
Hainesport Township School District

Restart and Recovery Plan

2020-2021

Board Approved: July 29, 2020



Hainesport Township School District

Burlington County

Joseph R. Corn, Chief School Administrator

609-267-1316 ext. 207

Hainesport Township School District

District Designated COVID-19 Point of Contact
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Local Health Department
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Hainesport Township School District

District Administration	
Joseph R. Corn	Superintendent of Schools
Robert P. O'Brien	School Business Administrator
Lauren M. Salls	Principal PreK-4/Director of Special Services
Thomas J. Simonet	Principal 5-8/Director of Curriculum & Instruction
Jules Krause	Supervisor of Grounds & Facilities

Board of Education	
Michael Morrelli	Board President
Mary-Jean Kneringer	Board Vice President
Jason Cardonick	Board Member
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Jeffrey Duda	Board Member
Kristin Jakubowski	Board Member
Samir Patel	Board Member
Keith Peacock	Board Member
Peter Scarpati	Board Member

Hainesport Township School District

Restart Committee	
District Level	Joseph Corn, Superintendent of Schools
District Level	Robert O'Brien, School Business Administrator
School Principal	Thomas Simonet, Principal 5-8
School Principal	Lauren Salls, Principal PreK-4
Facilities Manager	Jules Krause, Supervisor of Grounds & Facilities
Board of Education Member/Parent	Jeffrey Duda
Board of Education Member/Parent	Kristin Jakubowski
HEA President	Kimberlyn Orfe, Teacher K-8
HEA Member	Rose Wenz, School Counselor
HEA Member	Nicole Zerbo, School Counselor

Pandemic Response Team	
School Principal	Thomas Simonet, Director of Curriculum & Instruction, Principal
Child Study Team Member	Lauren Salls, Director of Special Services, Principal
School Safety Specialist	Joseph Corn, Superintendent of Schools
School Safety Team Member	Robert O'Brien, School Business Administrator
School Safety Team Member	Nicole Zerbo, School Counselor
School Counselor	Rose Wenz, School Counselor
School Nurse	Cyndi Hess, School Nurse
Custodian	Jules Krause, Supervisor of Grounds & Facilities
Teacher	Tricina Beebe, Teacher K-8
Teacher	Kimberlyn Orfe, Teacher K-8
Teacher	Kevin King, Elementary Teacher
Parent	Kristine Soltesz, Middle School Teacher

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Overview

Hainesport Township School District, under the directive of Governor Murphy and the New Jersey Department of Education (NJDOE) has developed a Restart and Recovery Plan to allow Hainesport Township School to reopen its doors to students and staff after its public health-related school closure. The conduct permitted in the district's Restart and Recovery Plan and associated policies is controlled by Executive Order and thus, is subject to change.

According to New Jersey's [The Road Back: Restart and Recovery Plan for Education](#), NJDOE guidance allows schools to reopen in a way that protects students' and educators' physical health while providing high-quality education. As a result, school districts across the State of New Jersey are expected to reopen in some capacity for modified in-person instruction and operations at the beginning of the 2020-2021 school year.

Hainesport Township School District recognizes the importance of reestablishing the classroom environment to allow students and staff to build relationships and reset routines. The parameters outlined in the NJDOE's guidance influenced the nature and scope of Hainesport Township School District's Restart and Recovery Plan, which was developed in collaboration with community stakeholders, serving the district's Restart Committee and Pandemic Response Team. The comprehensive and careful approach to reopening Hainesport Township School considers the needs of school community members, and the district is prepared to accommodate the unique needs of its students and staff during this unprecedented time.

Additional guidance recently released by the NJDOE, [Clarifying Expectations Regarding Full-Time Remote Learning Options for Families in 2020-2021](#), states that families have the option to choose all-remote learning for the upcoming school year. Under the new guidance, parents/guardians may submit requests for full-time remote learning, and such requests may include any service or combination of services that would otherwise be delivered on an in-person or hybrid schedule, such as instruction, behavioral and support services, special education, and related services. As prescribed by the supplemental guidance to ensure clarity and consistency in implementation of full-time remote learning, the Hainesport Township Board of Education will adopt policies that address the additional anticipated minimum standards as they relate to full-time remote learning.

As we continue to adjust to the ever-changing landscape of education, Hainesport Township School District is committed to protecting the health and safety of all students and staff, which will remain the number one priority as decisions are made at the local level. The district will continue to consult the Burlington County Health Department to ensure full awareness of local health conditions and current mitigation levels, in order to determine the safest course of action based on local circumstances. Future shifts in public health data, related to COVID-19 vulnerability, may require modifications to the district's Restart and Recovery Plan, and the district is prepared to pivot to remote instruction if in-person and hybrid learning requirements can no longer be met. With this mindset, Hainesport Township School District will lead with the health, safety, and wellness of students and staff as the top priority and core guiding principle throughout the 2020-2021 school year.

Conditions for Learning

Hainesport Township School District is committed to maintaining healthy and safe school conditions by addressing the critical areas of operation identified by the NJDOE, which include:

- General Health and Safety Guidelines
- Classrooms, Testing, and Therapy Rooms
- Transportation
- Student Flow, Entry, Exit, and Common Areas
- Screening, PPE, and Response to Students and Staff Presenting Symptoms
- Contact Tracing
- Facilities Cleaning Practices
- Meals
- Recess/Physical Education
- Field Trips, Extra-curricular Activities, and Use of Facilities Outside of School Hours

In addition to health and safety standards, the NJDOE recommends academic, social, and behavioral supports to meet the needs of all student groups and educators to maximize the capacity of students to learn and the capacity for educators to teach, which include:

- Social Emotional Learning (SEL) and School Climate and Culture
- Multi-Tiered Systems of Support (MTSS)
- Wraparound Supports
- Food Service and Distribution
- Child Care

Throughout this section, the NJDOE critical areas of operation are addressed including the minimum anticipated standards and various considerations related to establishing safe and healthy conditions for learning as well as academic, social, and behavioral supports. These provisions are consistent with Hainesport Township School District's general obligation to ensure the health and safety of its students and staff pursuant to N.J.S.A. 18A:40-6 and N.J.A.C. 6A:16-2.1.

HEALTH AND SAFETY

According to New Jersey's [The Road Back: Restart and Recovery Plan for Education](#), the provisions in this section reflect the recommendations of the New Jersey Department of Health (NJDOH) and are informed by Centers for Disease Control and Prevention (CDC) guidance. The Hainesport Township School District Restart Committee and Pandemic Response Team have carefully reviewed the minimum anticipated standards and considerations to ensure that all reopening planning activities and 2020-2021 programs adhere to statewide standards to address students' and educators' physical safety needs.

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

In all stages and phases of pandemic response and recovery, Hainesport Township School District will comply with CDC, state, and local guidelines. As a result, the recommended actions identified by CDC's

[Interim Guidance for Schools and Day Camps](#) are incorporated throughout the district's Restart and Recovery Plan.

CDC recommendations depend on community monitoring to prevent COVID-19 from spreading. Therefore, Hainesport Township School District will continue to maintain communication with local health officials at the Burlington County Health Department as well as other state and local authorities to assess the scope and nature of the current mitigation level needed in Hainesport, New Jersey based on levels of COVID-19 community transmission and the capacities of the local public health and healthcare systems. In the event the district's participation is requested to join community response efforts, Hainesport Township School District will collaborate with local authorities in broader COVID-19 community response endeavors.

