

North Hanover Township School District Restart and Recovery Plan 2020-2021

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INTRODUCTION

On June 26, 2020, the New Jersey Department of Education published “The Road Back-Restart and Recovery Plan for Education”, a guidance document to assist New Jersey School Districts to develop, in collaboration with community stakeholders, a plan to reopen schools in September 2020 in a way that is responsive to local community needs.

This North Hanover Township Board of Education Restart and Recovery Plan has been developed to be consistent with The Road Back, all NJDOE guidance, and other federal (CDC), State and Local (Burlington County) health guidance to reopen safely. This plan focuses on four key areas: Conditions for Learning, Leadership and Planning, Policy and Funding and Continuity of Learning. This plan meets all “anticipated minimum standards” and exceeds those standards in many areas.

This plan has been determined by the Office of the Burlington County Executive County Superintendent to have all required elements.

This plan is designed to be responsive to and adjusted according to any changing health condition information. The health and safety of students and staff is of paramount importance and was the main guiding principle throughout the development of this plan.

I. LEADERSHIP AND PLANNING

BOARD OF EDUCATION:

Meetings: The adopted Board of Education meeting schedule will continue during the 2020-2021 school year. In order to ensure compliance with Executive Orders regarding large gatherings, Board of Education meetings will be open to the public initially via teleconference only. At the Board's discretion, Board members and administration shall participate in person or remotely. All in person meetings shall be consistent with any Executive Orders in effect at the time, and all applicable CCD guidelines. All aspects of this Restart and Recovery Plan are governed by Board of Education policies 1648, 1648.02 and 1648.03.

PLANNING TEAM:

This plan was developed between June 28 and July 31 with the input of many people. Volunteers were assigned to the Steering Committee or to one of 14 work groups. Meetings were held weekly via Zoom. Nurses, local police officers, the mayor, teachers, aides, facilities staff, counselors, administrators, Board members, parents and representatives from JB-MDL were all included in the process. Groups were represented on the 14 work groups as their area of expertise and interest dictated, and then groups were represented on the overall Steering Committee. Work Group chairpersons reported out to the Steering Committee for decision making. Overall, approximately 100 people served on the Planning Team.

STEERING COMMITTEE

North Hanover Schools Administration

- Helen Payne, Superintendent
- Amy Lerner, School Business Administrator
- Dr. Rachel Lella, Incoming Director of Curriculum
- Mrs. Christina Fletcher, Director of Curriculum
- Mrs. Jennifer Grenger, Director of Special Services
- Mr. Rick Takakjy: Director of Facilities and Safety
- Mr. Rob Scranton, Supervisor of Instruction
- Mr. Jim Alvarez, UES Principal
- Dr. Gerry Paterson, CB Lamb Principal
- Mr. Jason Danley, Endeavour Early Learning Principal
- Mrs. Teri Cioffi, Endeavour Principal
- Mr. Chris Sazo, Director of Technology

North Hanover School Staff

- Mrs. Cathy Miller, Librarian and NHTEA President
- Mrs. Gina Gill, Teacher
- Mrs. July Kamin, Secretary
- Mrs. Corie Smylie, Nurse

- Mrs. Noelle Schappell, School Counselor

Parents and Community

- Mrs. Nancy Morrow, VP, NHT Board of Ed.
- Mr. Ron DeBaecke, Mayor
- Mrs. Donella Schearer, JBMDL SLO
- Mrs. Lauren Pierce, Endeavour PTO
- CBL, UES PTO Representatives

WORK GROUPS

The following work groups were formed:

Curriculum, Instruction and Assessment
Program, MTSS and Professional Development
Special Services
School Culture and Climate
Technology
Transportation
Food Service
Facilities/Cleaning
Wellness and Response
Recess
Specials
PreK/K
Aftercare/Wraparound
Communication

PANDEMIC RESPONSE TEAM

Each building has formed a Pandemic Response Team that will remain in place to guide the building through the contents of this plan. Additionally, the district level Steering Committee will remain in place to respond to changing conditions through the 2020-2021 school year.

PRT Endeavour School

- School Principal: Teri Cioffi and Jason Danley
- Teachers/Staff: Katina Baker, Alexa Gatarz, Karen Hallman
- CST member: Gabby Meck
- School Counselor: Tiffani Dutton
- School Nurse: Donna Wharton and Corie Smylie
- School Safety Team member: Christie Knox
- Custodian: Kevin Weal
- Parent: Melanie Neely

PRT CB Lamb School

- School Principal: Gerald Paterson
- Teachers: Vivian Martinez (Special Ed.) Ellina Levin (Preschool)
Sally Corbin (K-2), Luisa Cottone (3-4)
- Child Study Team member: Melissa Acosta (School Psychologist)
- School Counselor: Noelle Schappell
- School Nurse: Kim Willever
- Custodian: Daniel Osier
- Parents: Carole Novak, Stacey Arzt, Johanna Sobon, Isis Quinones

PRT Upper Elementary School

- School Principal: Jimmy Alvarez
- CST member: Jen Wierski
- School Counselor: Megan Thompson
- Teachers/Staff: Pat Carper-Brown, Courtney Anthes, Robin Sandoval)
- School Nurse: Tina Zack
- School Safety Team member: Joanne Patterson
- Custodian: Kim Mercanti
- Parent: Monica Atkinson

II. SCHEDULING/EDUCATIONAL MODELS

North Hanover Schools has planned a continuum of educational models, designed to be responsive to health conditions. A visual representation of those models is below. The district will monitor health information from local (Burlington County Department of Health) and State sources www.covid19.nj.gov. Additionally, the district will regularly consult the the COVID Risk Matrix at <https://www.state.nj.us/health/cd/topics/ncov.shtml> and the Harvard Global Health Institute Risk Map at www.hghi.org to monitor changing conditions that may need a district response or change of pathway.

Three Pathways: Dependent on Public Health Conditions

DATA	No community spread	Minimal-Moderate Spread		Substantial Spread
		% Choosing e-learning determines Path 1 or 2		
MODEL	Traditional with enhanced protocols	PATH 1 5 days in school, modified program Early release Friday	PATH 2 Hybrid: 2 days in school, 3 virtual AA/BB	E-learning 2.0 (also a choice for yellow pathway)
DETAILS	Students in school every day	Physical distancing, intensive prevention and mitigation strategies	Alt groups in building. Same strategies physical distancing & prevention.	Buildings Closed
	Regular classroom structure	Students in internal cohorts	Students in 2 different cohorts with different scheduled days	Teachers assigned & specifically trained in virtual instruction
	Some mitigation strategies in place	Traditional instruction paired with online curricula and personalized instruction in school	In-school instruction paired with online curricula at home	Online virtual instruction; program designed for this purpose, aligned with in-school standards

Green Pathway: This pathway would be followed only in the instance of no community spread. It is not anticipated that this path would be implemented during the 2020-2021 school year, but it is included in an effort to present a comprehensive continuum.

Yellow Pathway: This pathway would be followed during times of minimal to moderate spread in the local community. This pathway is consistent with the recommendations of the Harvard Global Health Institute of less than 10 new cases per 100,000 people in a local area. As of this date (August 24, 2020) Burlington County has 4.1 newly diagnosed cases per day per 100,000 and the state of NJ has 3.6 daily new cases per 100,000. (source: Harvard Global Health Institute). The transmission rate is under 1 at .85.

There are two branches to this pathway.

- Path 1 is a 5 day in-school model, with substantial program modification and mitigation and prevention measures in place that meet and exceed all guidelines for schools. Fridays are early dismissal days. Path 1 model is possible ONLY if 20-25% of families choose to stay home under a full virtual model.
- Path 2 is a hybrid model that would be followed if the number of students planning to attend school in-person exceeded the capacity of the Path 1 model. In this model, students attend two days of in-person classes and receive virtual instruction the remaining three days. The same substantial program modifications and prevention and mitigation strategies are in place for this model. Under this model, self-contained special education students and PreK/K students would receive daily in-person instruction. Wednesdays could also be used for in-person related services, benchmarking and other one-one/small group needs

As of August 10, 2020, 68% of families selected in-person learning and 32% selected remote learning. This proportion, combined with the local transmission and risk data, will enable the district to open for 5 days of in-person learning in September 2020.

Red Pathway: The red pathway would be followed during times of substantial community spread. This model has all students and teachers engaged in full virtual Instruction.

Because it is anticipated that a segment of the school population will opt for virtual instruction even when the in-school model is being offered, it is paramount to effectively implement a full virtual learning model. To achieve this goal, NHT purchased an online curriculum and learning management system. The curriculum team has done a crosswalk between the standards met by that program and the existing NHT curriculum. The curriculum will be used both in school and out of school throughout the year to ensure continuity of instruction regardless of learning location. NHT teachers and staff are aligning curricular units, establishing pacing guides, and identifying common assessments for both in school and out of school use.

Full virtual instruction will also be used as necessary for students who are quarantined, or in the event of school closure for one day or more due to Executive order, the advice of the Burlington County Department of health, contact tracing or inclement weather.

Special Considerations for RED Pathway and any virtual instruction

- Communication: Under the full virtual model, Fridays will continue to operate as early release days so that staff can have time to co-plan, maintain alignment, and problem-solve.
- Attendance: All students engaging in virtual instruction will log on daily to the learning management system through Edmentum. Attendance is recorded.

- Upon log in, a calendar of daily lessons, meetings and assignments will be posted. Student progress is available in real time to the teacher.
- Students should plan to attend and fully participate in live sessions. In the event this is not possible, parents must communicate the reason for the absence with the teacher and make alternative arrangements.
- Learning Management System: The district will use the Edmentum LMS. Some high-need special education students will use TeachTown and Rethink as alternative platforms tailored to their specific needs.
- Virtual teachers will be aligned with teams of in-person teachers during times of in-person instruction. These teams will plan both in-person and virtual lessons together.
- All e-learning will also include some live instruction and some recorded instruction.
- Parents who electively choose virtual instruction will be permitted to change to in-person instruction upon commencement of the second trimester, defined as the first day following winter break. All families will receive notice in late November that informs them of the method to change from virtual to in-person, or in-person to virtual instruction.
- Staff will provide core instructional materials for at-home learning activities.
- If all students are virtual, the district will follow the approved [Remote Learning Plan](#)

Considerations for all pathways

Staffing:

The school district will comply with all applicable employment laws when making staffing and scheduling requirements, including, but not limited to American with Disabilities Act, HIPPA and all applicable state laws.

The district will leverage all available staff to monitor student movement, hallway traffic and maintain safety according to guidelines. This includes reinforcing social distancing as is age-appropriate, limit group interactions, support safety logistics (entering and exiting Restrooms, etc.)

Staff will all become familiar with online platforms and technology and will collaborate to plan standards-based lessons for both in-person and remote learning. Staff will provide regular feedback to parents and set clear expectations for in-person and remote learners. Staff will assess student progress early and often and will make instructional adjustments accordingly.

All staff will provide opportunities for real-time interactions with both students and parents as needed to effectively advance student learning.

