask, they should wrap around the sides of the wearer's face and extend to below the chin.
 12. Face coverings should be provided by the student's family/guardian and can be included as part of the back to school supplies list provided to families/guardians prior to the start of the school year. Schools should strive to provide extra disposable face coverings for students who need them, and should provide face coverings for students that are experiencing financial hardship and are unable to afford them to the greatest extent possible.
- f. Information should be provided to staff, students, and students' families on proper use, removal, and washing of face coverings.
- a. Researchers have identified "frequent discomfort" as a potential challenge associated with implementing use of face covering requirements. Students and staff should be provided face covering breaks throughout the day. Face covering breaks should only occur when social distancing can be maintained and ideally outside or with windows open. ("Physical Distancing, face masks, and eye protection to prevent person-to-person transmission of SARS-CoV-2 and COVID-19: a systematic review and meta-analysis")
- g. Visitors
- a. All visitors must have an appointment in order to enter the building

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- b. All visitors must wear a face covering while in the building. If they do not have a face covering, access will be denied.
- c. If a parent comes to pick-up a student unannounced – the student will be brought to the parent at the main entrance to be signed out.

Guidance:

- Considerations for Wearing Masks
- When and How to Wash Your Hands
- Proper Use, Removal, and Washing of Face Coverings

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Appendix F

Critical Area of Operation #6 - Contact Tracing

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

- a. District will follow all New Jersey Department of Health COVID-19 Public Health Recommendations for Local Health Departments for K-12 Schools released on August 13, 2020.
https://www.nj.gov/health/cd/documents/topics/NCOV/RecommendationsForLocalHealthDepts_K12Schools.pdf
- b. All school and district administrators, school safety specialists, counselors, and any other staff deemed appropriate by the Superintendent or designee should be provided information regarding the role of contact tracing conducted by State, county, and local officials.
- c. District will engage the expertise of their school nurses on the importance of contact tracing.
- d. School Safety Specialist will complete Johns Hopkins University's COVID-19 Contact Tracing course.

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Appendix G

Critical Area of Operation #7 - Facilities Cleaning Practices

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

- a. The building will be properly sanitized and thoroughly cleaned daily M-F after students have been dismissed. Sanitization of building will include but is not limited to:
 - a. Disinfecting bathrooms
 - b. Wiping and disinfecting all surfaces that can be touched in classrooms
 - c. Vacuuming every classroom daily
 - d. Wiping down and disinfecting all high touch areas (door knobs, water fountains, etc.)
 - e. Mopping of all non-rug surfaces and hallways daily.
 - f. Sanitize misting all student work areas each evening with proper sanitizing equipment.

- b. Cleaning Protocols
 - a. Daily daytime cleaning:
 - i. As we enhance our cleaning methods to help stop the spread of COVID19, we must also practice extreme caution when using dangerous chemicals around children and staff. Many disinfectants pose the chance for sensitive individuals to develop reactions and the chemicals could trigger asthma attacks as well as other reactions. The custodial staff will use pre-soaked microfiber cloths to avoid spraying disinfectant around occupants.
 - ii. High touch surfaces such as door knobs, handrails, panic bars, and similar hard surfaces **will be disinfected continually throughout the day**. Custodial staff will use yellow microfiber rags pre-soaked in the designated disinfectant.
 - iii. Access to common areas will be limited - hallways, cafeterias, gyms spaces, etc., will be cleaned regularly throughout the day when in use.
 - iv. **Restrooms will be cleaned at least twice a day and highly touched surfaces in the restrooms will be disinfected continually throughout the day**. Restroom access will be limited. Students will be required to wear masks in the restrooms. Students will be encouraged to wash hands thoroughly

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- v. All classrooms will have hand sanitizer and disinfectant wipes for regular use.
- vi. Spaces that are not in use will be locked and not accessible by students or staff.
- b. Overnight cleaning:
 - i. Soft and hard surface floors such as carpeted floor, rugs, tile floors and drapes will be cleaned using vacuums equipped with high-efficiency particulate air (HEPA) filters.
 - ii. Hard surfaces will be cleaned using a disinfectant cleaner and microfiber cloth.
 - iii. For electronics, such as tablets, touch screens, keyboards, and remote controls:
 - 1. Sharing devices will be prohibited.
 - 2. The district will follow manufacturers' instructions for cleaning and disinfecting.
 - a. If no guidance, ultra violet wands and/or alcohol-based wipes or sprays containing at least 70% alcohol will be used. Dry surface thoroughly.
- c. If someone is sick:
 - a. Areas used by the person who is sick will be closed off.
 - i. Open outside doors and windows to increase air circulation in the area.
 - ii. Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
 - iii. Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, and remote controls.
 - iv. When possible the central HVAC system that services the room or space will be turned off so air will not circulate throughout the facility.
- d. Additional Measures:
 - a. Water fountains will have bubblers capped or removed allowing only touch free bottle refilling.
 - b. Restrooms are equipped with hand driers. (Hand driers are equipped with HEPA filters).
 - c. Fresh intake and distribution will be physically inspected and adjusted to provide maximum fresh air distribution.
- e. Maintenance Vehicle Cleaning and Care Response to COVID:
 - a. As part of the district's continuing response to COVID19 we will institute enhanced cleaning and care of all district maintenance vehicles.
 - b. No material should be left in the cab area of the trucks aside from some minor paperwork, clip boards, or items needed for that day.
 - c. All personal belongings should be removed at the end of each shift.