The health and safety of students and staff will continue to be the district's core guiding principle as decisions are made at the local level and in collaboration with local and state authorities. In order to inform staff of the district's reopening health and safety protocols, training will be conducted prior to the students' first day of school. Upon board approval of proposed revisions to the district's 2020-2021 calendar, Hainesport Township School District staff will receive professional development and training regarding health and safety protocols beginning September 1, 2020 through September 4, 2020, with the students' first day of school scheduled for September 8, 2020. Staff training will be held at Hainesport Township School and conducted virtually and/or through online resources, such as pre-recorded training videos and webinars to ensure social distancing for staff.

Hainesport Township School District is committed to protecting and supporting staff and students who are at higher risk for severe illness. According to CDC, some individuals are more likely than others to become severely ill. CDC identifies [People Who Are at Increased Risk for Severe Illness](#) as:

- [Older adults](#) (aged 65 years and older)
- [People with certain medical conditions](#) including:
 - Cancer
 - Chronic kidney disease
 - COPD (chronic obstructive pulmonary disease)
 - Immunocompromised state (weakened immune system) from solid organ transplant
 - Obesity (body mass index [BMI] of 30 or higher)
 - Serious heart conditions such as heart failure, coronary artery disease, or cardiomyopathies
 - Sickle cell disease
 - Type 2 diabetes mellitus

Hainesport Township School District also recognizes that students with Individualized Healthcare Plans (IHPs), medically fragile students with Individualized Education Programs (IEPs), students with complex disabilities with IEPs, and individuals who require accommodations under a plan in accordance with Section 504 of the Rehabilitation Act of 1973 (504 Plan) may be at an increased risk for severe illness. The district will provide reasonable accommodations for individuals identified as having a higher risk for severe illness from COVID-19. The district will protect and support students and staff, who are deemed at higher risk for severe illness by a medical professional, by providing options that limit their exposure, such as virtual learning opportunities, telework, and modified job responsibilities. Consistent with applicable law, Hainesport Township School District has established [Policy No. 3160 - Physical Examination](#) and [Policy No. 5308 - Student Health Records](#) to protect the privacy of individuals with underlying medical conditions.

When directed by local and state health officials, Hainesport Township School District will provide staff from higher transmission areas, telework and other options, as feasible, to eliminate travel to school if Hainesport, New Jersey is considered a lower transmission area. Conversely, if Hainesport, New Jersey is identified by the Burlington County Health Department as a high transmission area, the district will comply with local and state health officials' directives for a public health-related school closure, which will initiate the [Hainesport Township School District Public Health-Related School Closure Plan](#).

As the district prepares for its reopening with enhanced social distancing measures, Hainesport Township School District will follow CDC guidance for [Schools and Childcare Programs](#) and [Considerations for Schools](#) to promote behaviors that reduce the spread of COVID-19, maintain a healthy school environment, maintain healthy operations, and prepare for when someone gets sick.

In order to encourage behaviors that reduce the spread of COVID-19, Hainesport Township School District will implement the following CDC strategies:

- **Stay Home When Appropriate**

- Students and staff should stay home if they have tested positive for or are showing [symptoms of COVID-19](#) including:
 - Fever (100.4 °F) or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
- Students and staff should stay home if they have been in close contact with someone who has COVID-19, which includes people who previously had COVID-19 and people who have taken a serologic (antibody) test and have antibodies to the virus. According to CDC [Public Health Guidance for Community-Related Exposure](#), close contact includes:
 - Being within 6 feet of someone who has COVID-19 for at least 15 minutes
 - Providing care at home to someone who is sick with COVID-19
 - Having direct physical contact with the person (e.g. touched, hugged)
 - Sharing eating or drinking utensils
 - Being sneezed on, coughed on, or somehow having respiratory droplets transferred
- Students and staff who recently had close contact with a person with COVID-19 should stay home for 14 days and monitor their health.
- If possible, students and staff should stay away from others, especially people who are at higher risk for getting very sick from COVID-19.
- Students and staff should follow CDC steps for [What to Do If You Are Sick](#) and [Quarantine If You Might Be Sick](#). Using CDC guidelines, Hainesport Township School District has established procedures regarding when students and staff should stay home and when students and staff should return to school, which are outlined under Critical Area of

Operation #5: "Screening, PPE, and Response to Students and Staff Presenting Symptoms."

● Hand Hygiene and Respiratory Etiquette

- Hainesport Township School District staff will increase handwashing monitoring to ensure adherence among students and staff.
- Students and staff should wash their hands for at least 20 seconds at regular intervals, including before eating, after using the restroom, and after blowing their nose, coughing, and/or sneezing. In limited cases, if soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and students who can safely use hand sanitizer). The alcohol-based hand sanitizer product should be rubbed all over the surfaces of the hands and fingers until dry, and hands should be washed with soap and water as soon as possible.
- According to CDC's [When and How to Wash Your Hands](#), key times to wash hands include:
 - Before, during, and after preparing food
 - Before eating food
 - Before and after caring for someone at home who is sick with vomiting or diarrhea
 - Before and after treating a cut or wound
 - After using the toilet
 - After changing diapers or cleaning up a child who has used the toilet
 - Staff should follow CDC's safe and healthy [Diapering](#) protocols.
 - After blowing your nose, coughing, or sneezing
 - After touching an animal, animal feed, or animal waste
 - After handling pet food or pet treats
 - After touching garbage
- Students and staff should cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and students who can safely use hand sanitizer).

● Face Coverings

- Face coverings are meant to protect other people in case the wearer is unknowingly infected, but does not have symptoms. Hainesport Township School District will reinforce the use of face coverings to promote behaviors that reduce the spread of COVID-19. School staff and visitors are required to wear face coverings unless doing so would inhibit the individual's health or the individual is under two years of age. Students are strongly encouraged to wear face coverings and are required to do so when social distancing cannot be maintained, unless doing so would inhibit the student's health. In a setting where social distancing can take place, such as a classroom with desks 6 feet apart, face coverings can be removed while students are seated at desks, but should be worn when moving about the classroom.
- According to the NJDOE, it is necessary to acknowledge that enforcing the use of face coverings may be impractical for young children or individuals with disabilities. CDC guidance further states that face coverings may be challenging for students (especially younger students) to wear in all-day settings such as school. Face coverings should be worn by staff and students as feasible, and are most essential in times when physical

distancing cannot be maintained. Individuals should be frequently reminded not to touch the face covering and to wash their hands frequently.

- CDC's [Use of Cloth Face Coverings to Help Slow the Spread of COVID-19](#) provides additional information for students, staff, and students' families on proper use, removal, and washing of cloth face coverings.
 - Note: Cloth face coverings should not be placed on:
 - Children younger than 2 years old
 - Anyone who has trouble breathing or is unconscious
 - Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance
- According to [Considerations for Wearing Cloth Face Coverings](#), CDC does not recommend the use of face shields for normal everyday activities or as a substitute for cloth face coverings.

- **Adequate Supplies**

- Hainesport Township School District will strive to support healthy hygiene behaviors by maintaining adequate supplies, including soap, hand sanitizer with at least 60 percent alcohol, paper towels, tissues, disinfectant wipes, and face coverings, as feasible.

- **Signs and Messages**

- CDC [Print Resources](#), including signs and messages that promote behaviors that reduce the spread of COVID-19, are posted throughout school and district facilities in visible locations. Staff and students will see signs posted throughout the school, such as:
 - [How to Protect Yourself and Others](#)
 - [Stop the Spread of Germs](#)
 - [Handwashing: Clean Hands Save Lives](#)
 - [Face Covering Do's and Don'ts](#)
 - Hainesport Township School District will utilize CDC [Public Service Announcements](#), [COVID-19 Videos](#), [Communication Resources](#), and the [Social Media Toolkit](#), as applicable, to assist the district in its communication efforts to provide announcements on reducing the spread of COVID-19.