In-person instruction: The planning team has reviewed the certifications of all staff

members and has created associated model schedules and rosters All ancillary staff will be tasked with classroom teaching within their areas of certification.

For hybrid instruction, some teachers have indicated a desire to be virtual instructors. Based on preference, and prioritizing those staff members who have documented health concerns, teachers will be selected for virtual instruction. Virtual instructors will be aligned with teams of in-person instructors, and will co-plan to ensure in-school and out of school alignment.

Professional Development: All North Hanover teaching staff will receive an initial 10 hours of professional development in online instruction, and ongoing support throughout the school year from the Edmentum training team. Staff will also receive training in Trauma-Informed practices and use of data for differentiation and personalized learning to make more than a year's growth in a year. District staff will also be trained on applicable safety actions and protocols.

Access to Technology: All teachers have been issued new laptops and all students in grades K-6 will be issued a new Chromebook for use in school and/or at home learning. The district will continue to provide internet service for families who do not have it. Zoom orientation and tutorial sessions will be offered to parents.

Grading and Reporting: The Curriculum, Instruction and Assessment Work Group will meet to address grading and reporting requirements.

Intervention and Support: The Measure of Academic Progress (MAP) will be administered in the fall, winter and spring to identify learning needs, plan individual learning paths and interventions, and to monitor and adjust according to student progress. The data from the MAP interfaces with Exact Path and can be used to plan a learning path for each student.

Special Education students will receive interventions and support as delineated in their IEPs.

School counselors will provide social and emotional intervention and support.

Parent Communication: Frequently, clear and multi-channel communication strategies have been implemented. A tab has been established on the district website as a repository for School Reopening information. That tab is updated several times per week. Email, School Messenger, and telephone messaging has been used to communicate important information directly to parents. The PTOs of all schools have been engaged to post and share any information released by the district through their channels. JBMDL has also been engaged to share this information. The Superintendent presented the plan to the Board and community at a Board meeting, and 185 people participated via Zoom,

participating in several hours of questions and answers. The Superintendent then ran 10 follow up open Q and A for parents at various hours on various days of the week. All questions were captured and a Q and A document was produced and posted through communication channels.

Principals have created video messages about social distancing, classroom set up, community building, school bus protocols, etc. All videos are posted and shared.

Special care has been taken to translate all messaging into spanish for our spanish speaking community. Additionally, one Q and A session was held entirely in Spanish.

Sample Schedules: SEE APPENDIX A

III. CONDITIONS FOR LEARNING

Ten Critical Areas of Operation (CAOs)

CAO 1: GENERAL HEALTH & SAFETY GUIDELINES

At school, students and employees can reduce the spread of COVID-19 by maintaining healthy behaviors, including regular handwashing, the use of face coverings, good coughing etiquette, social distancing of six feet or more, reduced mixing between groups, and limited sharing of supplies or materials. Staying home when exhibiting any signs of illness is particularly important and we ask that all families adhere to this request. We will work hard to ensure children remain connected to their classrooms and teachers will make reasonable adjustments to support students' continued learning. In this way, no one will need to take the risk of coming to school when sick. All of these layered tactics will mitigate the overall risk to the community.

In all stages of planning for the reopening of school, we are closely monitoring and following the guidance from the Centers for Disease Control and Prevention (CDC). In addition, we will maintain strong relationships with local school districts, the Burlington County Office of Education, the Burlington County Health Department, the Harvard Global Health Institute, our school nurses and other health authorities in order to stay current on the latest facts, mitigation strategies, and response efforts in the face of COVID-19. NHTSD is ensuring that our reopening plans align with the requirements and expectations outlined by Governor Murphy in the State's *The Road Back: Restart and Recovery Plan for Education*.

We all play an important role in preventing the spread of illness on campus. We rely on our families to share this responsibility with us in order to keep our entire community safe

and healthy. In advance of the school year, all families will be asked to sign the Health and Wellness Statement of Assurance. This will be repeated each trimester.

- Screen your child daily and keep your child at home if they are sick or show symptoms consistent with COVID-19.
- Keep your child home if they or others in your household are exposed to COVID-19; contact the school immediately.
- Pick up your child immediately if they show symptoms of illness and need to go home.
- If your child or someone in your household tests positive for COVID-19, contact the school immediately and keep your child home.
- Follow federal, state, and local orders regarding social distancing and other measures to prevent the spread of COVID-19.
- Ensure your child comes to school with a face covering daily and wash the face covering nightly.

Handwashing education will take place throughout the school day, and handwashing breaks will be required in teacher schedules, particularly after going to the bathroom, before/after eating, after blowing one's nose, coughing, or sneezing. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol is recommended. We have hand sanitizer dispensers in every classroom and at key entry/exit points on campus. Bathrooms will have a limit on the number of students allowed at any given time.

CAO 2: CLASSROOMS, TESTING AND THERAPY ROOMS

- Desks will be 6 feet apart at all times and all forward facing
- Windows can be opened or unit ventilators will be set to draw increased amounts of fresh air for additional ventilation (if feasible)
- Face coverings must be worn at all times inside the school.
- Students in general ed classrooms that are not compliant with wearing a face covering or social distancing will immediately be sent to behaviorist, counselor or psychologist to clarify reason for behavior and an accommodation plan will be developed that maintains the health/safety of other students and staff. If an accommodation cannot be made that protects the health/safety of others then remote learning will be required.
- Any child that is coughing, sneezing, looks or complains of not feeling well or mentions a family member is sick should be sent immediately to nurses office for evaluation (call first)
- Call nurses office if sending child and provide reason (enable nurse to prepare possible extra PPE and social distancing)
- Only send one student to nurses office (no buddy)
- If student unable to walk to nurses office by self (preschool, other reasons) to be socially distanced escorted to nurses door by staff

- Minor issues should be handled in the classroom (papercut, blister, scratch, itchy eyes without discharge, chapped lips, etc)
- Band-aids, vaseline and swabs will be made available in classrooms
- Students should frequently be reminded about proper hand washing (20 seconds), social distancing (6 feet) (repetition may help with student compliance)
- Set specific times to hand wash (recommended every 2 hours and as needed)
- No visitors (birthdays, special readers, etc)
- No party/birthday snacks allowed due to being brought in from another home
- No sharing of materials
- Chrome books not shared and cleaned daily
- Limit materials going back-and-forth from school/home
 - MD class communication binders eliminated, consider using half sheet of paper for daily communication with parents

CAO 3: TRANSPORTATION

According to parent surveys, only 56% of the 75% of students who will be returning to school will be using bus transportation. This should allow buses to run at approximately 40-45% capacity. Siblings will be seated together, and all other students will be assigned a seat with one student per seat whenever possible.

All students attending the North Hanover Township School District are entitled to bussing as per Board Policy 8600. All routes leading to the schools in the district have been deemed hazardous and therefore, students walking to school is not endorsed by the Board of Education or the North Hanover Township Police Department.

Bus Transportation (see Policy 1648)

1. Staff training on:
 - a. the signs and symptoms of COVID-19
 - b. putting on and removing masks/gloves appropriately

2. Student training on:
 - a. Wearing a mask at the bus stop and on the bus
 - b. Social distancing at bus stops

3. A bus aide will accompany the driver on all transportation routes (owned and contracted) to ensure safety and assigned seating, take student temperatures and ensure masks are worn.

4. Staff will go through a daily health check before boarding the bus. The bus aide and driver from each bus will check each other before departing. Each staff member will be required to affirm health questions/facts on form provided from district as per district procedures/policy.

5. The transportation manager will be responsible for all seating charts on buses to ensure that:
 - a. Buses load from the back forward
 - b. Family members sit together when possible

6. Face coverings must be worn by all staff and students onboard buses; no one will be permitted on a bus without a mask. A box of 3ply youth masks will be kept on every bus in case a student is at a bus stop without a mask. The bus aide will make a note and inform the school principal if a student attempts to board the bus without a mask.

7. The bus aide will take students' temperature before they board the bus using a no touch forehead thermometer.
 - a. If a temperature reading is greater than 99.6, the student will not be permitted on the bus.
 - b. The district will encourage all parents or guardians to wait with their child(ren) at bus stops until the bus arrives and their student has been cleared to board.
 - c. If a parent or guardian is not at the stop, the first two rows of the bus will be reserved and the student will isolate there until arrival at the school.
 - d. The aide will call ahead to the school to let them know a student with a fever is on the way so the student can be greeted by an administrator/nurse upon arrival.
 - The nurse will assess the situation and proceed with district process/policy upon arrival of the student.
 - e. A daily health check log will be maintained by the bus aide and turned in to the school upon arrival.

8. Bus windows will be opened if possible, except during inclement weather, to encourage ventilation

9. Upon arrival at school, buses will stagger off boarding students
 - Students will exit the bus from the front of the bus to the back
 - Students will enter the school building using multiple entrances where applicable
 - Two buses will off board at a time per entrance

10. Buses must be cleaned and disinfected between each use
 - a) Between runs – wipe seat backs, seat belts and railing upstairs with an all-purpose cleaner or a wipe while wearing gloves (To be done by driver/aide)
 - b) Once the bus returns to yard after morning run - Spray Es364 (To be done custodian)

c) End of day protocol the same

At the end of the school day, buses will stagger boarding students

- All buses will be broken down into sections and color coded to assist in boarding from the back forward
- Students will be called at dismissal by bus and color code to begin boarding.
- Two buses will board at a time per entrance
- The bus aide will ensure that students are wearing a face mask to board the bus

The Transportation Manager will be responsible to ensure that all contracted routes follow the district protocols/procedures.

Parent Transportation

1. Parent drop/off and pick up times will be staggered. Each family will receive a color coded card for their vehicle with their drop/off pick up time.
2. Parents should line up in the designated location during their assigned time to drop off their students.
3. All students will wait in their cars until greeted by a district employee.
4. The district employee will ensure students are wearing masks and take the students' temperature using a no touch forehead thermometer.
 - a. If a temperature reading of any student in the vehicle is greater than 99.6, the student(s) will not be permitted to exit the car and enter the school.
 - b. The nurse will be notified of the temperatures of the students to follow up.
 - c. If a student does not have a mask, they will be provided with one for the day. The school principal will follow up with the parent/guardian of a student that comes to school without a mask.
5. Students will enter the school building at their designated door and maintain social distancing.

CAO 4: STUDENT FLOW, ENTRY, EXIT AND COMMON AREAS

Students will enter the building one bus at a time, through specified doors that lead them the most direct route to their pod. Specific procedures vary by building. In general:

1. Large groups of students will not move through hallways at the same time.
2. Arrival of buses will be staggered with arrival of car riders.
3. PK/K will arrive at a different time also.

4. Once in their classrooms within their “zones” or “pods” students will rarely need to move through the building. Students who visit the nurse will be escorted by an adult. Specialists and service providers will push in to the classrooms, staying in a particular pod or zone all day, then moving to another to minimize the number of students he/she sees in a day.
5. Recess periods will be scheduled in a staggered fashion to minimize groups of students in the hallways.
6. Hallways will be directionally marked where appropriate.
7. Dismissal will be staggered with Pk/K leaving first, then bus riders, then parent transport. Students will be called in small groups for buses.

