

## **1648 RESTART AND RECOVERY**

On June 26, 2020, the New Jersey Department of Education (NJDOE) published “The Road Back - Restart and Recovery Plan for Education” (Guidance), a guidance document for reopening New Jersey schools during the COVID-19 pandemic. The Guidance provided school officials with the information necessary to ensure that schools reopen safely and are prepared to accommodate staff and students’ unique needs during these unprecedented times. The NJDOE required school districts in the State to develop, in collaboration with community stakeholders, a “Restart and Recovery Plan” (Plan) to reopen schools that best fits the district’s local needs.

The Guidance requires the following key areas be included in the “Restart and Recovery Plan”:

- A. Conditions for Learning
- B. Leadership and Planning
- C. Policy and Funding
- D. Continuity of Learning

The Guidance requires the Board of Education to adopt certain policies and the Board adopts Policy 1648 to address those policy requirements in the Guidance. Policy 1648 shall only be effective through the current COVID-19 pandemic and will take precedence over any existing Policy on the same or similar subject, unless determined otherwise by the Superintendent.

The Superintendent shall develop procedures for the implementation of district’s “The Road Back – Restart and Recovery Plan for Education”.

A. Conditions for Learning

1. Transportation - Bus Procedures to Reduce the Spread of Contagion

- a. Bus drivers and bus aides are required to wear face coverings at all times.
- b. Students must wear face coverings while ride on the bus. Accommodations for students who are unable to wear face coverings should be consistent with the student’s IEP.
- c. Contracted transportation providers shall be required to clean and sanitize seats, rails and highly touched surfaces. The contracted service provider shall collaborate with the district in establishing cleaning/sanitation protocols that are consistent with social distancing practices. The contracted service provider shall ensure that employees are fully trained in the implementation of the established protocols:

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- d. Subscription busing will not be available for the 2020-2021 school year. Subscription busing is a paid service for families who do not meet the requirements for mandated busing. All other district busing services will remain in place.
  - e. To assist the district in meeting the challenge of ensuring proper social distancing on buses, parents/guardians wishing to waive transportation for their child(ren) are encouraged to contact the Business Office Transportation Unit.
2. Screening, Personal Protective Equipment (PPE), and Response to Students and Staff Presenting Symptoms
- a. Screening and Personal Protective Equipment (PPE)
    1. School staff are required to wear face coverings unless doing so would inhibit the individual's health as verified by the school physician.
    2. Face coverings and gloves will be available to all staff. Other PPE will be available as required.
    3. Students are required to wear face coverings, unless doing so would inhibit the student's health.
    4. Staff members will be required to take their temperature each morning no more than one hour before the start of school. They will enter the temperature reading into a daily form that will include a brief health questionnaire regarding COVID-19 symptoms.
    5. Parents/guardians will be required to take the temperature of their child(ren) each morning no more than one hour before the start of school. They will manually enter the temperature reading into a daily form that will include a brief health questionnaire regarding COVID-19 symptoms.
    6. It is imperative that parents/guardians keep their child home if he/she is experiencing symptoms of illness.
      - a. If it is determined that parents/guardians did not provide accurate information on the form and an ill child arrives at school, all students in the household will be placed on fulltime distance learning until cleared to return to in-person instruction.
    7. Staff will monitor questionnaire responses prior to the start of school and will conduct a visual check for symptoms.
    8. Nurses may conduct spot temperature checks of students upon arrival and throughout the day.