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- d. A HEPA vacuum will be installed at the shop entrance and all vehicles will be vacuumed at least weekly by the person driving the vehicle.
- e. Sanitizing wipes will be placed near the shop door and all vehicles will be wiped down at the end of the shift by the person driving the truck. This includes dashboard, steering wheel, knobs, doors, and seats.
- f. It is important not to leave anything in the truck so this cleaning can take place.
- g. The operator of the vehicle is responsible for the above care. No exceptions! We will be checking vehicles on a daily basis to make sure this is being done.

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Appendix H

Critical Area of Operation #8 – Meals

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

- a. To begin the 2020-21 school year all school days will be early dismissal until further notice.
- b. All meals (breakfast and lunch) will be offered to all students each day M-F.
 - a. Breakfast will be grab and go. A staff member will be at the gymnasium door with the breakfast offering. Students may purchase one if needed upon entering the school building each morning. Breakfast may be consumed in the classroom at student’s personal desk.
 - b. Lunch will be ordered each morning by students.
 - i. Bagged lunches will be delivered to student classrooms prior to dismissal. Students will have them to take and consume at home.
- c. Snack time
 - a. A snack time will be incorporated into all students mornings
 - b. Proper handwashing and sanitizing will be implemented prior to and after snack is eaten in each classroom

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Appendix I

Critical Area of Operation #9 – Recess/Physical Education

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

- a. To begin the 2020-21 school year all school days will be early dismissal until further notice.
- b. All physical education classes will be conducted outside.
 - a. In the case of inclement weather – physical education classes will be conducted inside. The classes conducted inside will occur in the student's classroom. Students will stay at their individually assigned desk. A health lesson may be given on inclement weather PE days.
 - b. The use of cones, flags, tape, or other signs to create boundaries between groups.
 - c. All individuals always wash hands immediately after outdoor playtime.
 - d. Students will 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.
 - e. The school district will mitigate risk, limit and/or eliminate direct contact with equipment (lessons with no equipment), and will not allow sharing of equipment. If equipment must be shared, the equipment will be cleaned and disinfected between each use.

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Appendix J

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

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

- a. There will be NO field trips, extra-curricular activities, and Non-Woodland Township Board of Education use of facilities outside of school hours until further notice.

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Appendix K

Academic, Social, and Behavioral Supports

This school district should include in Appendix K supplemental materials, evidence, and further explanations of the elements listed in the Academic, Social, and Behavioral Supports section in the Board's Plan – Section A.2.a. through A.2.e.

- a. Academic supplemental support in Reading, Writing and Math from the Woodland Township School District's Basic Skills instructors will continue to be provided both in-person and remotely for students who are considered within the at-risk range.
- b. In order to meet the social and emotional needs of our students, resources are available to them during the school day for both in-person and remote instruction.
 1. Teachers will continue to infuse the social-emotional learning curriculum, Second Step, into their weekly rotation
- c. The School Psychologist and School Psychologist intern will be available to provide individual/group counseling and social skills counseling services both in-person and remotely
- d. The School Psychologist intern will provide monthly class wide social-emotional support to each grade level
- e. All staff will be provided with professional development on how to meet the social and emotional needs of our students.
- f. Digital Divide
 1. Families will be surveyed to determine if they will need access to a district provided device and/or adequate internet service.
 2. If devices and/or internet service is needed families will have the ability to sign out district provided equipment for remote instruction use. Arrangements will be made for pick-up or delivery of devices.
 3. Teachers will remain engaged with students and families throughout remote instruction.
 1. If a student is logging on consistently the teacher will reach out to the parents, the school nurse will be included and district administration will be made aware of the challenges.