CAO5: SCREENING, PPE AND RESPONSE TO STUDENTS AND STAFF PRESENTING SYMPTOMS

See policy 1648

The school district shall screen students and employees upon arrival to the bus or school or work location for COVID-19 symptoms and history of exposure.

1. SCREENING/STUDENTS (non-bused) In-person
 - Parents will review/sign a self-screening acknowledgement letter every trimester. If form is not filled out, full screening will be done by staff before that child enters the building. Principal will follow-up with parents who did not sign the form.
Appendix B
 - Guidelines will be reviewed with staff by nurse prior to them assisting with screening of students
 - Designated office staff will provide a Genesis print-out of students with no signed self-screening acknowledgement form
 - Nurse will communicate with principal/screening staff if a child was sent home and should not return to school until cleared (not to enter school)
 - Staff will perform a non-contact temperature check on students at their car with a parent/adult present as well as a visual check
 - Students to be masked during screening
 - Symptoms or temp 99.6 or greater will be sent home.
 - Students sent home will have signs/symptoms documented and given to nurse to be logged for follow-up and contact tracing if needed
Appendix C
 - Students passing screening will need mask on prior to entering building
 - Nurse should be available during screening process to help with any questions or problems staff have with screening (via walkie talkie)

- Staff will send any child to the nurse with parent (even if screening was passed) with any suspicious symptoms (glassy eyes, red eyes, appears tired, falling asleep on bus, teary/crying)
- All students will use hand sanitizer prior to entering school (at doorway)

2. SCREENING/STUDENTS (bused)

- Bus drivers and bus monitors to be screened by transportation coordinator/designee daily prior to start of bus routes
- Guidelines will be reviewed with bus monitor by nurse prior to them assisting with screening of students
- Transportation coordinator/designee will provide bus monitors with updated list of students whose parents did not complete the self screening acknowledgement form
- Nurse will communicate with the transportation coordinator/designee if a child was sent home and should not return to school until cleared. To be provided to bus monitors (not to board bus).
- Bus monitor will screen students off the bus prior to them boarding and perform non-contact temperature check as well as a visual check
- Students with no signed self-screening form will be asked screening questions in addition to a non-contact temperature check
- Students to be masked during screening (if they don't have one, one will be provided)
- Symptoms or temp 99.6 or greater will be sent home
- Students sent home will have signs/symptoms documented and given to nurse to be logged for follow-up and contact tracing if needed

Appendix C

- Sick student with no parent at bus stop:
 - Mask and to sit in first 2 rows of bus
 - Dispatch to contact office/nurse so parent can be called and appropriate preparedness to accept student in nurses office if possible
 - Student to exit bus prior to other students and escorted by socially distanced staff member to nurses office
- All students will have assigned seats to assist with contact tracing if needed
- Nurse should be available to the bus monitor to assist with any questions or problems
 - Bus monitor will send any child to the nurse that did not have a parent present at bus stop stop (even if screening was passed) with any suspicious symptoms (glassy eyes, red eyes, appears tired, falling asleep on bus, teary/crying)
 - Bus monitor will not allow any student on the bus (even if screening was passed) that has any suspicious symptoms (glassy eyes, red eyes, appears tired, teary/crying) but parent can transport them to school and be

screened by nurse

- All students will use hand sanitizer prior to entering school (at doorway)

3. SCREENING/STAFF, DAILY VOLUNTEERS

- One time acknowledgement form for daily symptoms check.
Appendix B
- Daily temperature check prior to entering building
- Bus drivers and bus monitors to be screened by transportation coordinator/designee daily prior to start of bus routes
- Nurses will access staff attendance for sickness and follow-up as needed for wellness check. Staff members can email nurses to discuss health status if needed.
- Staff with symptoms or temp 99.6 or greater need to stay home and complete call-out process
- One symptom with no temp (such as mild headache) to get additionally screened by nurse at school
 - Come to main entrance and ask for nurse to come outside to screen
 - If additional screening satisfactory (temp, additional questions), staff to enter wearing mask
 - If additional screening is unsatisfactory, to be sent home and return to work protocols followed (see Flow Chart)
 - Hand sanitizer prior to entering school

4. SCREENING/OUTSIDE CONTRACTORS

- Outside contractors must call the main office of the building they wish to enter from the parking lot to get approval to enter the building (to allow for social distancing)
- Contractors should not arrive prior to nurse being in building
- Office staff can screen (non-contact temp and signed questionnaire) prior to entering the building.
- If unsatisfactory - not allowed to enter the building, no admittance form given to nurse so name can be logged for contact tracing if necessary, administration to be notified
See appendix D
- If satisfactory - review mask/distancing expectations and allow to enter with mask
- If non-compliance of expectations noted - principal to be notified to address issue
- Hand sanitizer prior to entering school

5. SCREENING: STAFF FROM OTHER BUILDINGS

- Staff entering a school that is not their primary building will have non-contact

temperature check prior to entering the building by staff member

- Must wear face mask
- Hand sanitizer prior to entering school
- Movement from building to building within a day is discouraged and would be in case of emergency only.

6. PPE- masks/face covering

- Masks must be worn at all times by all staff , students and visitors except per exceptions identified in Policy 1648.
- Educate staff, students and families on proper wearing of masks & face coverings, how to remove and store, washing
- Reusable/washable face masks will be given to all staff and students
- Ear loop masks will be made available to screeners (for both bused and non-bused) for students arriving without a mask
- Extra masks will be located in a easily accessible place (not the nurses office)

SELF-CONTAINED CLASSROOMS

- Masks/face coverings encouraged but may not be feasible
 - Teacher/staff to wear mask/face shield for extra protection
- Gloves/gowns when in close contact with students (consoling, holding)
- No sharing of items
- Frequent cleaning of hard surfaces, toys, items throughout the day

MASKS - STUDENTS

- All students will be required to wear a face mask
- Masks with valves are NOT allowed (does not allow for protection of others)
- Bandanas are NOT allowed (does not allow for protection of others)
- If a student cannot wear a face mask due to a documented medical condition or disability, and doing so would inhibit their health, a physician note stating the medical condition and how it inhibits their health must be provided
 - they must wear a face shield as an alternative face covering
 - Face shields should have cloth drape that extends down to chest and wraps around the ears (shield and halo). Example: ShieldPals
- Students without medical documentation or special needs and not compliant with wearing a face mask will immediately be sent to behaviorist, counselor or psychologist to clarify reason for behavior and an accommodation plan will be developed that maintains the health/safety of other students and staff
- If an accommodation cannot be made that protects the health/safety of others then remote learning will be required.

MASKS - STAFF/VOLUNTEERS

- All staff are required to wear a face mask

- Any staff that cannot wear a face mask for medical reasons, must provide medical note stating reason and they must wear a face shield as an alternative face covering
 - Face shields should have cloth drape that extends down and around back of the neck like a scarf for additional protection
- Exceptions to requirement for face coverings shall be as follows:
 - Doing so would inhibit the individual's health and proper medical documentation is provided to the district
 - The individual is in extreme heat outdoors
 - The individual is in water
 - A student's documented medical condition or disability as reflected in an IEP, precludes the use of face covering
- Educate staff, students and families on proper wearing of masks & face coverings, how to remove and store, washing
- Guidelines for "mask breaks"
- Cloth masks should be washed daily and can come in contact with other clothes safely in the washing machine (can also be hand washed)
- Gaiter masks ARE acceptable look at material
- Masks with valves are NOT allowed (does not allow for protection of others)
- Reusable/washable face masks will be given to all staff and students
- Ear loop masks will be made available to screeners (for both bused and car riders)
- Self contained teachers/staff to wear additional PPE dependent upon student's ability to wear face masks (face shields, masks, gloves, gowns)
- Extra masks will be located in an easily accessible place (not the nurse's office)
- Diaper changes - staff should wear mask, shield and gloves
- Students ages five and younger will be supervised when using hand sanitizer
-

MASKS - OUTSIDE VENDORS

- All are required to wear face mask/ face covering at all times

7. RESPONSE

- Students and staff with the following symptoms should be promptly isolated from others and excluded from school
- At least two of the following symptoms: fever (measured or subjective), chills, rigors (shivers), myalgia (muscle aches), headache, sore throat, nausea or vomiting, diarrhea, fatigue, congestion or runny nose
- OR
- At least one of the following symptoms: cough, shortness of breath, difficulty breathing, new olfactory disorder, new taste disorder

Exposure - Staff/Student

- Parents/staff will be signing Screening Acknowledgement Form which states that any exposure to someone who has tested positive for COVID-19 will be excluded from school
- If notified while at school that a specific student/staff was exposed to a someone who tested positive, they will immediately be sent home
 - If unable to leave building immediately, will be placed in isolation room with mask
- Return to school will be coordinated with Burlington County Department of Health
- If a student or staff has level 1 exposure (direct contact with someone who has tested positive) they must quarantine for 10 days to ensure no symptoms development, if symptoms develop follow Exclusion Table below for return to school. The students in that class do not have to quarantine unless another student/staff member shows symptoms.
- If a student or staff member tests positive then anyone exposed to that person is considered level 1 exposure follow Exclusion Table below.

COVID-19 Exclusion Table: Exclusion criteria for staff, students and close contacts

	Low Risk	Moderate Risk	High Risk	Very High Risk
COVID-19 positive (viral test), symptomatic or asymptomatic	Exclude according to COVID-19 exclusion criteria Work with local health department to identify and exclude close contacts for 14 days from last exposure	Exclude according to COVID-19 exclusion criteria Work with local health department to identify and exclude close contacts for 14 days from last exposure	Exclude according to COVID-19 exclusion criteria Work with local health department to identify and exclude close contacts for 14 days from last exposure	Not Applicable (remote learning)
COVID-19 symptoms but not tested for COVID-19 and no alternate diagnosis	If no potential exposure to COVID-19 in the last 14 days, individual can follow NJDOH School Exclusion List If person has potential exposure to COVID-19 in the last 14 days, exclude according to COVID-19 exclusion criteria .	Exclude according to COVID-19 exclusion criteria	Exclude according to COVID-19 exclusion criteria Work with local health department to identify and exclude close contacts for 14 days from last exposure, or until symptomatic individual tests negative for COVID-19 or receives an alternate diagnosis from a medical provider	
COVID-19 symptoms and negative COVID-19 test	Exclude individual through 24 hours after their fever has ended without the use of fever reducing medications and other symptoms improve	Exclude individual through 24 hours after their fever has ended without the use of fever reducing medications and other symptoms improve	Exclude individual through 24 hours after their fever has ended without the use of fever reducing medications and other symptoms improve	
COVID-19 symptoms BUT with alternate diagnosis from a healthcare provider	Exclude individual based on diagnosis, using NJDOH School Exclusion List	Exclude individual based on diagnosis, using NJDOH School Exclusion List	Exclude individual based on diagnosis, using NJDOH School Exclusion List	
Close contact of COVID-19 positive staff or student or to someone with COVID-19 symptoms (high risk level only)	Close contacts of persons who test positive for COVID-19 should be excluded through 14 days from date of last contact.	Close contacts of persons who test positive for COVID-19 should be excluded through 14 days from date of last contact	Close contacts of persons who test positive for COVID-19 should be excluded through 14 days from date of last contact. Close contacts of an individual with COVID-19 symptoms should be excluded through 14 days from date of last contact, or until ill individual receives an alternate diagnosis or tests negative for COVID-19.	

