

COVID 19 DISTRICT HANDBOOK 2020-2021

AREA OF CONCERN	STUDENTS	STAFF	PARENTS	RESOURCES
Arrival Protocol	<ul style="list-style-type: none"> ▪ Temp checks ▪ Visual spacing marks on the ground ▪ Masks (per age guidelines outlined by the CDC and BCHD) ▪ Hand sanitizer station (near entry and exit sites) ▪ Appropriate spacing entering the building (marked or have a visual sign) ▪ If more than one entrance is used, it will need to be monitored by designated staff to keep track of protocols in place and to stay consistent ▪ Release 1 bus at a time to prevent a bottleneck ▪ Determination of sending student to designated waiting room per temp reading/nurse evaluation 	<ul style="list-style-type: none"> ▪ Temp checks all staff prior to entering work ▪ PPE ▪ Provide own masks ▪ Protocol for sick staff in place ▪ Additional staff will be required during arrival/dismissal ▪ Appropriate PPE to be provided per building administration ▪ Markings on floors and outdoors with signage for proper social distancing ▪ Hand sanitizer at entrance and each classroom ▪ Staff and parent education on new procedures 	<ul style="list-style-type: none"> ▪ Parent checklist ▪ Remain in car ▪ The goal is social distancing; parents need an appt. to enter the building and will have temperature taken ▪ Parents incorporate a daily hand washing routine before leaving the house. 	<p>Screening Process Protocol</p> <p>Daily Symptom-Staff Attestation</p> <p>Daily Symptom-Student Attestation</p>
Classroom Expectations <ul style="list-style-type: none"> ▪ When a student needs the nurse ▪ When a child is sick ▪ First Aid Kits to each teacher 	<ul style="list-style-type: none"> ▪ Maintain social distancing (consider how many can safely occupy your nurse's office and set a occupancy limit for your office) ▪ Frequent hand washing ▪ Cohort student ▪ Students to use electronic pass and request appointments for any location other than the assigned classroom ▪ Students must wear a mask 	<ul style="list-style-type: none"> ▪ Nurse create/distribute First Aid Kits to each classroom/teacher as appropriate ▪ Teachers will need to be in-serviced <ol style="list-style-type: none"> 1. Social distancing 2. Handwashing 3. When to send a student to the nurses office. Send expectations to staff. 4. First Aid procedures for classroom ▪ Triage to sick or well nurses room ▪ Hand sanitizer in each classroom for students upon arrival and departures of each class 	<ul style="list-style-type: none"> ▪ Only parents that have an appt. may enter classrooms ▪ Prospective new student parent tours done via video conference 	<p>When to See the Nurse: Guide for Teachers</p> <p>Guidelines for Sending Students to Nurse</p> <p>Practice social distancing and other personal prevention strategies</p> <p>Health Office Guidelines</p>