It is also important to note that the State of New Jersey has issued an incoming travel advisory that all individuals entering New Jersey from states with a significant spread of COVID-19 should quarantine for 14-days after leaving that state. This includes travel by train, bus, car, plane, and any other method of transportation. The 14-day quarantine travel advisory applies to travel from certain states identified as those that have a positive COVID-19 test rate higher than 10 per 100,000 residents or have a 10% or higher positivity rate over a seven-day rolling average ("impacted states"). According to the travel advisory, travelers and those residents who are returning from impacted states should self-quarantine at their home, or a hotel or other temporary lodging. Individuals should leave the place of self-quarantine only to seek medical care/treatment or to obtain food and other essential items. The [New Jersey Travel Advisory](#) provides a list of states included in the travel advisory.

In order to maintain a healthy school environment, Hainesport Township School District will implement CDC strategies to address the following areas, which are incorporated throughout the health and safety section of the district's Restart and Recovery Plan:

- **Cleaning and Disinfection**

- Shared Objects
- Ventilation
- Water Systems
- Modified Layouts
- Physical Barriers and Guides
- Communal Spaces
- Food Service

In order to maintain healthy operations, Hainesport Township School District will implement CDC strategies to address the following areas, which are incorporated throughout the health and safety section of the district's Restart and Recovery Plan:

- Protections for Students and Staff at Higher Risk for Severe Illness From COVID-19
- Regulatory Awareness
- Gatherings and Field Trips
- Identification of Small Groups and Keeping Them Together (Cohorting)
- Staggered Scheduling
- Designated COVID-19 Point of Contact
- Participation in Community Response Efforts
- Communication Systems
- Leave (Time Off) Policies
- Back-Up Staffing Plan
- Staff Training
- Recognizing Signs and Symptoms
- Sharing Facilities
- Support Coping and Resilience

In addition to the areas mentioned above, Hainesport Township School District has revised [Policy No. 9150 - School Visitors](#) according to the NJDOE guidance, *The Road Back: Restart and Recovery Plan for Education*. Modifications to the district's School Visitors Policy include, "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 school until pandemic restrictions are lifted. The principals may admit a visitor if he or she determines that it is necessary. In all such cases, the visitor shall submit to the district's screening procedure and shall be required to wear a face covering while in the school building. The face covering shall be required in all cases. However, an accommodation may be made when the visitor demonstrates that wearing a face covering is detrimental to the visitor's health. A child under two years of age shall not be required to wear a face covering." Additionally, if a visitor refuses to wear a face covering for non-medical reasons and if such covering cannot be provided to the individual at the point of entry, entry to the school/district facility will be denied.

All staff meetings will be conducted virtually (e.g. Faculty meetings, Professional Learning Community meetings). Any meetings involving parents/guardians will be conducted virtually, including, but not limited to, Parent-Teacher conferences, Intervention & Referral Services (I&RS) meetings, IEP meetings, and Section 504 meetings.

In order to prepare for when someone gets sick, Hainesport Township School District will implement the following CDC strategies, which are further addressed throughout the health and safety section of the district's Restart and Recovery Plan:

- Advise Staff and Families of Sick Students of Home Isolation Criteria
- Isolate and Transport Those Who are Sick
- Clean and Disinfect
- Notify Health Officials and Close Contacts

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

Hainesport Township School District will allow for social distancing to the maximum extent possible. Additionally, the district will minimize the use of shared objects, continue to ensure indoor facilities have adequate ventilation, maintain hand sanitizing stations, and ensure students wash hands frequently.

In order to ensure the health and safety of students and staff, Hainesport Township School District will implement social distancing practices in all instructional and non-instructional spaces within the school and district facilities. The district's Restart and Recovery Plan allows for social distancing within the classroom to the maximum extent practicable, which is achieved by seating students at least 6 feet apart with consideration for the flow of student traffic around the room. As an additional modification to the classroom layout, student desks will be arranged facing the same direction.

When social distancing is difficult or impossible, face coverings are required, and face coverings are always required for visitors and staff unless it will inhibit the individual's health. Students are strongly encouraged to wear face coverings and are required to do so when social distancing cannot be maintained, unless doing so would inhibit the student's health. In a setting where social distancing can take place, such as a classroom with desks 6 feet apart, face coverings can be removed while students are seated at desks, but should be worn when moving about the classroom.

Hainesport Township School District will limit the use of supplies and equipment to one group of students at a time and clean and disinfect between use. Use of shared objects, such as electronic devices, toys, books, and other games or learning aids will be avoided or limited, when possible, or thoroughly cleaned and disinfected between use. Staff should discourage the sharing of items that are difficult to clean or disinfect. Additionally, staff should ensure adequate classroom supplies to minimize sharing of high touch materials to the greatest extent possible, such as providing each student with a set of supplies. To further minimize the sharing of high touch materials, parents/guardians may provide students with personal supplies for school use.

Students and staff should keep belongings separated from others' in individually labeled containers, cubbies, or areas, and individuals are encouraged to limit the number of personal belongings brought to school. Students in grades PreK-5 will be assigned individually labeled containers, cubbies, or areas to store personal belongings throughout the school day. Students in grades PreK, kindergarten, and first grade will be assigned an individual electronic device for use throughout the school day. Devices will be disinfected prior to storing for overnight charging, and students are not permitted to share electronic devices. Any PreK, kindergarten, and first grade student, in need of a device, will be provided a district loaned electronic device for educational use at home. To avoid the sharing of electronic devices as well as minimize the use of charging stations, students in grades 2-8 will be provided a district loaned electronic device for educational use at home. Students in grades 2-8 are responsible for bringing their fully-charged district loaned device to school for in-person instruction. Students in grades 2-8, and any student in grades PreK, kindergarten, and first grade in need of a device, must complete the district's [Student Device Loan Agreement](#).

Additionally, each middle school student in grades 6-8, will be provided with a clear drawstring bag for personal belongings in lieu of an assigned locker. Middle school students are encouraged to consolidate supplies such as utilizing a multi-subject notebook rather than several single subject notebooks. Parents/guardians in all grade levels may obtain the requested supplies according to grade level supply lists, however, families may consider keeping a separate set of supplies at home, and/or limiting which supplies are taken to school.

Hainesport Township School District has consulted [Reopening Guidance](#) received from the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) Epidemic Task Force, as well as CDC [Guidance For Reopening Buildings After Prolonged Shutdown or Reduced Operation](#) to ensure that indoor facilities have adequate ventilation, including operational heating and ventilation systems, where appropriate. ASHRAE guidance provides a framework for mitigating potential health risks during the reopening of buildings closed during the COVID-19 pandemic, which has informed the district's Restart and Recovery Plan to ensure ventilation systems operate properly. Additionally, recirculated air will have a fresh air component and filters for A/C units will be maintained and changed according to manufacturer recommendations. Additional information regarding Hainesport Township School District's operational heating and ventilating systems is outlined under Critical Area of Operation #7: "Facilities Cleaning Practices."

Hand sanitizing stations with alcohol-based hand sanitizers (at least 60% alcohol) have been installed throughout school and district facilities, including classrooms, entrances and exits of buildings, and near the cafeteria and restrooms. Staff should supervise students ages 5 and younger when using hand sanitizer. For classrooms that have existing handwashing stations, stations are prepared with soap, water, and alcohol-based hand sanitizers (at least 60% alcohol).