NURSES OFFICE: Maintain social distancing with students at all times

TRIAGE

- Ask teacher when they call to send student what symptoms student is exhibiting
- Triage should be done outside nurses office
- If meets criteria for isolation - immediately isolate

CRITERIA for ISOLATION:

- At least two of the following symptoms: fever (measure or subjective), chills, rigors (shivers), myalgia (muscle aches), headache, sore throat, nausea or vomiting, diarrhea, fatigue, congestion or runny nose
- OR
- At least one of the following symptoms: cough, shortness of breath, difficulty breathing, new olfactory disorder, new taste disorder

ISOLATION ROOM:

- Separate room (preferably with bathroom to avoid movement)
- Door closed to contain air flow (baby monitor or window to visualize student)
- Hepa Filter in room
- Full PPE for nurse (N95, shield, gown, gloves)
- Eliminate flow of traffic of others by isolation room
- Red bag trash
- Should be closed off after student leaves and wait 24 hours (or as long as possible) prior to thorough cleaning

NURSE EXPOSURE

- Nurse is considered *exposed* if isolated student/staff test positive for COVID-19 and full PPE was not worn (must wear a fit-tested N95 mask to be considered full PPE)
 - Would have to quarantine for 14 days
 - Wearing a N95 without being fit-tested is not considered full PPE
 - N95 can be reused multiple times if wearing surgical mask on top and also depending on how saturated they are underneath
 - ****limit time exposed to isolated individual to at least 6 feet and less than 15 minutes if possible (if not wearing fit-tested N-95 mask)**

ADDITIONAL NURSE OFFICE INFORMATION

- Log all students sent home with symptoms or temp for follow-up and contact tracing if necessary
- Teachers to call nurses office prior to sending any student to assure social distancing can take place and prepare for possible full PPE
- No student should sign in (to be signed in by nurse)
- If clothes given out - NOT to be returned, even if washed

- Discourage non-essential visits to nurses office (bathroom, getting tissues, staff visits)
- Nurses office high risk area - encourage teachers to deal with issues in class if possible
- Nurse to be available in nurses office at all times for potential students
 - Nurses should limit their exposure outside of the nurses office if dealt with isolated student
 - All students (already inside of the building) needing evaluation will need to come to nurses office
 - Screening area should be set up for students/staff who require additional screening prior to entering building
- Isolation room/Nurse full PPE for nebulizer use (due to aerosol droplets)
- Students going home sick will be walked outside to parent (no parents in nurses office)
- 911 for students - parents NEED to be screened prior to entering building
- Parents will make an appointment with nurse to drop off medication and/or to discuss medical information

RETURN TO SCHOOL: Students/Staff

Individuals sent home from school with symptoms of COVID-19 can return as follows:

- Standard exclusion criteria: If ill individuals have been given an alternate diagnosis by a healthcare provider, they should follow the NJDOH School Exclusion List.
- COVID-19 exclusion criteria: Ill individuals with suspected or known COVID-19 should stay home until at least 10 days have passed since symptom onset and at least 24 hours have passed after resolution of fever without fever reducing medications and improvement in symptoms.
- Persons who test positive for COVID-19, but who are asymptomatic should stay home for 10 days from the positive test result.

*See above Exclusion Table

CAO6: CONTACT TRACING

Nurses will participate in the Johns Hopkins contact tracing course in early September. In the case of a COVID diagnosis within the school, the district will work with the Burlington County Department of Health for contact tracing.

Travelers:

Staff travel outside of New Jersey:

- Under the 14-day quarantine travel advisory announced by the Governor,

individuals traveling to or returning to New Jersey from states with increasing rates of COVID-19 should self-quarantine for 14 days. This includes travel by train, bus, car, plane and any other method of transportation.

Families arriving from outside NJ:

Seventy percent of the families attending school in North Hanover are active duty military families. This means that families arrive and depart our schools regularly throughout the school year. Families arriving from COVID hotspots as identified by the State of NJ are required to self-quarantine on JB-MDL for 14 days. Students may enroll and begin virtual instruction during this time but they will NOT attend school until the period of quarantine is up.

In order to minimize contact, students will be in “pods” or cohorts. They will remain in their own zone throughout the day.

Visitors to the school will be limited to the essential.

- Registrations will be done on-line
- Maintenance work will be scheduled after hours where possible
- Parent-teacher meetings will be done on line when possible

CAO7: FACILITIES CLEANING PRACTICES

General Procedures:

ALL staff will enter the facility at a designated location and have temperature scanned upon arrival.

Custodians will prop open the designated exterior doors to be used by staff and students.

Classroom windows may be opened for additional ventilation where necessary and appropriate.

Lockers will remain in the opened position and students will be limited to access while also maintaining social distancing. Teachers will ensure that not all students go to lockers at the same time.

No visitors will be permitted in the buildings unless it is for required maintenance of facilities. Such visitors will enter at the main entrance, scan temperature, and fill out COVID exposure questionnaire before entering the building.

Facility use by outside organizations will be suspended.

All furniture will be spaced according to social distancing guidelines. Additional furniture that can not be used will be removed from all areas and placed in storage.

Sneeze guards will be used where appropriate.

The wellness committee is developing signs that will be displayed throughout the buildings, on the walls, to social distance.

Disinfecting Buildings - Interior

Schedule for increased cleaning in all buildings

During the School Day

- All entrance touch point surfaces will be sanitized
- Student occupied classroom door handles and other corridor touch points will be wiped with disinfectant.
- Hallway bathrooms will be sanitized four times per day on a rotating shift according to schedule.
- Classroom bathrooms will be cleaned at the end of the school day.
 - This entails sanitizing all bathroom touch points, cleaning visible messes, and checking dispensers.

In the Evening

- Every night the building will be cleaned and disinfected to include:
 - ALL classroom desks and chairs
 - handles on equipment
 - window touch points
 - lockers
 - cubbies
 - buttons on machines
 - phones
 - vacuuming
 - mopping
 - Staff desks should be kept clear of personal objects. Staff should store staplers, books, pens, equipment, teaching materials, etc., in drawers and cabinets at the end of the day, every day
 - Office occupants should wipe down their desks and office touch points every day, and not invite others into their offices. The night custodian will disinfect these rooms as well

Checklist for cleaning classrooms, bathrooms, touch points

The day custodian will be cleaning frequently touched surfaces such as, door knobs, touch points, handrails, drinking fountains, elevators, light switches and restrooms during shift. A checklist will be provided for use and reference.

Hand sanitizer location and procedure for refilling and maintaining

The day custodian is responsible for checking and restocking the hand sanitizer dispensers and the bathroom soap dispensers. Hand sanitizer and soap are kept with the custodial supplies. Hand sanitizer dispensers will be in all classrooms and office areas and hand sanitizing stations should be at all entrances, exits and easy to access in common areas.

Explain the process of cleaning and sanitizing

Surfaces must be cleaned before being disinfected. This is a two-step process. Cleaning with soap and water to remove dirt and germs, and then surfaces will be disinfected. EPA approved disinfectants will be used with appropriate tools. Custodians will be trained and the products will be used in accordance with product specifications. Custodians will wear all appropriate protective equipment.

Water fountains

Traditional water fountains with bubblers will be decommissioned for use. Parents/guardians will be encouraged to send in water bottles for student use. Water bottle filling stations will remain available and will be cleaned and disinfected every night and throughout the school day. Preschool classrooms will need to use hallway bottle filling stations.

Disinfecting spray and sanitizing wipes

Disinfecting spray and sanitizing wipes will be provided to the faculty. Teachers will be responsible for wiping down their desk throughout the day, and the classroom door knobs and other common touch points inside the classroom. Students should wipe down desks after eating meals in the classrooms with the disinfecting spray.

Restrooms

Hallway monitors will enforce social distancing when using the student restrooms and limit access as needed. The number of faucets, water closets and urinals available for use will be reduced in these restrooms. The hallway monitor will open the doors for the students to enter the restroom so the doors do not need to be propped open. The schedule of restrooms closing for cleaning throughout the day will be posted so students are not sent during that time.

Maintaining proper ventilation and circulation of air

The maintenance staff will closely monitor the HVAC systems for proper air flow, and will continue to replace the air filters on a quarterly basis, which is an increase from the manufacturer's specifications. Dampers will be adjusted to increase outside air into the building where possible. Classroom windows will be opened where appropriate and needed.

Isolation Rooms

When a student is identified with a temperature, the student will be asked to wait in an isolated area until he/she can be picked up.

Each holding area (s) will be equipped with a mobile HEPA filter unit to assist in treating the areas.

Once the holding area has been cleared, backpack or hydrostatic sprayers will be used to coat surfaces with disinfectant after surfaces have been washed with soap and water. While cleaning and disinfecting, rooms will be vented where possible. All surfaces including but not limited to, high volume touch points, desks, chairs, handles, switches and equipment will be treated.

Buildings - Exterior

Outdoor Eating Areas

- All tables and benches and plexiglass dividers will be wiped down and cleaned in between each use by hourly aides.
- Large trash cans will be placed outside during lunch periods for use by students and removed after the period by the custodian.

Outdoor Courtyard Areas

All outdoor benches and equipment will be cleaned and disinfected after use by each cohort of students throughout the school day by hourly aides.

For Positive COVID Response:

In the event of a positive COVID identification, the building or affected rooms will be closed for 24 hours if possible. Backpack sprayers will be used to coat surfaces with disinfectant after surfaces have been washed with soap and water. While cleaning and disinfecting, rooms will be vented where possible. All surfaces including but not limited to, high volume touch points, desks, chairs, handles, switches and equipment will be treated.

Equipment To Be Used:

EPA- approved disinfectants will be used with appropriate cleaning tools. They will be used in accordance with product specifications. Cleaning staff will wear all appropriate protective equipment.

Staff training:

Custodians have been trained under the direction of the Director of District Facilities and Security under the current program. Prior to the beginning of the school year, all custodians will be refreshed with all current and enhanced cleaning and disinfecting procedures.

Hourly aides that will be responsible for cleaning and disinfecting areas of the buildings throughout the school day will be trained on the proper procedures.

The Enhanced Hygiene, Cleaning and Disinfection Plan outlines and details the Preparedness, Cleaning Frequency, Product Cleaning & Disinfection, Hand Hygiene and Awareness tailored to the District's Facilities and requirements.

A cleaning kit for staff will be provided in each classroom. This could be used to clean an area such as, a desk where a student sneezed or coughed during class etc.

Isolate offices such as Guidance, Principal and other singularly occupied offices, (these spaces can be maintained by the occupant by utilizing disinfecting wipes and moving trash to hall) This space can be thoroughly cleaned and disinfected once or twice per week by cleaning staff.