<p>Cleaning/ Disinfecting Classrooms</p> <ul style="list-style-type: none"> • Frequent touch points (tables, door knobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks) should be cleaned regularly (at least daily) 	<ul style="list-style-type: none"> • Personal belonging should not be on the desktop • Limit personal belongings brought to school • Remove items in classrooms that can't be easily cleaned such as rugs, material on chairs and toys such as stuffed animals 	<ul style="list-style-type: none"> • Clean tables/desks with 2-step process: soap & water followed by bleach/water or an EPA recommended disinfecting product • All toys/manipulatives that are accessible to the students will need to be cleaned and disinfected daily and before shared use by different groups of children • Staff shall limit or remove personal items from desktops for ease of cleaning • Consider wipeable coverings for electronic devices such as keyboards 	<ul style="list-style-type: none"> • Launder bedding weekly and more frequently as needed 	<p>Cleaning Flowsheet</p> <p>Cleaning and Disinfecting Your Facility - CDC</p> <p>EPA - Disinfectants against SARS</p>
<p>Nurse Office Requirements. Isolation Measures</p> <ul style="list-style-type: none"> • Ventilation • Well Room • Isolation/Waiting Room • Contact tracing 	<ul style="list-style-type: none"> • ALL students should have a pass/permission to see the nurse • If teachers suspect a student is sick with COVID like symptoms they must call the nurses office prior to sending the student and speak with a nurse to determine a course of action 	<ul style="list-style-type: none"> • District Facilities Dept. to ensure adequate ventilation/Hepa filters in well/sick rooms and entire school per CDC/BCHD/ASHRAE Guidelines • Recirculated air must have a fresh air component • Filters for A/C units must be maintained and changed according to manufacturer recommendations • Open doors and windows to increase circulation of outdoor air as much as possible in well/sick rooms and entire schools per CDC/BCHD/ASHRAE and District Facilities Dept. Guidelines • Portable air cleaners appropriately sized for room to be placed in isolation room 	<ul style="list-style-type: none"> • Provide up to date telephone #'s and answer phone calls from the nurse's office promptly. Make sure emergency contacts are filled out on emergency cards and those contacts are willing to pick up an ill child, if the parent is unavailable. Sick students should be picked up within 45 minutes of notification • Parent/guardian responsible to contact the school should their child test positive for COVID, so contract tracing protocol can be initiated 	<p>ASHRAE: Heating/AC guiding doc</p> <p>Ventilation Minimum Standards from NJ Roadmap to Return to School</p> <p>ASHRAE - Building Operations during Covid</p> <p>CDC - Covid 19 Employer Info for Office Buildings</p> <p>CDC PPE for Health Care</p> <p>CDC PPE for Health Care with Instructions</p> <p>youtube video-Donning PPE</p> <p>Youtube video - Doffing PPE</p>

- Do not open windows/doors if they pose a safety or health risk to students
- Well area for students with health care needs that cannot be addressed in the classroom (e.g.) Diabetic, Asthmatic, daily medication and or treatments noncontagious health care needs, etc.)
- School district to secure PPE and ongoing supplies prior to school opening
- Nurse to wear appropriate PPE per CDC and BCHD guidelines in well/sick rooms - N95 mask to be fit tested and an OSHA Respiratory Plan on file
- Protocol for don and doff PPE. Training for staff who will be in isolation/waiting room
- Supplies for cleaning will be provided for nurses to use. This is for spot cleaning only. Disinfecting areas will be responsibility of custodial staff
- No aerosolized treatments
- Additional staff to monitor isolation/waiting room
- Protocol for when a student or staff member becomes ill with Covid-19 symptoms while at school and needs to be isolated from the rest of the school population

[Covid 19 and Asthma Toolkit - Asthma and Allergy Foundation](#)

[Staff Flow Chart to Waiting Room](#)

[Isolation/Waiting Room Protocol](#)

[NJ DOE for Local Health Dept. Reopening Schools Final 8-13-20](#)

[BCHD Supplemental Guide to NJDOH School Recommendations](#)

[Covid Tracing protocol](#)

[Contact Tracing NJ Minimal Standards](#)

		<ul style="list-style-type: none"> Install physical barriers in areas where it is difficult for individuals to maintain at least 6ft. distance. Nurses desk, waiting/isolation room cots, etc Protocol for when a student tests positive for Covid and contract tracing procedures 		
<p>Facial Covering</p> <ul style="list-style-type: none"> Expectations of students, staff, and visitors 	<ul style="list-style-type: none"> Students are to wear masks at all times except when eating or drinking Students will also be required to wear a mask on the bus to and from school Masks will be worn during physical activity as much as possible. Adjustments to the requirement of mask wearing may be made by administrators and PE teachers for PE and recess activities, depending on the activity and location, keeping in mind social distancing and adequate ventilation 	<ul style="list-style-type: none"> Staff are to wear masks at all times except when eating or drinking 	<ul style="list-style-type: none"> Parents and visitors will not be allowed to enter entryways of buildings or interact with staff/students without face coverings 	<p>Face Covering Protocol</p> <p>https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/cloth-face-cover.html</p> <p>https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/CFC_Guide_for_School_Administrators.pdf</p> <p>https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html</p> <p>NJ Executive Order No. 163, requiring masks</p> <p>CDC Considerations for wearing masks</p> <p>NJ Cloth Face Covering Guidance</p>
<p>Social Distancing</p> <ul style="list-style-type: none"> Expectations of student Busing/parent drop off Movement in School Outdoor play 	<ul style="list-style-type: none"> Classrooms set up for desks to be 6 ft. apart and teacher 6 ft from students Bus seating per transportation guidelines. 	<ul style="list-style-type: none"> Staff to call nurse prior to sending a student to the nurse Staff to call prior to self visit 	<ul style="list-style-type: none"> New drop off plans for students to allow and maintain social distancing Parents can no longer come into 	<p>https://www.nj.gov/education/reopening/NJDOETheRoadBack.pdf</p> <p>https://www.cdc.g</p>