According to CDC handwashing guidelines, it is important to wash hands to prevent the spread of respiratory infections. Students and staff should wash hands for at least 20 seconds at regular intervals, including before eating, after using the bathroom, and after blowing their nose, coughing, and sneezing. In limited cases, if washing with soap and water is not possible, students and staff should use alcohol-based hand sanitizer (at least 60% alcohol) and rub the product all over the surfaces of their hands and fingers until they are dry, about 20 seconds, and then wash hands with soap and water as soon as possible.

Hainesport Township School District acknowledges the NJDOE's Early Childhood considerations, where possible, to address the district's early childhood programs. Keeping in mind age-appropriate child development, Hainesport Township School District will strive to keep early childhood students 6 feet apart during classroom activities. Close group learning activities will be avoided to the greatest extent practicable. Early childhood teachers will facilitate proper handwashing by following designated times for students to wash their hands with soap and water, including at a minimum, at the start of the day when children enter the classroom, before snacks and lunch (if applicable), after snacks and lunch (if applicable), after using the toilet, after sneezing, wiping, and blowing noses, and when students return from outdoor play or recess. In limited cases, hand hygiene with an alcohol-based sanitizer or alcohol-based wipes when there is no visible soiling of hands, are alternatives to handwashing with soap and water by children over 24 months of age, under the supervision of a teacher.

Additionally, Early Childhood teachers will:

- Reduce the number of centers to allow for sanitation in between use.
- Discontinue use of shared items that cannot be easily sanitized (e.g. stuffed animals).
- Provide students with personal art materials (e.g. scissors, glue sticks, crayons, pencils, markers, water colors, play-doh, etc.)

- Provide students with a personal set of blocks and table games.
- Organize student materials in designated areas.
- Provide each student with a personal foam floor mat for carpet activities.
- Utilize a small mat to place on the floor for blocks and library; sanitize between use.
- Send students' art/craftwork home.
- Label chairs with symbols and/or names for individual use.

Partitioning systems are recommended to help reduce transmission when social distancing is difficult to maintain. The use of physical barriers, such as sneeze guards and partitions will be utilized in rooms, such as therapy rooms and early childhood classrooms where it may be difficult for individuals to remain at least 6 feet apart due to furniture that is intended to accommodate more than one individual (e.g. kidney activity table).

Critical Area of Operation #3: Transportation

Hainesport Township School District has revised [Policy No. 8360 - Bus Driver/Bus Aide Responsibility](#) regarding transportation safety. Modifications of the district's Bus Driver/Bus Aide Responsibility policy include "Bus Procedures to Reduce the Spread of Contagion," which include the following:

- To the maximum extent practicable, bus drivers will ensure that students and adults comply with appropriate social distancing practices (at least six feet between riders) while on the school bus. Hand sanitizer will be available at the school bus entrance for use when boarding.
- Drivers must practice all safety actions and protocols as indicated for other staff, including hand hygiene and face coverings.
- Students must wear face coverings while riding on the bus. Disposable face coverings will be made available for any student who has misplaced his or her own personal face covering at each bus door entry. Accommodations for students who are unable to wear face coverings should be consistent with the student's IEP. For adults, accommodations shall be consistent with those provided by the school district and others;
- Bus drivers will be reminded to implement certain person hygiene actions (e.g. frequent handwashing and be afforded the opportunity to do so (such as having sufficient time between routes);
- District vehicles will be cleaned and sanitized including seats, rails, and highly touch surfaces before each run.
- Contracted transportation providers shall be required to clean and sanitize seats, rails and highly touched surfaces before each run. The district shall collaborate with the contracted service provider to develop these procedures and ensure that they are consistently followed. 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:
- All personnel responsible for cleaning school buses shall document the cleaning/sanitizing measures taken. Personnel are required to:
 - Demonstrate an understanding of the established protocols that must be taken to properly clean and sanitize the bus; and
 - Provide certification that, before the route commences, the required process was completed as required.
- These procedures will include a minimum of two stages: cleaning, which removes dirt and germs from surfaces; and disinfecting, which kills germs on surfaces that remain after cleaning.

- I. The procedures will identify sanitizing agents that may be used and will be limited to products included on the U.S. Environmental Protection Agency's list of products that have been shown to be effective against COVID-19.

Hainesport Township School District has collaborated with its contracted transportation providers, Wills Bus Service and GST Transport, and has communicated bus procedures to reduce the spread of contagion. The district will maintain social distancing practices on buses (at least 6 feet of distance between riders) to the maximum extent practicable. Students will be seated such that there is one student seated per row, skipping a row between each child, if possible. To increase capacity, if necessary, students who reside in the same household will sit in the same row, whenever possible. If skipping rows is not feasible, students will be seated one student per row. Students must wear face coverings while riding on the bus. Accommodations for students who are unable to wear a face covering will be addressed according to each student's particular need and in accordance with all applicable laws and regulations.

To limit possible physical interaction, students should board the school bus by filling the back rows first, and then progressing forward. Bus windows may be open, in allowable conditions, to provide increased airflow. When leaving the bus, students will exit in the opposite order. While awaiting pick-up at bus stops, social distancing practices must be in place.

To ensure safety and social distancing for preschoolers who receive transportation services, a staff member will accompany the bus driver on the bus route. Door to door pick-up and drop-off will be provided to preschoolers who receive transportation services.

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

Hainesport Township School District has established a process for student and staff health screenings upon arrival, which is outlined under Critical Area of Operation #5: "Screening, PPE, and Response to Students and Staff Presenting Symptoms." Students and staff will enter and exit the building using 6 feet of physical distance. If physical distancing cannot be maintained for individuals waiting to enter or exit the building, students and staff must wear a face covering.

Separate school entrances and exits for students and staff have been established, where possible. Students will exit school buses and vehicles one at a time to minimize interaction between drop-off and entrance into the school. Busses will drop-off and pick-up students along the Broad Street entrance of the school. Parent/guardian drop-off and pick-up is located at the Main Office entrance of the school, and parents/guardians should attempt to have the same adult drop-off and pick-up students, if possible. Student walkers will enter and exit at the Main Office entrance of the school as well. In order to stagger arrival times to promote social distancing, student walkers should arrive at 8:05 AM. Parents/guardians should drop-off students no earlier than 8:10 AM.

Hainesport Township School grounds have been outfitted with physical guides, including markers on floors and signage to help ensure that students and staff remain at least 6 feet apart and maintain social distancing in hallways. When it is not possible to maintain physical distance, students and staff are required to wear a face covering.

In order to maintain social distancing measures, the district will avoid the use of communal spaces to the greatest extent possible. The number of non-essential interactions between students and staff throughout the school day has been minimized by reducing the number of transitions. K-5 students will remain in their classrooms for specials (Art, Media, Music, and World Language), with the exception of

Physical Education. To further limit the number of students in the hallway at the same time, middle school students will be released from their classrooms at staggered times.

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

Hainesport Township School District has established a policy for safely and respectfully screening students and employees for symptoms of and history of exposure to COVID-19. The screening policy takes into account students with disabilities and accommodations that may be needed in the screening process. Hainesport Township School District has revised [Policy No. 5310 - Health Services](#) regarding health, safety, and medical emergency services. Modifications to the district's Health Services policy include "Pandemic Reopening and Recovery," which include the following:

A. Screening and Personal Protective Equipment (PPE)

1. Adequate amount of personal protective equipment (PPE) shall be available, accessible, and provided for use by staff and students.
2. School staff and visitors are required to wear face coverings unless doing so would inhibit the individual's health or the individual is under two years of age.
3. Students are strongly encouraged to wear face coverings and are required to do so when social distancing cannot be maintained, unless doing so would inhibit the student's health.
4. Staff and students shall be screened for entry into the school building;
5. The principal or his or her designee shall develop a school entry plan that includes:
 - a. Staff assigned to do the screening;
 - b. Designated entrances that will be used to admit students;
 - c. The assignment of classes and grades to designated entrances and/or designated entrance times;
6. Staff must visually check students for symptoms upon arrival (which may include temperature checks) and/or confirm with families that students are free of COVID-19 symptoms;
7. Health checks must be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations;
8. Results must be documented when signs/symptoms of COVID-19 are observed;
9. 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. 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 isolated from others. Students should remain in isolation with continued supervision and care until picked up by an authorized adult;
3. School nurse must provide continuous monitoring of symptoms;
4. The [current Communicable Disease Service](#) guidance for illness reporting shall be followed;
5. 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](#);
5. Contact tracing shall be initiated including records of groups/cohorts, assigned staff, and daily attendance.