Reduce clutter. All equipment, tools, teaching materials and other items should be stored in desk drawers, cabinets and other storage spaces so that surfaces may be disinfected. All personal items should be removed from the building.

CAO8: MEALS

In-School - 5 days

1. Students will pre-order breakfast/lunch on a weekly basis by Thursday for the following week
 - a. All meals will be "Grab and Go" meals compliant with the National School Lunch Program
 - b. Meal selections will be reduced to 3 variations per day
 - c. Snacks will be able to be pre-ordered and a schedule of availability by day will be provided
 - d. PreK students will continue to receive breakfast on a daily basis as per their regular school program and do not need to order.
2. Students will eat breakfast in their classrooms.
3. Students will eat lunch in their classrooms or outside, where appropriate and weather permitting. When eating outside, the district will provide barriers at tables to ensure the student's safety.
4. Pre-ordered "grab and go" bags for both breakfast and lunch will be delivered to student classrooms.

5. The Food Service Director will record the lunch distribution in the computerized lunch software program.
6. Each classroom will be provided with sanitizing supplies to wipe student desks after eating.
7. All classrooms have sinks and any left over liquid will be disposed of accordingly.
8. All trash cans within the classroom will be triple bagged so the teacher may remove the trash after each meal and place in large round receptacles in the hallway that the custodial staff will monitor and empty after breakfast and lunch times.

A. In-school 2 days/ virtual 3 days

1. Students will pre-order breakfast/lunch on a weekly basis by Thursday for the following week
 - a. All meals will be “Grab and Go” meals compliant with the National School Lunch Program
 - b. Meal selections will be reduced to 3 variations per day
 - c. Snacks will be able to be pre-ordered and a schedule of availability by day will be provided
 - d. PreK students will continue to receive breakfast on a daily basis as per their regular school program and do not need to order.
2. Meal service for In-school days will follow the procedures in section A.2 through 8.
3. Meal service for virtual days will be as follows:
 - a. Students on the “A” schedule:
 - i. Parents/guardians will pick up 3 pre-ordered meals for 3 days on Tuesday between the hours of 10am-12pm at the Endeavour or Upper Elementary School. The procedures as set forth in section C.3 will be followed.
 - ii. Delivery to students who do not have transportation will be every Tuesday morning from 8am-10am and will follow the procedure as set in section C.5.
 - b. Students on the “B” schedule:
 - i. Parents/guardians will pick up 3 pre-ordered meals for 3 days on Monday between the hours of 9am-11am at the Endeavour or Upper Elementary School. The procedures as set forth in section C.3 will be followed.
 - ii. Delivery to students who do not have transportation will be every Monday morning from 8am-10am and will follow the procedure as set in section C.5.

B. Virtual Instruction Students - 5 days

1. Students will pre-order breakfast/lunch on a weekly basis by Thursday for the following week

- a. All meals will be “Grab and Go” meals compliant with the National School Lunch Program
 - b. Meal selections will be reduced to 3 variations per day
 - c. Snacks will be able to be pre-ordered and a schedule of availability by day will be provided
2. Parents/guardians will pick up pre-ordered meals for their students weekly at either one of the following locations every Monday between the hours of 9am-11am :
 - Endeavour Elementary School
 - Upper Elementary School
 3. The pick up is “drive-thru” with each car stopping at station 1 to give the student name and grade, then on to the next station to pick up food that is pre bagged and waiting on a table.
 4. The Food Service Director will record the lunch distribution in the computerized lunch software program.
 5. Delivery to individual homes will be available for those who do not have transportation. The transportation director will make arrangements with district transportation staff to transport the meals in coolers every Monday morning between 8am-10am, knock on the door, and leave the meals on the porch for the students. The food service director will record the students’ names and meals delivered for tracking and claiming purposes.

CAO9: RECESS/Physical Education

Anticipated Minimum Standards:

1. Stagger recess. If two or more groups are participating in recess at the same time, they should have at least 6 feet of open space between them.
2. Use cones, flags, tape, or other signs to create boundaries between groups.
3. Always wash hands before and immediately after outdoor playtime.
4. Stagger the use of playground equipment and establish frequent disinfecting protocols.
5. Complete an inventory of outdoor spaces (athletic fields, track, green spaces, open space, and local parks) and designate zones, use stations, mark off areas, floor markers, floor tape, poly spots, etc., to ensure separation among students (six feet for social distancing).
6. Consider closing locker rooms to mitigate risk and prohibit students and staff from confined spaces with limited ventilation and/or areas with large amounts of high contact surfaces.
7. If not feasible to close, stagger use and clean and disinfect between use.
8. Mitigate risk, limit and/or eliminate direct contact with equipment (lessons with

no equipment). If equipment must be shared, clean and disinfect between each use.

9. Designate specific areas for each class during recess to avoid cohort mixing.

NHT COVID-19 Recess Protocols

- Classes receive 20 minutes of movement a day supervised by classroom teachers
- Recess will be staggered to mitigate multiple classes in the hallway
- Outside activity recommended - if inclement weather, proceed to indoor zone or classroom
- Recess will not be grouped with lunch for preschool through fourth grade
- Limited equipment, no sharing of equipment
- Teachers will be required to take a walkie-talkie with them outside to communicate with the front office and school nurse
- Students (PK - 6) will receive their own equipment bag which will contain items that are age appropriate
- Use designated exits and entrances as determined by the building principal
- 6 ft of physical distancing
- Wash hands and/or hand sanitizer before and after outdoor time
- The Pandemic Team will make adjustments as per new state guidelines

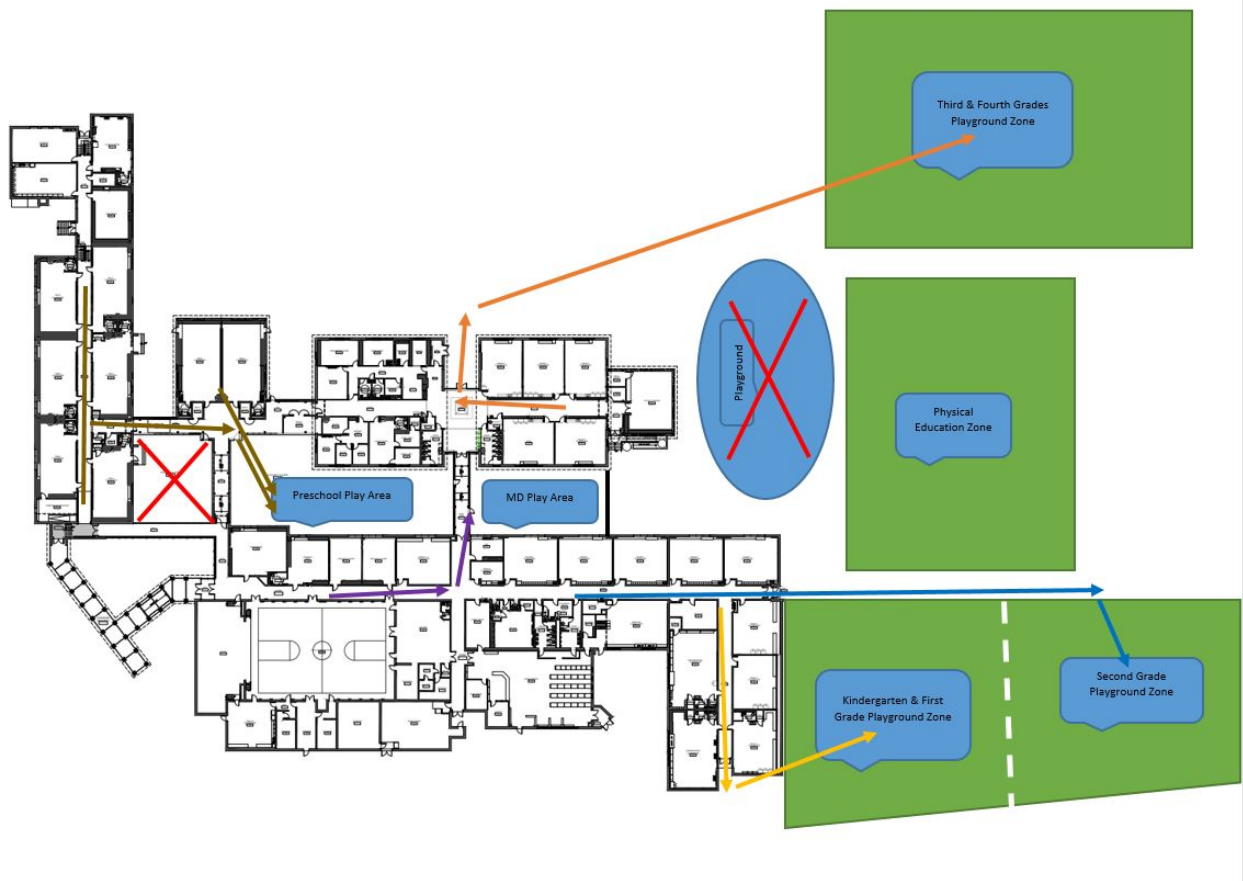
NHT COVID Physical Education Guidelines

1. *Physical education classes would be offered in the homeroom classrooms or outside, when weather permitting.*
2. *Outdoor zones identified for Physical Education classes (athletic fields, track, green spaces, open space, and local parks)*
3. *Use cones, poly spots, etc., to ensure separation among students (six feet for social distancing).*
4. *Always wash hands before and immediately after participation*
5. *Mitigate risk, limit and/or eliminate direct contact with equipment (lessons with no equipment). If equipment must be shared, clean and disinfect between each use.*
6. *The program will focus primarily on individual skill-based activities.*
7. *During Gym classes when individuals are in a well-ventilated location and able to maintain a physical distance of six feet apart, face coverings can be removed.*

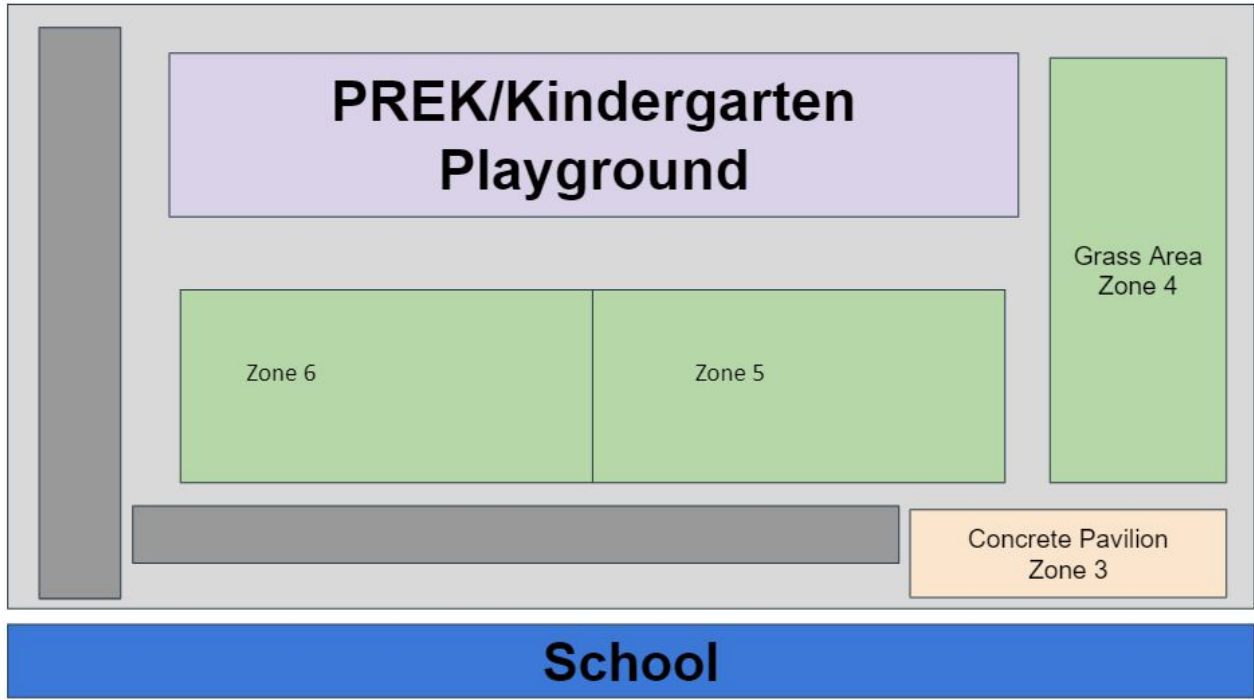
North Hanover Township School District COVID-19 Recess Logistics