	<p>Assigned seating for students</p> <ul style="list-style-type: none"> ▪ Recess with reduced number of students ▪ Cleaning of equipment between shared use ▪ Lockers will not be issued this year 	<ul style="list-style-type: none"> ▪ Staff to maintain 6 ft. distance from students and other staff as much as possible ▪ Plexiglass panels and dividers for areas where social distancing is hard to maintain, school by school basis 	<p>the nurses office to pick up a sick student. Nurses will meet the parents at the front of the school or at the front doors for drop offs and child pickup</p>	<p>ov/coronavirus/2019-ncov/community/schools-childcare/schools.html</p>
<p>Health & Safety Promoting behaviors that reduce the spread of the COVID 19 virus:</p> <ul style="list-style-type: none"> ▪ Stay home when sick ▪ Proper use of face coverings/ practicing respiratory etiquette ▪ Daily temperature screening for all entering the building ▪ Washing hands or using hand sanitizer frequently ▪ Signs & messages reminding all of social distancing ▪ Lines on the floor for 6 ft. spacing and single direction movement ▪ No outside shared food ▪ Bring personal water bottles ▪ Remove all items from classrooms that cannot be washed ▪ Eliminate/reduce sharing of items unless necessary. Wash shared items between students 	<ul style="list-style-type: none"> ▪ Handwashing/Hand sanitizing on entry, before after eating, after recess, after bathroom use ▪ Face coverings on all students over age 2, must be worn traveling to and from school, on the bus, and at all times in the school building ▪ Replacement of soiled, lost forgotten masks ▪ Maintain social distancing 	<ol style="list-style-type: none"> 1. Face covering for all teaching staff; face shields or goggles may be needed depending on student population 2. Staff training on recognizing COVID systems (SAFE SCHOOLS modules) 3. Educate faculty/staff on new procedures designed to keep students cohorted in the classroom unless warranted: <ul style="list-style-type: none"> ▪ Daily medication times will be assigned ▪ Call before sending students suspected of being sick: do not just send to the nurse ▪ Minor issues such as cuts, minor nosebleeds, stomach aches will be handled in the classroom with the first aid kits 	<ul style="list-style-type: none"> ▪ No non-essential visitors to the school except for emergencies. All visits, other than emergencies, require an appointment ▪ Visitors who have any symptoms of illness should not visit, and will not be allowed entry ▪ Visitors should be prepared for a COVID screening questionnaire and have a face covering for entry 	<p>Student Hygiene Protocol</p> <p>Staff Hygiene Protocol</p> <p>Face mask - do and don't info</p> <p>CDC Promoting Behaviors that reduce spread</p> <p>CDC Wash Your hands</p> <p>Hand sanitizer fact sheet</p>