D. Protocols to address a positive case:

Students and employees may be asked to leave or not come into school if they test positive for COVID-19 or exhibit one or more of the symptoms of COVID-19, based on CDC guidance, that is not otherwise explained:

1. A fever of 100° F or greater;
2. Cough;
3. Shortness of breath or difficulty breathing;
4. Chills;
5. Repeated shaking with chills;
6. Muscle pain;
7. Headache;
8. Sore throat;
9. New loss of taste or smell;
10. Fatigue;
11. Congestion or runny nose;
12. Nausea or vomiting;
13. Diarrhea

Hainesport Township School District has developed a school entry plan that includes a process for screening students and staff for entry into the school building. CDC's [Screen Children Upon Arrival](#), [Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019](#), and [General Business Frequently Asked Questions](#) guidance were utilized in the development of the district's student and staff screening protocols. According to CDC guidance, screening and health checks are not a replacement for other protective measures such as social distancing.

Prior to sending students to school, parents/guardians should check their child(ren) for [symptoms of COVID-19](#), including a temperature check. Students will enter the school such that health checks can be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations. Students who ride the bus will be screened at the Broad Street entrance. Student walkers and students who are dropped-off by parents/guardians will be screened at the Main Office entrance. Upon student arrival, staff will stand behind a physical barrier that will serve to protect the staff member's face and mucous membranes from respiratory droplets that may be produced if the child being screened sneezes, coughs, or talks. Staff will make a visual inspection of the student for signs of illness which may include

flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.

To further screen students, staff will conduct a temperature screening for each student. Prior to conducting the temperature screening, staff will perform hand hygiene by washing their hands with soap and water for 20 seconds. If soap and water are not available, staff will use hand sanitizer with at least 60% alcohol. Staff will wear disposable gloves, a face covering, and a face shield, and will check the student's temperature by reaching around the physical barrier. Staff should stay behind the barrier at all times during the screening. Staff will use non-contact (temporal) thermometers, which will be cleaned with an alcohol wipe between use. According to CDC guidance, when using a non-contact (temporal) thermometer, staff do not need to change gloves before the next check, as long as no physical contact is made with the student. Additionally, non-contact thermometers should be cleaned with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each use. Staff may reuse the same wipe as long as it remains wet. Upon completion of student screenings, staff will remove and discard personal protective equipment (PPE) and wash hands with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol.

The district has obtained an adequate amount of PPE which will be available, accessible, and provided for use. To maintain a supply of PPE items, the district encourages staff and students to provide their own PPE, if possible.

In order to prevent stigma and discrimination in the workplace, staff health screenings will be conducted as privately as possible, and the district will maintain confidentiality of each individual's medical status and history. Staff will conduct self-screenings at home or upon arrival and should not enter the workplace if any of the following are present:

- [Symptoms of COVID-19](#)
- Fever equal to or higher than 100.4 °F*
- Are under evaluation for COVID-19 (e.g. waiting for the results of a viral test to confirm infection)
- Have been diagnosed with COVID-19 and not yet cleared to discontinue isolation

**A lower temperature threshold (e.g. 100.0 °F) may be used.*

Staff will complete the [Staff Self-Screening Statement of Assurance](#) daily, at home or upon arrival. Staff may enter Hainesport Township School at any of the three staff designated entry points. Staff may conduct a self-screening upon arrival at the staff designated screening entry point. By completing a statement of assurance, staff will confirm that their temperature is less than 100.4 °F and confirm that they are not experiencing any symptoms of COVID-19.

Results of such health checks and temperature screenings will be documented when signs and symptoms of COVID-19 are observed. Students and staff may be asked to leave or not come into school if they exhibit one or more of the [symptoms of COVID-19](#), based on CDC guidance, that is not otherwise explained:

- A fever of 100.4 °F* or greater
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain

- Headache
- Sore throat
- New loss of taste or smell
- Fatigue
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

In accordance with health information sharing regulations for COVID-19, students and staff who become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with COVID-19 symptoms or a confirmed or suspected case within the last 14 days, should not come to school, and they should self-report to the district's designated COVID-19 point of contact, Ms. Cyndi Hess, School Nurse:

Ms. Cyndi Hess, School Nurse
hess@hainesport.k12.nj.us
609-267-1316, ext. 208

Symptomatic staff and students as well as individuals with suspected or confirmed COVID-19 infection, who are present at the school, will immediately be relocated to the district's identified isolation room where they will be separated from others. Students will remain in isolation with continued supervision and care until picked up by an authorized adult. Students and staff who are sick will be sent home or to a healthcare facility depending on the severity of their symptoms.

Symptomatic staff and visitors are required to wear face coverings. Symptomatic students are strongly encouraged to wear face coverings and are required to do so when social distancing cannot be maintained. Exceptions to face covering requirements include, doing so would inhibit the individual's health, 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 a face covering, or the individual is under the age of two.

If the district becomes aware that an individual who has spent time in a Hainesport Township School District facility tests positive for COVID-19, the district's designated COVID-19 point of contact or a district administrator will immediately notify the Burlington County Health Department health officials, staff, and families of a confirmed case while maintaining confidentiality. According to current [Communicable Disease Service](#) guidance for illness reporting, cases should be reported to the local health department where the student or staff member resides. For Hainesport residents, cases will be reported to the Burlington County Health Department:

[Burlington County Health Department](#)
15 Pioneer Blvd
Westampton, NJ 08060-3825
609-265-5548

If Burlington County Health Department personnel are unavailable, cases will be reported to the NJDOH, Communicable Disease Service (CDS) at 609-826-5964. If the individual does not live in New Jersey, cases will be reported to the NJDOH at 609-826-5964. In cases of immediately reportable diseases and other emergencies and if the local health department cannot be reached, the NJDOH maintains an emergency after hours phone number at 609-392-2020.

Students and staff who are infected with the virus, should follow CDC's [Isolate If You Are Sick](#) steps to separate from people who are not infected, which include:

- Stay home except to get medical care
 - Monitor your symptoms. If you have an emergency warning sign (including trouble breathing), seek emergency medical care immediately.
 - Stay in a separate room from other household members, if possible.
 - Use a separate bathroom, if possible.
 - Avoid contact with other members of the household and pets.
 - Do not share personal household items, like cups, towels, and utensils.
 - Wear a cloth face covering when around other people, if able.

Students and staff who may have been exposed to the virus, should follow CDC's [Quarantine If You Might Be Sick](#) steps to separate from others, which include:

- Stay home and monitor your health
 - Stay home for 14 days after your last contact with a person who has COVID-19.
 - Watch for fever (100.4 °F), cough, shortness of breath, or other symptoms of COVID-19.
 - If possible, stay away from others, especially people who are at higher risk for getting very sick from COVID-19.