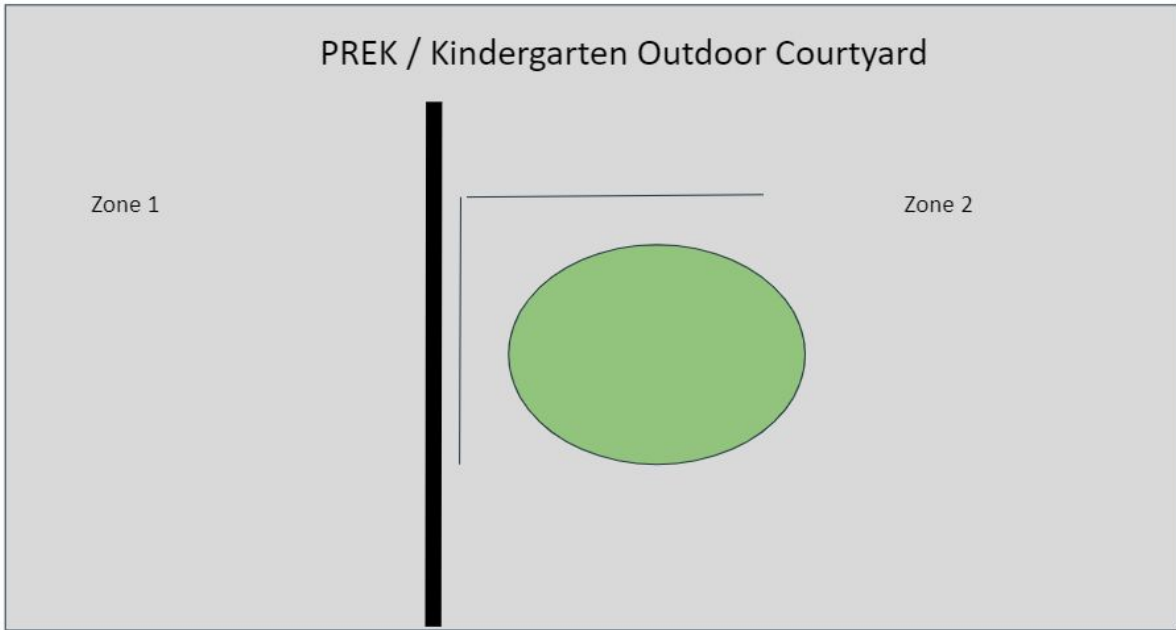
- Logistics will be determined by the building principal and will include the use of outdoor and indoor spacing as determined by each individual campus.

C.B.Lamb Elementary School Recess Locations



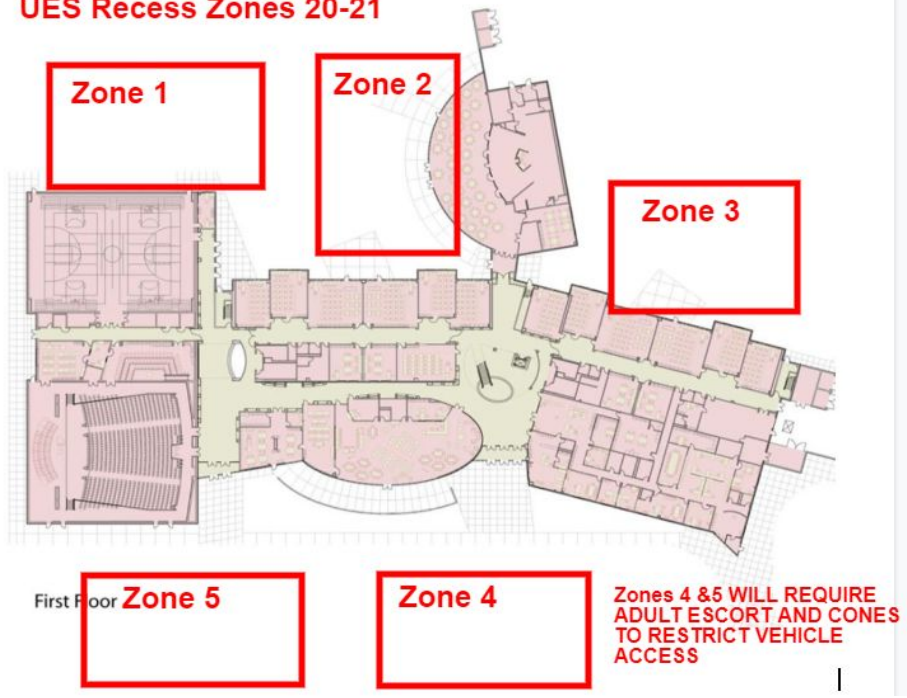
Endeavour Elementary Recess Locations





U.E.S. Recess Locations

UES Recess Zones 20-21



Recess/Physical Education Resources

Resources	Links
CDC Recess Guidelines	https://www.cdc.gov/healthyschools/physicalactivity/recess.htm
Games for Social Distancing	https://www.asphaltgreen.org/blog/rep-it-out-games-for-social-distancing
School openings across globe suggest ways to keep coronavirus at bay, despite outbreaks	https://www.sciencemag.org/news/2020/07/school-openings-across-globe-suggest-ways-keep-coronavirus-bay-despite-outbreaks
Reopened schools in Europe and Asia have largely avoided coronavirus outbreaks. They have lessons for the U.S.	https://www.washingtonpost.com/world/europe/schools-reopening-coronavirus/2020/07/10/865fb3e6-c122-11ea-8908-68a2b9eae9e0_story.html
How schools across the globe are reopening amid the coronavirus pandemic Some schools in rural parts of America have also reopened with new restrictions.	https://edsources.org/2020/how-schools-across-the-globe-are-reopening-amid-the-coronavirus-pandemic/634739

CA10: FIELD TRIPS, EXTRACURRICULAR ACTIVITIES AND USE OF FACILITIES OUTSIDE SCHOOL HOURS

For the 2020-2021 school year all off-site field trips, extracurricular activities and use of facilities by outside organizations will be suspended. The YMCA will be permitted to run Before and After Care in the school buildings but will be expected to follow district protocols for doing so.

Social Emotional Learning and School Climate and Culture

The state and our district recognize the important role of climate and culture, more specifically, social and emotional learning (SEL) and how critical it is in re-engaging students, building a sense of community, supporting adults and students, rebuilding relationships, and creating a foundation for academic learning. This committee developed a plan to implement these strategies.

A. Educator and Student Well-Being

- Concentration on social emotional well being and relationship building for the first two weeks of school for staff and students
- School-wide movement break and mindful break (routine)
- A district resource list of emotional support services will be made available to all staff
- Staff collaboration in cohort groups and weekly grade level meetings to help staff support each other in the work and in their well being
- Consider teachers content and workload by identifying and focusing on grade level core competencies. Those competencies will drive essential outcomes and teacher instruction.
- Recognition of staff efforts in periodical school videos and messaging to the school and community
- Reevaluate our grade level expectations so as to not overwhelm staff and students
- Offer outdoor space for teacher breaks
- Make an effort to get classes outside as much as possible (weather permitting)
- Responsive Classroom Committee will develop messages and activities on a regular basis to help promote a sense community with all stakeholders
- Offer voluntary staff events and groups that help them to connected outside of the content and across grade levels (Book clubs, events, and pay it forward activities such as Grateful Gobblers)

B. Trauma-informed Social and Emotional Learning

1. School Counselor Expectations
 - SEL Lessons directed by school counselors either in a live or video format
 - Messaging at the beginning of school focused on safe transition into the school environment and that identifies and support common concerns amongst the student body
 - Identification of students in need of counseling through parent contact and teacher recommendations
 - Identify spaces appropriate for counseling, these would be rooms and spaces larger than the school counselor office in order to lower transmission risk if necessary. These spaces could include the hallway, breakout spaces, auditorium, and unused classroom space. Student wellness survey for older students
2. Responsive Classroom Committee will develop messages and activities on a

regular basis to help promote a sense community and emotional well being for all stakeholders

3. Principal vs. Student Challenges for students at risk of not engaging in school
4. Continue the use of “Check-in, Check-out” for at risk students, being sure they have a supportive and engaging relationship with an adult in the building
5. HIB - We will proactively address the concern of Covid-19 negative labelling of students and the possible stigma attached to that label. This is something we reinforce on a weekly basis from multiple fronts...principals, guidance counselors, school nurses, teachers, etc.
6. All staff will receive training in September about trauma informed practices.

C. School Culture and Climate

1. Welcome back videos to staff and families created by principals
2. Development of a school orientation video including the “new norms”
3. Teacher introduction video (Use multiple tech. platforms, such as Flipgrid, Screencastify, etc.)
4. Student videos regarding school norms and best practices (handwashing, mask wearing, etc.)
5. Stream morning announcement from a different remote location (i.e. Monday - teacher 1 announces; Tuesday - teacher 2 announces; etc. This will promote connection among staff and students.
6. Develop common language & positive signage to develop unity
7. Videos to demonstrate social distancing for building, transportation procedures and safety procedures
8. Regular Principal videos to keep families informed while promoting a positive message
9. Interactive Modeling to support class procedures and expectations
10. Parent-specific videos to offer parents strategies for learning and support if in the hybrid or full distance learning model

D. Utilizing Strengths of Staff

1. Focus on relationship building, Social Emotional Learning and well being at the onset of the school year
2. Offer continued professional development activities and resources to staff regarding SEL and Responsive Classroom initiatives
3. Building-wide messaging from the school counselor regarding SEL and support options for students
4. SEL strategies will be embedded in some live and/or virtual lessons and meetings
5. If in distance learning, teachers will be asked to virtually meet with students for team building and social interaction such as Kahoot and Morning Meeting activities.
6. Offer support and resources to teachers regarding difficult conversations with students and best practices in these particular situations. These strategies and supports will be procured by the school counselors and reviewed by the principal.