<ul style="list-style-type: none"> ▪ Cohort groups ▪ No field trips ▪ Limit movement in the building ▪ Staggered scheduling 				
<p>Lunch/Snack</p>	<ul style="list-style-type: none"> ▪ Students will wash their hands with soap and water before and after eating ▪ Students will remain 6 ft. apart while eating. They may mean they will eat lunch in the classroom at their desk or in the cafeteria in designated seats ▪ There will be no sharing of food ▪ There will not longer be buffet or family style eating for lunch or snack where students serve themselves ▪ School will provide individual plated meals, repackaged boses, or bagged meals to students eating lunch provided by school ▪ All transactions will be cashless ▪ Students may bring in their own packed lunches 	<ul style="list-style-type: none"> ▪ Staff will clean and disinfect eating areas in between student use as well as commonly used non-food contact surfaces ▪ Staff must wash hands immediately before and after handling any food/food services items. Staff must change their gloves if gloves become contaminated with any other surface ▪ Disposable food service items will be used if unable to ensure proper cleaning of food service items ▪ Staff must wear a facial covering at all times 	<ul style="list-style-type: none"> ▪ Absolutely no food/snacks will be allowed to be brought in by parents for holiday or birthday celebrations ▪ Donated snacks for classroom must be pre-packaged, individually wrapped and include a nutrition label 	<p>Covid 19 and Food Safety - US Dept. of Agriculture</p> <p>NJ Roadmap - Meal</p>
<p>Playground/ Recess</p>	<ul style="list-style-type: none"> ▪ Social distance enforced. ▪ Divide the playground into quadrants and class into 4 groups. Students must stay with their group 	<ul style="list-style-type: none"> ▪ More organized play (Simon says, line dancing, walking club, yoga, etc.) Inside-GO Noodle, dance party, brain breaks, etc. ▪ Outdoor play time on shared playgrounds shall be staggered to prevent mixing between groups ▪ Children and staff must wash their hands upon returning from outside play Each school will need to provide its own individual plan ▪ Mitigate risk limit and/or eliminate 		<p>New Jersey Department of Children and Families Guidance for New Jersey Child Care Facilities On COVID-19 Related Health and Safety Requirements</p> <p>Recess and PE from NJ Roadmap</p>

		direct contact with equipment (lessons with no equipment) and do not allow sharing of equipment. If equipment must be shared, clean and disinfected between each use.		
Dismissal Procedures	<ul style="list-style-type: none"> Each school has their own protocol which has been developed using NJ Roadmap Loading from back to front 	<ul style="list-style-type: none"> Staff on duty to monitor behavior and social distancing Dismissal will be staggered 	<ul style="list-style-type: none"> Drop & go 	Student Flow - Entry and Exit from NJ Roadmap
Busing Protocols	<ul style="list-style-type: none"> Masks at all times including at bus stop Staggered seating, siblings/household may sit together Assigned seats 	<ul style="list-style-type: none"> Social Distancing Dismiss one bus at a time Sanitize high touch areas between runs 	<ul style="list-style-type: none"> Some parents may choose to provide transportation for their child 	NJ Roadmap - Busing
Overview <ul style="list-style-type: none"> Attendance Illness & Fever 	<ul style="list-style-type: none"> Absences and illnesses will be tracked in case further action needs to be taken for contact tracing Illness policy and information packet including expectations COVID +/- and symptoms +/-) with their name, the date and a specific return date, unless a doctor's note with alternative diagnosis or negative test result (Packet to be given when student sent home) 	<ul style="list-style-type: none"> Admin will require parents to notify school when a student is absent and reason why. Any calls related to illness should be directed to the school nurse Attendance policies should allow for illness/excused absence with proper documentation and notification Emergency cards with current contact information are online so it is available for the first day of school. Also important for students doing remote learning if staff needs to contact a parent/guardian 	<ul style="list-style-type: none"> Emergency cards with current contact information should be updated online so it is available for the first day of school. Also important for students doing remote learning if staff needs to contact a parent/guardian Parents are asked to review symptoms of illness daily. Any concerns should be reported to the nurse and student should remain home (see Genesis daily symptom checklist on the parent portal) Parents should agree to 2-way communication. The parent/guardian is responsible to call the school nurse when a student is sick or absent Parents must agree to pick up a sick 	<p>Illness & Fever Policy - see flow sheet found on: Covid Test Results Timeline *Symptomatic students without a Covid test must follow the Covid + timeline</p> <p>Covid (+) Letter to Parents</p> <p>Sick with Covid Fact Sheet for parents</p> <p>10 Things to manage symptoms</p>

			<p>student within 45 minutes and have a backup plan if they are not available</p> <ul style="list-style-type: none">▪ The school nurse must be contacted prior to any students suspected of having Covid 19 (or sent home by the school nurse) can return. Please do not send student back to school without approval	
--	--	--	---	--