Sick students and staff should not return to school until they have met CDC's recommendations for [When You Can be Around Others After You Had or Likely Had COVID-19](#), which includes:

- Individuals with suspected or confirmed COVID-19 with symptoms can be with others after
 - At least 10 days since symptoms first appeared and
 - At least 24 hours with no fever without fever-reducing medication and
 - Symptoms have improved

According to CDC guidance, depending on a healthcare provider's advice and availability of testing, individuals might get tested to see if they still have COVID-19. Individuals who have been tested can be around others when they have no fever, respiratory symptoms have improved, and they receive two negative test results in a row, at least 24 hours apart.

- Individuals who tested positive for COVID-19 but had no symptoms can be with others after
 - 10 days have passed since test

According to CDC guidance, depending on a healthcare provider's advice and availability of testing, individuals might get tested to see if they still have COVID-19. Individuals who have been tested can be around others after they receive two negative test results in a row, at least 24 hours apart. Individuals who develop symptoms after testing positive should follow CDC guidance for individuals with suspected or confirmed COVID-19 with symptoms.

- Individuals with a weakened immune system (immunocompromised) due to a health condition or medication should

- Talk to their healthcare provider for more information. People with conditions that weaken their immune system might need to stay home longer than 10 days.
- If testing is available, it may be recommended by an individual's healthcare provider. Individuals can be with others after they receive two negative test results in a row, at least 24 hours apart.
- If testing is not available, an individual's doctor should work with an infectious disease expert at the local health department to determine if the individual is likely to spread COVID-19 to others and need to stay home longer.
- Individuals who have been around a person with COVID-19 should
 - Stay home for 14 days after exposure based on the time it takes to develop illness.

In the event someone tests positive for COVID-19, Hainesport Township School District's policy outlines the district's COVID-19 related response for symptomatic students and staff. Protocols are consistent with the district's contact tracing policy, which is detailed under Critical Area of Operation #6: "Contact Tracing." Methods to assist in contact tracing will be implemented including records of groups/cohorts, assigned staff, and daily attendance. Continuous monitoring of symptoms will occur to further assist contact tracing efforts.

Hainesport Township School District's readmittance policies are consistent with [NJDOH COVID-19: Information for Schools](#) and [NJDOH Discontinuation of Transmission-Based Precautions and Home Isolation for Persons Diagnosed with COVID-19](#). Additionally, the [CDC School Decision Tree](#) will assist the district as it determines which set of mitigation strategies are most appropriate for a given situation, in consultation with the Burlington County Health Department.

When a confirmed case has entered a school, CDC recommends the following procedures regardless of the level of community spread:

- Immediately notify the Burlington County Health Department to determine a course of action.
- Dismiss students and most staff for 2-5 days to allow time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school and to determine whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.
 - Local health officials' recommendations for the scope and duration of school dismissals will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the community.
 - During school dismissals, cancel all extracurricular and school-based after school programs.
 - Discourage staff, students, and families from gathering or socializing anywhere.
- Coordinate with local health officials to communicate dismissal decisions and the possible COVID-19 exposure to staff, parents, and students.
- Clean and disinfect thoroughly.
 - Close off areas used by the individuals with COVID-19, and if possible, wait up to 24 hours before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets.
 - Cleaning staff should clean and disinfect all areas used by the ill persons, focusing especially on frequently touched surfaces.

- Make decisions about extending the school dismissal.
 - During school dismissals (after cleaning and disinfection), schools may stay open for staff members (unless ill) while students stay home. Keeping facilities open: a) allows teachers to develop and deliver lessons and materials remotely, thus maintaining continuity of teaching and learning; and b) allows other staff members to continue to provide services and help with additional response efforts. Decisions on which, if any, staff should be allowed in the school will be made in collaboration with the Burlington County Health Department.
 - District administrators will seek guidance from the Burlington County Health Department to determine when students and staff should return to school and what additional steps are needed for the school community. In addition, students and staff who are well but are taking care of or share a home with someone with a case of COVID-19 should follow instructions from local health officials to determine when to return to school.
- Implement strategies to continue education and related supports for students.
 - Ensure continuity of education.
 - Ensure continuity of meal programs.
 - Consider alternatives for providing essential medical and social services for students.

Critical Area of Operation #6: Contact Tracing

Hainesport Township School District has revised [Policy No. 8451 - Control of Communicable Disease](#) regarding illness. Modifications to the district's Control of Communicable Disease policy include "Contact Tracing," which include the following:

Contact tracing is the process used to identify those who have come into contact with people who have tested positive for many contagious diseases, including COVID-19. Contact tracing is used by health departments to prevent the spread of infectious disease. In general, contact tracing involves identifying people who have an infectious disease (cases) and their contacts (people who may have been exposed) and working with them to interrupt disease transmission. For COVID-19, this includes asking cases to isolate and contacts to quarantine at home voluntarily.

All procedures will adhere to applicable federal and state law and regulations regarding privacy and the confidentiality of records.

Contact tracing for COVID-19 typically involves:

- A. Interviewing people with COVID-19 to identify everyone with whom they had close contact during the time they may have been infectious;
- B. Notifying contacts of their potential exposure;
- C. Referring contacts for testing;
- D. Monitoring contacts for signs and symptoms of COVID-19; and
- E. Connecting contacts with services they might need during the self-quarantine period.

To prevent the further spread of disease, COVID-19 contacts are encouraged to stay home and maintain social distance (at least 6 feet) from others until 14 days after their last exposure to a person with

COVID-19. Contacts should monitor themselves by checking their temperature twice daily and watching for symptoms of COVID-19.

The school nurse shall consult with the local health department in the development, review and revision of the district contact tracing policy and procedures. The school nurse and the building principal are the designated staff liaisons responsible for providing notifications and carrying out other components of the board's contact tracing policy.

The school nurse in consultation with the building principal shall establish measures for a system of open communication that allows staff, students, and families to self-report symptoms and/or suspected exposure.

A staff member shall immediately notify the principal and the school nurse when he/she observes symptoms consistent with COVID-19 or becomes aware that an individual who has spent time in a district facility tests positive for COVID-19. The school nurse, in conjunction with the building principal, shall immediately notify local health officials, staff, and families of a confirmed case while maintaining confidentiality when the COVID-19 test is positive.

When the individual exhibits symptoms the school nurse will ensure that the student is taken to the designated isolation area. The nurse will examine the individual and may refer them for testing and treatment. A student exhibiting symptoms of COVID-19 may be required to submit to a COVID-19 test. The school nurse shall require the certification of a physician that the student is contagion free before readmitting a student to school. The nurse shall report all students testing positive for COVID-19 to the health department. The health department shall conduct the contact tracing.

Symptoms of COVID-19 include:

- A. A fever of 100° F or greater;
- B. Cough;
- C. Shortness of breath or difficulty breathing;
- D. Chills;
- E. Repeated shaking with chills;
- F. Muscle pain;
- G. Headache;
- H. Sore throat;
- I. New loss of taste or smell;
- J. Fatigue;
- K. Congestion or runny nose;
- L. Nausea or vomiting;
- M. Diarrhea

All school and district administrators, school safety specialists, counselors, and any other staff deemed appropriate by the school and district, shall be provided information regarding the role of contact tracing in keeping school communities safe from the spread of contagious disease.

The school nurse or his or her designee shall make information available and/or conduct virtual information sessions to educate the broader school community on the importance of contact tracing.

Upon notification that a resident has tested positive for COVID-19, the Burlington County Health Department will call to determine close contacts to whom they may have spread the virus, where close contact is defined as being within six feet for a period of at least 10 minutes. Trained professionals from the community will then contact those close contacts to recommend next steps, such as self-quarantining and self-monitoring, and to provide critical education and support in risk mitigation strategies.