IV. CONTINUITY OF LEARNING

The Board of Education offers parents an unconditional option for 100% remote learning per policy 1648.02. If at any time the district has to move all students to 100% remote learning, it will do so in accordance with this plan and policy 1648.03 and E.O. 175.

A. Special Education/Related Services

- a. IEP programs will be provided to students based on their individual needs in accordance with their individualized plan. The school district will work with families to adjust IEP's as needed to ensure the health and safety is the main priority for student learning. Students will receive specialized instruction in accordance with their IEP by certified special education teachers.
- b. Manipulatives, calculators, specific IEP driven mods/acc - will be given to individual students for their use only.
- c. Schedules for ICR/POR students - keep one teacher, or within a specific pod.
- d. Related services will be provided to students in accordance with their individualized education plan. Services will be given with healthy and safety protocols in place. The use of the proper PPE and plexiglass dividers will be used to provide the best services possible. Proper cleaning protocols will be enforced for all service provider areas.

B. 504 Students

- a. Students with 504 accommodation plans will receive their accommodations according to their 504 plan. Teachers will review the 504 plans to ensure that the implementation of the accommodations can be delivered. Teachers and 504 coordinators will work with families to adjust the plans accordingly.

C. Special ELL Considerations

- a. Students who are identified needing ELL services will receive support from the ELL teacher.
- b. The ELL teacher will continue to support teachers and students either in-person or virtually
- c. Provide information on social distancing and safety protocols in students native language
- d. Students who are newly enrolled will be tested virtually with the WIDA screener
- e. ELL students will receive their appropriate modifications and accommodations based on their individual needs through either in-person or virtual instruction

D. Technology and Connectivity

- a. All students will be issued a unique Chromebook
- b. All families without Internet will be assisted with acquiring it. If unable to acquire it district will issue CIPA compliant hotspots.
- c. All teachers issued a new laptop
- d. UV cabinets for sterilizing in each building
- e. Purchased virtual curricula and learning management system to support curriculum, instruction and assessment.

E. Curriculum, Instruction and Assessments

Curriculum:

North Hanover will adopt a virtual platform (Edmentum) in order to provide consistency of instruction in both the classroom and virtual learning environments. This platform will support both teachers and parents in providing resources and support. This committee is working to align this program with the current curriculum, scope and sequence and instructional practices of the district and will supplement or eliminate units as needed. The program supports Language Arts, Math, Science and Social Studies.

Instruction:

- **Classroom instruction:** Teachers will instruct small cohorts of students, following CDC guidelines, using the virtual platform as the thread that runs through all instruction. Students will have the opportunity in the classroom, with guided practice, to use the virtual platform. This will be most beneficial if/when they are required to return to virtual instruction. In addition, teachers will have autonomy to engage students in supplemental instruction, concentrating on personalized learning plans, which will be determined by assessments (see below), as well as building community and supporting the social and emotional needs of the students.
- **Virtual instruction:** Virtual instruction will utilize teachers combined with the virtual platform, as well as home support, in order to deliver instruction that mirrors the classroom environment. When possible, materials needed for instruction will be provided by the district. Virtual teaching will include live small and whole group instruction, video and live whole group instruction, as well as engaging activities to promote community, as well as supporting the social emotional learning of our students.
- **Hybrid instruction:** Students will receive both classroom and virtual instruction as described above, spending two days a week in the classroom and three days in virtual learning.

Assessment: Students will be assessed in a number of ways to ensure targeted instruction meets the individual needs of our students. MAP testing, Fountas and Pinnell

benchmark reading assessments, as well as data from the online learning platforms will be utilized to identify the needs of students.

Materials: Students in the classroom will have individual sets of materials used for instruction. Classroom library materials will be managed by the classroom teacher, who will follow CDC guidelines. When possible, students who are virtual learning will be provided with the materials needed to complete the online lessons. Of note, classroom teachers should collaborate with the Special Area teachers, to streamline delivery and/or pickup of materials.

Additional notes: Both virtual and classroom teachers will plan instruction together in order to assure consistency of instruction across the different models and platforms. The goal is to ensure equitable access to high quality education, and to streamline movement between classroom instruction and virtual learning depending on health scenarios.

Planning/Professional Development: Three days of professional development for teachers are scheduled prior to the opening of schools. In addition, in the five day model, every Friday will be a half day for students so that teachers can have common planning time. In the hybrid model, teachers will have common planning time every Wednesday.

Special Areas:

We are committed to offering a safe and meaningful related arts learning experience so all students can learn and grow in their knowledge, understanding, and love of the arts. The following sections will address the possible school reopening scenarios:

•Special Areas Facilities and Scheduling

In-Person Learning

- To limit student travel and contact tracing, specials will take place in the classrooms or when possible, outdoor spaces
- Assigned seats for students
- 6 feet physical distancing
- Special Area teachers will be on a cycle rotation*

For example, instead of students in grade 2 having Art, Music, Spanish, Technology and Library 1x each week, they will be assigned one specific special area subject for a cycle and then change after a cycle to a different discipline.

*Subject to change based on building needs and student/staff population

Hybrid Learning

- Divide instruction between in-person and remote teaching and learning
- In-person teaching:

- In-person presentation of concepts
- Establish directions and expectations
- Recommended to record live instruction so that students can review and access at home
 - Remote teaching:
 - At-home continuation of primary teaching
 - Focus on classwork completion, performance, practice, and refinement of skills learned during primary lessons
 - Utilize technology for asynchronous and/or synchronous learning
 - Recommended to create assignments that can be completed either with performance videos, written submissions, artwork, etc.

Remote Learning

- Create and provide instructional videos to deliver new and/or review previously learned material. Utilize threaded discussion posts/responses.
- Implement tools such as Google Forms and/or Flipgrid for participation, and/or assessment
- Recommended to schedule live interactions during the school day that does not conflict with other classes/content areas. Include preparation time between live sessions.

● **Special Areas Equipment and Materials**

In-Person Learning

- Use of shared objects is prohibited at this time
- When possible, use Smart Boards and 1:1 devices. Teachers can access a wide range of digital resources to enhance instruction.
- Use supplies, materials, and equipment that can easily be cleaned.

Hybrid Learning

- Ensure that lessons can easily transition from in-person instruction to the home environment. Things to consider are materials, time, safety, and student support.
- Recommended to design "long term" projects. Some tasks can be completed offsite and other tasks conducted in-class time for "hands-on" work.

Remote Learning

- Create activities and lessons that require age appropriate skills and require minimal adult support and supervision.
- Consider appropriate equipment and/or supplies that can easily be accessed at home

- Coordinate with classroom teachers so materials can be utilized for numerous subjects, projects, and content

F. Professional Learning

Professional learning activities will prioritize three areas for the 2020-2021 school Year:

- Virtual instruction
- Trauma-informed schools
- Using data for differentiation

A cadre of lead teachers will receive 10 hours of training in virtual instruction in August. Additional formal scheduled professional learning time will take place in the beginning of September. Regardless of pathway, one afternoon each week will be reserved for collaboration, team inquiry, and further professional learning.

We are also in the third year of a 5 year grant from DoDEA, with required professional learning activities associated with that grant. The district will look for alternative ways to plan that professional learning in order to stay current in the grant cycle.

V .POLICY AND FUNDING

Policy: At its August 25 Board of Education meeting, the Board will adopt an emergency policy that amends existing policies to coincide with the needs of the current health emergency.

Funding: The impact of the COVID-19 pandemic presents many fiscal challenges to the school district for delivery of instruction and related services to students in addition to other basic operational needs. Readyng facilities, purchasing supplies, transporting, and feeding students will look different in the 2020-2021 school year.

- A. The district has explored options to obtain the maximum amount of available revenue. The district will use the following and any other sources that become available.
 - Elementary and Secondary School Emergency Relief Fund;
 - Federal Emergency Management Agency – Public Assistance; and
- B. School District Budget

The district budget for FY21 has been finalized; the district is analyzing every line item and the original anticipated expenditures for the year. The district is making difficult decisions on planned purchases and reallocating resources where appropriate to make the purchases that now need to be made.

C. School Funding

School officials will review the Policy and Funding section of the NJDOE Guidance that includes information on Federal and State funding sources; purchasing practices; use of reserve accounts, transfers, and cash flow; and costs and contracting, including E-Rate funding and cooperative purchasing contracting.

D. Purchasing

The school district is purchasing items not needed in the past and has experienced increased demand for previously purchased goods and services to implement the Plan. The school district will continue to comply with the provisions of the “Public School Contracts Law”, N.J.S.A. 18A:18A-1 et seq.

E. Costs and Contracting

The school district shall follow all New Jersey State laws and regulations applicable to local school districts for purchasing when procuring devices and connectivity or any technology related item.

APPENDIX A: SAMPLE SCHEDULES

Preschool (Full Day in School Model)

	Monday	Tuesday	Wednesday	Thursday	Friday
8:10 - 8:25	Mystery Question/Breakfast/Table Time				
8:30 - 9:00	Arrival/Open Group Meeting (Accounts for staggered arrival)				
9:00 - 10:00	Play Planning/Make Believe Play/Clean-up				
10:00 - 10:15	Story Lab				
10:15 - 10:30	Small Group Literacy(Literacy and Fine Motor Skills)				
10:30 - 10:45	Small Group Literacy: Groups Switch (Literacy and Fine Motor Skills)				
10:45 - 11:00	Large Group Literacy (Graphics Practice or Buddy Reading)				
11:00 - 11:45	Lunch/Recess				
11:45 - 12:00	Bathroom / Nap Set Up				
12:00 - 12:45	Rest/Quiet Time				
12:45 - 1:00	Small Group Math and Science #1				
1:00 - 1:15	Small Group Math and Science #2 (Groups switch)				
1:15 - 1:30	Nap Clean-up/Snack and Pack Backpacks				
1:30 - 2:00	Free Choice Play				
2:00 - 2:10	Closing Group				
2:10 - 2:15	Bus and Car Lines/Dismissal				
2:25 - 3:10	Teacher PREP				

Student/Teacher Schedule Kindergarten (Full Day in School Model)

	Monday	Tuesday	Wednesday	Thursday	Friday
8:10 - 8:25	15 Minutes Non-Instructional				
8:30 - 9:00	Arrival/Morning meeting (Accounts for staggered arrival)				
9:00 - 9:45	Math				
9:45 - 11:30	ELA				
11:30 - 12:15	Lunch in the classroom (Teacher has lunch/Hourly Aide covers class for lunch)				
12:15 - 1:00	ELA				
1:00 - 1:30	Recess <i>(Classroom teacher takes students to designated recess zone)</i>				
1:30 - 2:00	Science/Social Studies				
2:00 - 2:15	Closing Meeting				
2:15 - 2:30	Dismissal				
2:30 - 3:10	Prep				

Student/Teacher Schedule Grades 1- 4 (Full Day in School Model)