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9. Health checks must be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations.
  10. Results must be documented when signs/symptoms of COVID-19 are observed.
  11. Screening procedures shall take into account students with disabilities and accommodations that may be needed in the screening process for those students.
- b. Procedures for symptomatic staff and students:
1. Students/Staff who feel ill should stay home and not enter the school building.
  2. The school principal or his or her designee shall establish an isolation space;
  3. Students and staff with symptoms related to COVID-19 shall be safely and respectfully isolated from others. Students should remain in isolation with continued supervision and care until picked up by an authorized adult;
  4. Staff must provide continuous monitoring of symptoms;
  5. The [current Communicable Disease Service](#) guidance for illness reporting shall be followed;
  6. If a staff member becomes aware that an individual who has spent time in a district facility tests positive for COVID-19, the staff members shall notify the principal and the school nurse. The school nurse shall immediately notify local health officials, staff, and families of a confirmed case while maintaining confidentiality;
- c. Preparations for when someone tests positive for COVID-19:
1. The school principal or his or her designee shall establish an isolation space;
  2. Students and staff with symptoms related to COVID-19 shall be safely and respectfully taken to the designated isolation space and isolated from others. Students should remain in isolation with continued supervision and care until picked up by an authorized adult;
  3. The [current Communicable Disease Service](#) guidance for illness reporting shall be followed;
  4. Readmittance to school shall be consistent with [Department of Health guidance and information for schools](#) and Department of Health/Communicable Disease Service's [Quick Reference Guidance on Discontinuation of Transmission-Based Precautions and Home Isolation for Persons Diagnosed with COVID-19](#);

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5. Contact tracing shall be initiated by the Westfield Board of Health with assistance from district staff including records of groups/cohorts, assigned staff, and daily attendance.
- d. Protocols to address a positive case:
1. Students/Staff who feel ill should stay home and not enter the school building.
  2. Any student who presents with any COVID-19 symptom(s) will be safely and respectfully removed from class or upon bus arrival and isolated from others to determine the student's health status. COVID-19 signs and symptoms are:
    - i. Temperature equal to or greater than 100.0 F
    - ii. Fever
    - iii. Chills
    - iv. Cough
    - v. Shortness of breath or difficulty breathing
    - vi. Sore throat
    - vii. Body aches or muscle soreness
    - viii. Nausea, vomiting, diarrhea
    - ix. Congestion, runny nose
    - x. Headache
    - xi. Fatigue
    - xii. Rash
    - xiii. New loss of taste and smell
    - xiv. Pain or pressure in the chest
  3. The school nurse will assess the student, including gathering information from the student's health record and from the parent.
  4. As information is being gathered, the principal will be notified.
  5. When signs/symptoms of COVID-19 are observed during a school day, it will be documented and a record will be maintained per FERPA / HIPAA regulations.
  6. Any student with a temperature equal to or greater than 100.0 degrees F. will be placed in an isolation area and a parent/emergency contact will be notified to come for the student **within 30 minutes**.
    - i. Students with a potential COVID-19 infection must leave the school building as soon as possible. The parent or emergency contact should be available within school hours to come for the child within 30 minutes. The student will exit the building at the closest exit to the isolation area.

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7. A staff person who is experiencing COVID-19 symptom(s) or feeling sick should leave the building and inform the school nurse that they are going home.
  - i. If the staff member is not well enough to drive, the staff member should go to the isolation room. If the staff member cannot drive and cannot be transported home by a friend or family member, an ambulance will be called.
8. Designated isolation areas will be equipped with PPE.
9. Any isolation area that has been occupied by a staff member or student who was thought to have signs/symptoms of COVID-19 will be closed and not used until thoroughly cleaned, sanitized, and disinfected.
10. If a student/staff member is diagnosed with COVID-19, the student/staff member will be allowed to return to school when the following criteria are met:
  - i. The student/staff member has been fever free for at least 24 hours without taking a fever reducing medication **AND** a minimum of 10 days have passed since the start of symptoms and symptoms have improved **OR** the student/staff member has had 2 negative results on COVID-19 tests approved by the FDA at least 24 hours apart.
  - ii. A medical note from the student or staff member's physician clearing the individual to return to school is provided.
11. If the cause of the symptoms is other than COVID-19, the student/staff member upon return to school, must have a medical note from their physician with an alternative diagnosis (for example, strep throat, or influenza).
12. Upon return to school, the student must have a re-entry meeting with the school nurse.
13. If a student or staff member is suspected to have COVID-19, the district will comply with the CDC and New Jersey Department of Health recommendations that the classroom and work areas where the student or staff member was located should be closed off for at least 24 hours prior to being cleaned, sanitized, and disinfected. The district will contact the public health department for current guidance on next step protocols.