Hainesport Township School's school nurse, Ms. Cyndi Hess, has attended a COVID-19 Contact Tracing course, which was offered by Johns Hopkins University, Department of Epidemiology, Johns Hopkins Bloomberg School of Public Health. Ms. Hess will educate the broader school community on the importance of contact tracing, and all school district administrators, school safety specialists, counselors, and any other staff deemed appropriate by the school district will be provided with information regarding the role of contact tracing in keeping school communities safe from the spread of contagious disease. Additionally, the district's contact tracing policies and procedures were developed in consultation with the Burlington County Health Department and school nurse.

Hainesport Township School District has established [Policy No. 1649 - Federal Families First Coronavirus \(COVID-19\) Response Act](#) (FFCRA) which includes the Emergency Family and Medical Leave Expansion Act (EFMLEA) and the Emergency Paid Sick Leave Act (EPSLA). The EFMLEA expands the Federal Family and Medical Leave Act (FMLA), and the EPSLA provides employees with paid sick leave for specified reasons related to COVID-19.

Critical Area of Operation #7: Facilities Cleaning Practices

Hainesport Township School District has revised [Policy No. 7421 - Indoor Air Quality Standards](#) regarding operations and maintenance. Modifications of the district's Indoor Air Quality Standards include "Ventilation Systems" and "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.

Facilities Cleaning Procedures to Reduce the Spread of Contagion

The building principal in consultation with the maintenance supervisor 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. Routinely cleaning and disinfecting surfaces and objects that are frequently touched. This may include cleaning objects/surfaces not ordinarily cleaned daily (e.g. doorknobs, light switches, classroom sink handles, countertops). Examples of frequently touched areas in schools:
 - 1. Classroom desks and chairs;
 - 2. Lunchroom tables and chairs;
 - 3. Door handles and push plates;
 - 4. Handrails;
 - 5. Kitchens and bathrooms;

6. Light switches;
 7. Handles on equipment (e.g. athletic equipment);
 8. Buttons on vending machines and elevators;
 9. Shared telephones;
 10. Shared desktops;
 11. Shared computer keyboards and mice;
 12. Drinking fountains;
 13. School bus seats and windows; and
 14. Playground equipment.
- B. Using all cleaning products in accordance with directions on the label. For disinfection most common EPA-registered household disinfectants should be effective. Whenever possible the list of products that are [EPA-approved for use against the virus that causes COVID-19](#) (available on the EPA's website) shall be used. The manufacturer's instructions for all cleaning and disinfection products (e.g. concentration, application method and contact time, etc.) shall be used.
- C. Sanitizing bathrooms daily, or between use as much as possible, using [protocols outlined by the Environmental Protection Agency \(EPA\)](#). Additional considerations regarding bathrooms include:
1. Limiting the number of students who can enter at one in order to avoid crowds;
 2. Designating staff members to enforce limited capacity and avoid overcrowding;
 3. Installing no-touch foot pedal trash cans, if possible;
 4. Propping doors open to avoid touching handles; and
 5. Including appropriate signage about the benefits of handwashing.
- D. Cleaning and sanitizing drinking fountains and encouraging staff and students to bring their own water to minimize the use and touching of water fountains;
- E. Making hand sanitizer available at the school bus entrance for each student to use when boarding. Similarly, students must be required to wear face coverings while riding on the bus if social distancing or physical barriers cannot be maintained;
- F. Maintaining hand sanitizing stations with alcohol-based hand sanitizers (at least 60% alcohol):
1. In each classroom (for staff and older children who can safely use hand sanitizer);
 2. At entrances and exits of buildings;
 3. Near lunchrooms and toilets.
- G. Supervising children ages 5 and younger when using hand sanitizer;
- H. For classrooms with existing handwashing facilities, preparing stations with soap, water and alcohol-based hand sanitizers (at least 60% alcohol);
- I. Reminding bus drivers to take certain personal hygiene actions (e.g. frequent handwashing) and affording them the opportunity to do so (such as having sufficient time between routes);
- J. Cleaning and sanitizing district vehicles including seats, rails and any highly touched surfaces before each run.
- K. Requiring contracted transportation providers to clean and sanitize seats, rails and highly touched surfaces touched before each run. The district shall collaborate with the contracted service provider to develop these procedures and ensure that they are consistently followed; a checklist may be developed to ensure compliance. 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:

1. All personnel responsible for cleaning school buses shall document the cleaning/sanitizing measures taken. Personnel are required to:
 - a. Demonstrate an understanding of the established protocols that must be taken to properly clean and sanitize the bus; and
 - b. Provide a certification that, before the route commenced, the required process was completed as required.
2. The procedures will identify sanitizing agents that may be used and will be limited to products included on the U.S. Environmental Protection Agency's list of products that have shown to be effective against COVID-19.
3. These procedures will likely include two stages: cleaning, which removes dirt and germs from surfaces, and disinfecting, which kills germs on surfaces that remain after cleaning.
- L. Routinely cleaning and disinfecting furniture, recognizing the varying materials used in furniture in each school building;
- M. Providing EPA-registered disposable wipes to teachers and staff so that commonly used surfaces (e.g. keyboards, desks, remote controls) can be wiped down before use;
- N. On a regular basis, ordering and stocking adequate supplies to support cleaning and disinfection practices.
- O. Ensuring that cleaning and disinfection supplies are used and stored correctly and safely. This includes storing products securely away from children, while ensuring appropriate ventilation so students and staff are not exposed to toxins or fumes.
- P. Placing physical barriers, such as plastic flexible screens, in classrooms, school buses, restrooms and other areas where social distancing cannot be maintained.
- Q. Cleaning and disinfecting a school building after a person has been identified as COVID-19 positive:

The district may need to implement short-term closure procedures in a school regardless of community spread if an infected person has been in a school building. If this happens, the CDC-recommended procedures shall be followed:

1. Close off areas used by a sick person and do not use before cleaning and disinfection;
2. Wait 24 hours before cleaning and disinfecting. If it is not possible to wait 24 hours, wait as long as possible;
3. Open outside doors and windows to increase air circulation in the area; and
4. Cleaning staff will clean and disinfect all areas (e.g. offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.

Additional training shall be provided to the personnel responsible for cleaning and sanitizing school buses and facilities as necessary. Topics may include proper use of cleaning and disinfecting agents, the cleaning schedule for various surfaces, and safety precautions that need to be taken (e.g. ensuring adequate ventilation while cleaning and sanitizing).

Hainesport Township School District will continue to adhere to existing required facilities cleaning practices and procedures, and any new specific requirements of the local health department as they arise. The district's [Facilities Cleaning Practices Procedure Manual](#) includes the [United States](#)

[Environmental Protection Agency's \(EPA\) Guidance for Cleaning and Disinfecting](#) to establish cleaning and disinfecting schedules, targeted areas to be cleaned, and methods and materials to be used. Included in the procedure manual is a schedule for increased, routine cleaning and disinfecting, which is also included in the district's Policy No. 7421. The manual also includes the district's protocol for routinely cleaning and disinfecting surfaces and objects that are frequently touched, which include:

- Classroom desks and chairs
- Lunchroom tables and chairs
- Door handles, doorknobs, and push plates
- Handrails
- Kitchens and bathrooms
- Light switches
- Handles on equipment
- Buttons on vending machines and elevators
- Shared equipment (e.g. telephones, desktops, computer keyboards, and mice)
- Drinking fountains and water filling stations
- School bus seats and windows

The district will continue to utilize [List N: Disinfectants](#) for use against SARS-CoV-2 (COVID-19), which meet [EPA criteria](#) for use against SARS-CoV-2, the virus that causes COVID-19. Cleaning products and disinfectants will continue to be used according to the manufacturer's instructions, such as concentration, application method, and contact time. The district will continue to practice safe storage of cleaning and disinfection supplies, including storing products securely away from children, and ensuring appropriate ventilation so students and staff are not exposed to toxins or fumes.