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 - 8:45	Arrival/Morning meeting (Accounts for staggered arrival)				
8:45 - 9:45	Math				
9:45 - 11:30	ELA				
11:30 - 12:15	Specials in the classroom (Classroom teacher has Prep)				
12:15 - 1:00	Lunch in the classroom (Teacher has lunch/Hourly Aide covers class for lunch)				

1:00 - 1:30	Recess <i>(Classroom teacher takes students to designated recess zone)</i>
1:30 - 2:15	Science/Social Studies
2:15 - 2:30	Closing Meeting
2:30 - 2:45	Dismissal
2:45 - 3:00	15 Minutes Non-Instructional

Student/Teacher Schedule Grades 5-6 (Full Day in School Model)

	Monday	Tuesday	Wednesday	Thursday	Friday
7:45 - 8:05	Staggered bus and parent drop off				
1 8:05 - 8:20	Arrival/Morning Meeting/Breakfast				
2 8:20 - 9:05	MATH				
3 9:05 - 9:50	ELA				
4 9:50 - 10:35	ELA				
5 10:35 - 11:20	Lunch in the classroom and recess (Teacher has lunch/Hourly Aide covers class for lunch/recess)				
6 11:20 - 12:05	Specials in the classroom (Classroom teacher has Prep)				
7 12:05 - 12:50	Science/Social Studies				
8 12:50 - 1:35	Technology Supportive learning				
9 1:35 - 2:20	Instruction				
2:20 - 2:45 Dismissal period	Dismissal Period				

Teacher Schedule Grades 1 - 4 (Hybrid Model)

	Monday	Tuesday	Wednesday	Thursday	Friday
	Cohort A in School (approximately 10 students)		Cohorts A & B (approx. 20 students)	Cohort B in School (approximately 10 students)	
8:00 - 8:30	Arrival/Morning meeting		Virtual morning meeting	Arrival/Morning meeting	
8:30 - 9:30	Math		Virtual Live Math	Math	
9:30 - 11:30	ELA		Virtual Live ELA	ELA	
11:30 - 12:15	Specials in the classroom (Classroom teacher has Prep)		Teacher Lunch	Specials in the classroom (Classroom teacher has Prep)	
12:15 - 1:00	Lunch in the classroom (Teacher has lunch/Hourly Aide covers class for lunch)		Grade Level Planning (Teachers) 12:15 - 1:30	Lunch in the classroom (Teacher has lunch/Hourly Aide covers class for lunch)	
1:00 - 1:20	Recess (Classroom teacher takes students to recess)		Special Rotation (Students) 12:15 - 1:30	Recess (Classroom teacher takes students to recess)	
1:30 - 2:00	Science/Social Studies		Science/Social Studies (Virtual)	Science/Social Studies	
2:00 - 2:30	Technology Supportive Learning		Prep (2:00 - 2:45)	Technology Supportive Learning	
2:30 - 2:45	Dismissal			Dismissal	
2:45 - 3:00	15 Minutes Non-Instructional				

Student Schedule for Cohort A Grades 1 - 4 (Hybrid Model Example)

	Monday	Tuesday	Wednesday	Thursday	Friday
	Cohort A in School (approximately 10 students)		Cohorts A & B (approx. 20 students)	Cohort A Virtual (approximately 10 students)	
8:00 - 8:30	Arrival/Morning meeting		Virtual morning meeting	Virtual morning meeting	
8:30 - 9:30	Math		Virtual Live Math	Virtual Live Math	
9:30 - 11:30	ELA		Virtual Live ELA	Virtual Live ELA	
11:30 - 12:15	Specials in the classroom (Classroom teacher has Prep)		Teacher Lunch	Lunch	
12:15 - 1:00	Lunch in the classroom (Teacher has lunch/Hourly Aide covers class for lunch)		Grade Level Planning (Teachers)	Physical Activity (Menu of items to select from)	
1:00 - 1:20	Recess (Classroom teacher takes students to designated recess zone)		Special Rotation (Students) (12:15 - 2:00)	Special Area 1 - 1:45 At-home continuation of primary teaching	
1:30 - 2:00	Science/Social Studies			Virtual Live Social Studies/Science	
2:00 - 2:30	Technology Supportive Learning		Prep (2:00 - 2:45)		
2:30 - 2:45	Dismissal				

Student Schedule Grades K - 6 (Virtual Model)

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 - 8:30	Virtual morning meeting				
8:30 - 9:30	Virtual Live Math (large group, small group 1:1)				
9:30 - 11:30	Virtual Live ELA (large group, small group, 1:1)				
11:30 - 12:15	Lunch				
12:15 - 1:00	Physical Activity (Menu of items to select from)				
1:00 - 1:45	Special (Virtual Lesson)				
1:45 - 2:30	Virtual Live Science/Social Studies (large group, small, 1:1)				

Grades 5-6 Teacher Schedule (Hybrid Model)

	Monday	Tuesday	Wednesday	Thursday	Friday
	Cohort A in School (approximately 10 students)		Cohorts A & B (approx. 20 students)	Cohort B in School (approximately 10 students)	
7:45 - 8:05	Bus and Parent Drop off			Bus and Parent Drop off	
1 8:05 - 8:20 MINUTES	Arrival/Morning meeting/Breakfast		Virtual morning meeting	Arrival/Morning meeting/Breakfast	
2 8:20 - 9:05	Math		Virtual Live Math	Math	
3 9:05 - 9:50	ELA		Virtual Live ELA	ELA	
4 9:50 - 10:35	ELA		Virtual Live ELA	ELA	
5 10:35 - 11:20	Lunch in the classroom (Teacher has lunch/Other teacher or Hourly Aide covers class for lunch and recess)		Virtual Instruction	Lunch in the classroom (Teacher has lunch/Other teacher or Hourly Aide covers class for lunch and recess)	
6 11:20 - 12:05	Specials in the classroom (Classroom teacher has Prep)		Prep Student Specials	Specials in the classroom (Classroom teacher has Prep)	
7 12:05 - 12:50	Science/Social Studies		Teacher Lunch	Science/Social Studies	
8 12:50 - 1:35	Technology Supportive Learning		Grade level Planning Student Specials	Technology Supportive Learning	
9 1:35 - 2:20	Instruction		Grade Level planning	Instruction	
2:20 - 2:45 Dismissal period	Dismissal Period		15 Minute Duty Free	Dismissal Period	

Grades 5-6 Sample Cohort A (Hybrid Model) Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
	Cohort A in School (approximately 10 students)		Cohorts A & B Virtual (approx. 20 students)	Cohort A in Virtual (approximately 10 students)	
7:45 - 8:05	Bus and Parent Drop off				
1 8:05 - 8:20 MINUTES	Arrival/Morning meeting/Breakfast		Virtual morning meeting 8:00-8:20	Virtual morning meeting 8:00-8:20	
2 8:20 - 9:05	Math		Virtual Live Math	Virtual Live Math	
3 9:05 - 9:50	ELA		Virtual Live ELA	Virtual Live ELA	
4 9:50 - 10:35	ELA		Virtual live ELA	Virtual Live ELA	
5 10:35 - 11:20	Lunch in the classroom (Teacher has lunch/Other teacher or Hourly Aide covers class for lunch and recess)		Virtual Instruction	Virtual Instruction	
6 11:20 - 12:05	Specials in the classroom (Classroom teacher has Prep)		Student independent Virtual Social Studies/Science	Physical Activity (Menu of items to select from)	
7 12:05 - 12:50	Science/Social Studies		Lunch	Lunch	
8 12:50 - 1:35	Technology Supportive Learning		Student Special Area	Special Area	
9 1:35 - 2:20	Instruction		Student Special Area	Social Studies/Science	
2:20 - 2:45 Dismissal period	Dismissal Period		Follow Up Activities		

APPENDIX B

COVID-19 Daily Screening for Students/Staff

Name _____ Date _____

Parents/Guardians: Please complete this short check each morning and report your child’s information per your school’s reporting instructions.

Section 1: Symptoms

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

Column A

<input type="checkbox"/>	Fever (measured or subjective)
<input type="checkbox"/>	Chills
<input type="checkbox"/>	Rigors (shivers)
<input type="checkbox"/>	Myalgia (muscle aches)
<input type="checkbox"/>	Headache
<input type="checkbox"/>	Sore Throat
<input type="checkbox"/>	Nausea or Vomiting
<input type="checkbox"/>	Diarrhea
<input type="checkbox"/>	Fatigue
<input type="checkbox"/>	Congestion or runny nose

Column B

<input type="checkbox"/>	Cough
<input type="checkbox"/>	Shortness of Breath
<input type="checkbox"/>	Difficulty Breathing
<input type="checkbox"/>	New loss of smell
<input type="checkbox"/>	New loss of taste

If **TWO OR MORE** of the fields in **Column A** are checked off OR **AT LEAST ONE** field in **Column B** is checked off, please keep your child home and notify the school for further instructions.

Section 2: Close Contact/Potential Exposure

Please verify if:

<input type="checkbox"/>	Your child has had close contact (with in 6 feet of an infected person for at least 10 minutes) with a person with confirmed COVID-19
<input type="checkbox"/>	Someone in your household is diagnosed with COVID-19
<input type="checkbox"/>	Your child has traveled to an area of high community transmission.

If **ANY** of the fields in Section 2 are checked off, your child should remain home for 14 days from the last date of exposure (if child is a close contact of a confirmed COVID-19 case) or date of return to New Jersey.

Contact your child’s provider or your local health department for further guidance.

APPENDIX C

North Hanover Township School District COVID 19 Symptoms Form

Student Name: _____

Date: _____

Time: _____

Homeroom: _____

Student is exhibiting the following symptoms:

Check the following symptoms of COVID19

- Fever
- Cough
- Shortness of Breath/Difficulty Breathing
- Repeating shaking with chills
- Muscle or body aches
- congestion/runny nose
- Headache
- Sore throat
- New loss of taste and smell
- Vomiting
- Diarrhea
- Rash
- Mouth lesions

RETURN TO SCHOOL: Individuals sent home from school with symptoms of COVID-19 can return as follows:

- Standard exclusion criteria: If ill individuals have been given an alternate diagnosis by a healthcare provider, they should follow the NJDOH School Exclusion List.
- COVID-19 exclusion criteria: Ill individuals with suspected or known COVID-19 should stay home until at least 10 days have passed since symptom onset and at least 24 hours have passed after resolution of fever without fever reducing medications and improvement in symptoms.
- Persons who test positive for COVID-19, but who are asymptomatic should stay home for 10 days from the positive test result.

*Clearance with your school nurse MUST be obtained in person (call to schedule an appointment) prior to return to school. In addition, appropriate medical documentation will be required.

APPENDIX D

North Hanover Township School District COVID 19 Symptoms Form

Name: _____

Date: _____

Time: _____

The person is exhibiting the following symptoms:

Check the following symptoms of COVID19

- Fever
- Cough
- Shortness of Breath/Difficulty Breathing
- Repeating shaking with chills
- Muscle/body aches
- congestion/runny nose
- Headache
- Sore throat
- New loss of taste and smell
- Vomiting
- Diarrhea
- Rash
- Mouth lesions