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Appendix L

Restart Committee

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

- a. Re-Start committee was developed in July 2020. Initial meeting was held on July 8, 2020.

a. Attendees:

Misty Weiss	Superintendent
Carolyn Fischl	Supervisor
Dori Herndon	Staff - Custodian/Kitchen
Melissa Daniels	Parent
Tracy Derkas	Staff - Teacher
Brenda Casano	Staff - Teacher
Melissa Stanwood	BOE Member/Parent
Vince Root	Staff - Teacher
Donna Johnson	Staff - Teacher
Laura Wood	Parent
Catherine Johnson	Parent
Dana Bernard	Parent
Brittany Griswold	Main Office Secretary

- a. Second restart committee meeting was held on July 22, 2020.

Attendees:

Misty Weiss	Superintendent
Carolyn Fischl	Supervisor
Dori Herndon	Staff - Custodian/Kitchen
Melissa Daniels	Parent
Tracy Derkas	Staff - Teacher
Brenda Casano	Staff - Teacher
Melissa Stanwood	BOE Member/Parent
Vince Root	Staff - Teacher
Donna Johnson	Staff - Teacher
Laura Wood	Parent
Catherine Johnson	Parent
Dana Bernard	Parent
Candice Ferrell	Parent/PTO President

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Appendix M

Pandemic Response Teams

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

- a. Pandemic response team was developed in July 2020. Initial meeting was held on July 8, 2020.

a. Attendees:

Misty Weiss	Superintendent
Carolyn Fischl	Supervisor
Dori Herndon	Staff - Custodian/Kitchen
Melissa Daniels	Parent
Tracy Derkas	Staff - Teacher
Brenda Casano	Staff - Teacher
Melissa Stanwood	BOE Member/Parent
Vince Root	Staff - Teacher
Donna Johnson	Staff - Teacher
Laura Wood	Parent
Catherine Johnson	Parent
Dana Bernard	Parent
Brittany Griswold	Main Office Secretary

- b. Second pandemic response team meeting was held on July 22, 2020.

Attendees:

Misty Weiss	Superintendent
Carolyn Fischl	Supervisor
Dori Herndon	Staff - Custodian/Kitchen
Melissa Daniels	Parent
Tracy Derkas	Staff - Teacher
Brenda Casano	Staff - Teacher
Melissa Stanwood	BOE Member/Parent
Vince Root	Staff - Teacher
Donna Johnson	Staff - Teacher
Laura Wood	Parent
Catherine Johnson	Parent
Dana Bernard	Parent
Candice Ferrell	Parent/PTO President

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Appendix N

Scheduling of Students

This school district should include in Appendix N the locally developed protocols addressing the anticipated minimum standards as required by the NJDOE Guidance and referenced in the Board's Plan – Section B.3., including, but not limited to:

- a. **School Day**
 - a. The 2020-21 school day will be early dismissal M-F for all students until further notice for 180 days (September 8, 2020 – June 16, 2021).
 - i. School day will be 8:50am – 1:00pm
 - ii. Students may enter the building at 8:40am
 - iii. Students will be dismissed from the building at 1:00pm
 - iv. Educational program choice will be for the 2020-21 school year. A change in program will not be reviewed until the end of the 2nd marking period.
- b. **Educational Program – In Person**
 - a. Students will receive all major academic subject areas daily with classroom teacher(s).
 - b. Students will receive a modified special area class daily (Art, PE, Music, Health, Spanish)
 - c. Related arts may also be provided remotely in order to meet NJSLs.
- c. **Educational Program – Remote**
 - a. Students will receive all major academic and special area subjects through the google classroom
 - b. Remote learning schedule will be provided to all students.
 - c. Students/Parents will be given a memorandum of understanding to be completed and signed.
 - i. Contract will include teacher, student and parent expectations.
 - d. Teachers will provide student with no less than 15 minutes daily of instructional assistance with classroom assignments.
 - e. Teacher may be assigned to student that would not necessarily be their teacher if student was in-person.
- d. **Educational Program – Entire District Remote (if executed by the state)**
 - a. Students will receive all major academic and special area subjects through the google classroom
 - b. Remote learning schedule will be provided to all students.

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- c. Students/Parents will be given a memorandum of understanding to be completed and signed.
- d. Adjustments to schedule will be determined when necessary.

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Appendix O

Staffing

This school district should include in Appendix O the locally developed protocols addressing the anticipated minimum standards as required by the NJDOE Guidance and referenced in the Board's Plan – Sections B.4., B.5., and B.6.

- a. All staff will be expected to work as per their contract on a daily basis.
- b. All staff will be expected to follow all health and safety protocols as outlined in this plan.

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Appendix P

Athletics

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.

- a. There will be NO athletics offered until further notice.