14. If a student or staff member is exposed to COVID-19 at home and/or outside of the school building, they should self-quarantine and monitor symptoms for fourteen (14) days from the last date of exposure. Exposure is defined as being within 6 feet of a COVID-19 positive person for 10 minutes with or without wearing a mask.
  - i. Secondary contacts (i.e., classmates, staff, etc.) of an individual who may have been exposed to COVID-19 are not required to self-quarantine unless otherwise advised by the Department of Health.
  - ii. Social distancing, frequent handwashing, and hygiene practices should be reinforced and encouraged.
15. Individuals experiencing symptoms of COVID-19 are encouraged to get tested.
16. Due to the coronavirus disease 2019 (“COVID-19”) pandemic, the State of New Jersey issued an incoming travel advisory, effective June 25, 2020, which recommends that all individuals, including New Jersey residents, entering New Jersey from states with a significant spread of COVID-19 should voluntarily self-quarantine for fourteen (14) days after leaving that state (the “Travel Advisory”). The Board of Education believes it is in the school community’s health, safety and welfare interests to follow the Travel Advisory to prevent the spread of COVID-19.

As of July 31, 2020 there are 36 states on the Travel Advisory list that meet the criteria for quarantine. This [list \(https://covid19.nj.gov\)](https://covid19.nj.gov) is subject to change based on updated data and information on the New Jersey COVID-19 Information Hub. The CDC recommends avoiding all non-essential international travel due to the global COVID-19 pandemic. Persons who travel internationally are recommended by the CDC to stay home, monitor their health, and practice social distancing for 14 days after they return from travel. Parents/guardians and staff members are asked to visit [www.nj.gov/governor](http://www.nj.gov/governor) for the most current travel advisory.

### 3. Facilities Cleaning Procedures to Reduce the Spread of Contagion

#### Ventilation Systems

Schools and districts must ensure that their indoor facilities have adequate ventilation, including operational heating, and ventilation systems where appropriate. Recirculated air must have a fresh air component. Open windows must be available if air conditioning is not provided and filter(s) for A/C units must be maintained and changed according to manufacturer recommendations.

### Cleaning Procedures

The building principal in consultation with the maintenance supervisor and the building head custodian shall develop a procedure for increased, routine cleaning and disinfection. The procedure shall include cleaning/disinfecting schedules, targeted areas to be cleaned, and methods and materials to be used, and shall address:

#### a. Cleaning/Disinfecting

1. District custodians will conduct increased cleaning and disinfecting with special attention paid to classroom desks and chairs, door handles and push plates, handrails, bathrooms, light switches, and other frequently touched surfaces.
2. Each building will be cleaned, sanitized, and disinfected on a daily basis. Certain frequently used surfaces will receive more frequent wipe downs.
3. Specialized cleaning equipment will be used, including electrostatic sprayers to more effectively assist in the disinfecting process.
4. The district also will continue to adhere to [existing required facilities cleaning practices and procedures](#).
5. Water bottle filling stations will be available for use; drinking fountains will be turned off.

#### b. Products used for Cleaning and Disinfecting

1. The Westfield Public School District uses EPA-registered, hospital-grade products which are qualified for cleaning in New Jersey schools.
2. 64H neutral disinfectant, approved for the COVID-19 virus, and 72 hydrogen peroxide are used to clean and disinfect rooms and surfaces
3. All custodial staff have been trained on the proper use of these products.

#### c. Indoor Air Quality (IAQ)

1. Maintenance staff maintain proper air circulation in all district buildings.
2. HVAC systems have a fresh air component to their operation.
3. Air conditioning unit filters are maintained as per manufacturers' recommendations based on the type of equipment.
4. Staff is encouraged to open windows whenever possible to promote air flow.

d. Facility Staff and Proper PPE

1. The Buildings and Grounds staff is required to wear proper Personal Protection Equipment (PPE) to keep themselves and others safe to work in and around the school properties during any extended school closures.
2. All staff are well versed on the need for washing hands frequently, keeping social distance, and to not come in to work if they are not feeling well. This is for the safety and protection of all staff.

4. Wraparound Supports

Wraparound services ensure that students who are in need of additional academic, behavioral and social-emotional supports that differ from traditional school based services receive appropriate services. Throughout the district, counselors, nurses, Child Study Team members, Intervention and Referral Committees, and 504 Committees will collaborate in determining student and family needs, coordinating services and providing additional resources for students and families.

5. Contact Tracing

Contact tracing is a longstanding practice used to identify those who come into contact with people who have tested positive for many contagious diseases, including COVID-19. Contacts will be notified for potential exposure to COVID-19. Close contact is defined as being within 6 feet of a COVID-19 positive person for 10 minutes with or without wearing a mask.

Local public health officials are responsible for contact tracing. As experienced health care professionals, the school nursing staff will work closely with local public health officials.

School nurses will immediately notify local public health officials if they become aware of a student or staff member who has tested positive for COVID-19 as well as keep them updated on suspected cases. Confidentiality of student and staff information will be upheld.

All school and district administrators, school nurses, counselors, and other identified staff will be provided information regarding the role of contract tracing in keeping school communities safe from the spread of contagious disease. School nurses will assist the local health department in educating the broader school community on the importance of contract tracing.



6. Visitor Procedures for Contagion Prevention

In order to prevent the spread of disease during pandemic recovery and to protect the health and safety of students and staff against infection, no visitors shall be permitted in the schools until pandemic restrictions are lifted. For emergency situations, the principal may admit a visitor if he/she determines that it is necessary. In all such cases, the visitor shall submit to the screening procedure (e.g., temperature and exposure questionnaire) and shall be required to wear a face covering while in the school building.

B. Leadership and Planning

The Superintendent and district administrators, as always, focus on the health and safety of students and staff. The following key areas are included:

1. Scheduling

- a. The district's Plan accounts for resuming in-person instruction and provides steps to shift back to virtual learning models if circumstances change and in-person instruction can no longer be followed.
- b. The district's Plan accommodates opportunities for both synchronous and asynchronous instruction, while ensuring requirements for a 181-day school year are met.
- c. The district recognizes that special populations will require unique considerations to ensure the continuity of learning as well as the health and safety of students and staff within the least restrictive environment. The district continues to ensure students receive individualized supports that meet the requirements of the IEP and 504 Plans.

2. Staffing

- a. The district complies with all applicable employment laws when making staffing and scheduling requirements, including, but not limited to, the Americans Disabilities Act (ADA), the Health Insurance Portability and Accountability Act (HIPPA), and all applicable State laws.

C. Policy and Funding

1. School Funding

a. Purchasing

The district continues to comply with the provisions of the “Public School Contracts Law”, N.J.S.A. 18A:18A-1 et seq.

b. Use of Reserve Accounts, Transfers, and Cashflow

The district shall apply for the approval from the Commissioner of Education, prior to performing certain budget actions, such as withdrawing from the emergency reserve account or making transfers that cumulatively exceed ten percent of the amount originally budgeted.

c. Costs and Contracting

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

D. Continuity of Learning

1. Ensuring the Delivery of Special Education and Related Services to Students with Disabilities

a. The district continues to meet its obligations to students with disabilities to the greatest extent possible.

2. Professional Learning

a. The district prepares and supports teaching staff members in meeting the social, emotional, health, and academic needs of all students throughout the implementation of the Plan.

1. Professional Learning

i. The district supports each teaching staff member’s professional capacity to deliver developmentally appropriate standards-based instruction remotely.

2. Mentoring and Induction

i. The district ensures:

a. All novice provisional teachers new to the district are provided induction;

b. One-to-one mentoring is provided to novice provisional teachers by qualified mentors;

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- c. Mentors provide sufficient support and guidance to novice provisional teachers working in a remote environment;
- d. Mentoring is provided in both hybrid and fully remote learning environments and mentors and provisional teachers will agree upon scheduling, structure, and communication strategies to be used to maintain the mentoring experience;
- e. Online collaborative tools will be used for school staff to remain connected to other mentors, new teachers, and administrators to maintain a sense of communal support.

3. Evaluation

- a. The district follows the requirements and best practices with provisional status teachers, nontenured educators, and those on Corrective Action Plans (including extra observations, extra observers, assuring more frequent feedback and face-to-face).

New Jersey Department of Education “The Road Back – Restart and Recovery Plan for Education”

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