Additionally, restrooms will be sanitized daily, or between use as much as possible using EPA protocols for [Safe and Effective Disinfectant Use](#). Regarding restrooms, the district will limit the number of students who can enter the restroom at a time, and when possible, staff will monitor capacity and limit crowding. The district has installed no-touch toilet flushers and hand dryers. Restroom trash cans are also contactless, and certain restroom sinks have been made inoperable to ensure social distancing during handwashing. The doors of restrooms with entryway privacy screens will be propped open to avoid touching handles.

Drinking fountains and water filling stations will be cleaned and sanitized. To minimize the use and touching of water fountains and water filling stations, staff and students may bring their own water.

In the event a person has been identified as COVID-19 positive, the district will utilize cleaning and disinfecting procedures to ensure a thorough cleaning and sanitization of the school and district facilities. As recommended by CDC, areas used by a sick person will be closed off for 24 hours prior to cleaning and disinfecting.

Critical Area of Operation #8: Meals

Hainesport Township School District will serve meals in classrooms instead of group dining areas. Therefore, the cafeteria will not be used for dining, and any form of self-service, buffet-style, and family-style dining will be discontinued. Students will eat lunch in their assigned classrooms while remaining socially distanced at least 6 feet apart. Student desks will be cleaned and sanitized before and after eating according to the cleaning and disinfecting protocols outlined in the district's Facilities Cleaning Practices Procedure Manual. Additionally, staff lounges will be cleaned and disinfected after use.

Staff will direct students to wash their hands before and after eating meals. Staff will continue to monitor lunches to ensure students are not sharing food as well as ensure the safety of students with food allergies.

The district utilizes Nutri-Serve Food Management, Inc. to provide school food services. Nutri-Serve will adhere to CDC guidelines and provide its employees with COVID-19 related health and safety training. Nutri-Serve employees must wash their hands after removing their gloves or after directly handling used food service items. Any non-disposable food service items will be handled with gloves and washed with dish soap and hot water or in a dishwasher. Individuals should wash their hands after removing their gloves or after directly handling food service items.

Meals may be served in pre-packaged boxes or bags and disposable food service items will be used (e.g. utensils), when feasible. Additionally, United States Department of Agriculture (USDA) approved pre-packaged lunches will be made available for pick-up during students' remote instruction school days.

In collaboration with Nutri-Serve Food Management, Inc., the district will continue to consult the New Jersey Department of Agriculture for additional information regarding compliance with Child Nutrition Program rules and regulations. The contact information of Hainesport Township School District's Food Service Director is included below:

Kim Donovan
Food Service Director
(609) 267-1316 x213
hai@nsfm.com

Critical Area of Operation #9: Recess/Physical Education

Hainesport Township School District has developed a recess schedule to stagger recess to the greatest extent possible, such that each grade level has a designated recess time. The schedule accommodates the staggered use of playground equipment, which will allow playground equipment to be frequently disinfected. Staff must disinfect playground equipment between uses. As directed by the NJDOE, specific areas will be designated for each class during recess to avoid student mixing. Staff will direct students to wash their hands immediately after outdoor playtime.

Physical Education staff will mitigate risk, limit, and/or eliminate direct contact with equipment and/or sharing of equipment (lessons with no equipment). If equipment must be shared, it will be cleaned and disinfected between each use.

According to [Executive Order No. 163](#), when it is not practicable for individuals in outdoor public spaces to socially distance and keep a six-foot distance from others, all individuals shall wear face coverings. However, the requirement to wear a face covering does not apply when wearing a face covering would inhibit an individual's health, including when engaging in high intensity aerobic or anaerobic activities, when in the water, and in other situations where the presence of a mask would pose a risk to the individual's safety, or where the individual is under two years of age.

Hainesport Township School District will discontinue the use of locker rooms to mitigate risk and prohibit students from confined spaces with limited ventilation and/or areas with large amounts of high contact surfaces. Students should wear comfortable clothing and safe footwear to school that allows for safe movement and is appropriate for the weather in order to participate in physical education without needing to change clothing.

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

All Hainesport Township School District field trips and extra-curricular activities, including athletics, are cancelled until further notice. The district will continue to be aware of local or state regulatory agency policies related to group gatherings to determine if events can be held.

Staff may utilize online resources for virtual assemblies and may incorporate the use of virtual field trips to enhance standards-based instruction, when appropriate.

All external community organizations that are approved by the Hainesport Township Board of Education to use school and district facilities are required to follow the district's health and safety protocols, which include guidelines from CDC [Interim Guidance for Schools and Day Camps](#).

ACADEMIC, SOCIAL, AND BEHAVIORAL SUPPORTS

Although ensuring staff and students' physical health and safety is Hainesport Township School District's priority, the district recognizes the various supports that will be needed to further optimize conditions for learning.

Social Emotional Learning (SEL) and School Culture and Climate

Hainesport Township School district will continue to provide students with social emotional learning support through in-person and virtual individual and group school counseling. School counselors at Hainesport Township School aid in the personal, social, and academic development of students, and serve as student advocates, striving to create a learning environment where students feel socially and emotionally supported.

Hainesport Township School school counselors are members of the American School Counselor Association, New Jersey School Counselor Association, and Burlington County School Counselor Association, and collaborate with teachers, administrators, and families as members of the district's Intervention & Referral Services (I&RS) Team and School Safety Committee.

Additionally, the school counselors lead a wide range of activities that include: character education classroom lessons, Positive Behavior Support in Schools (PBSIS), No Place for Hate activities, organizing and presenting social-emotional-academic assemblies, small group school counseling, individual school counseling, academic monitoring/counseling, high school readiness, peer conflict resolution, and peer mediation. As Harassment, Intimidation, and Bullying (HIB) specialists, the school counselors also identify and remediate harassment and bullying.

Hainesport Township School District recognizes that as students return to school, they will be faced with new routines and circumstances that may impact their well-being. Any student who is having difficulty coping with a problem, either in or outside of school, may request to meet in-person or virtually with a school counselor at any time. Parents/guardians who detect a problem or feel they need help in solving a problem are urged to contact a school counselor. Students may request to meet with a counselor or parents/guardians and staff may refer a student to meet with a counselor by completing one of the following forms:

- I am a STUDENT at Hainesport Township School and would like to meet with a School Counselor: [School Counselor Referral from Student](#)
- I am a PARENT/GUARDIAN and would like to refer my child: [School Counselor Referral from Parent/Guardian](#)
- I am a TEACHER/STAFF MEMBER who would like to refer a student to meet with a School Counselor: [School Counselor Referral from Staff](#)

School counseling requests are sent directly to the district's three school counselors:

Ms. Rose Wenz, K-8 School Counselor
wenz@hainesport.k12.nj.us
609-267-1316, ext. 140

Ms. Nicole Zerbo, K-8 School Counselor
zerbo@hainesport.k12.nj.us
609-267-1316, ext. 239

Ms. Morgan Barnett, K-8 School Counselor
barnett@hainesport.k12.nj.us
609-267-1316, ext. 284

Hainesport Township School District is committed to its efforts to communicate the importance of social emotional learning to students and families, specifically how it relates to student success. In addition to individual and group school counseling opportunities, the district will continue to embed social emotional learning into the classrooms by way of in-person and/or virtual classroom lessons. Parents/guardians can continue to expect newsletters from the district's school counseling department regarding current updates and resources to support students' social emotional well-being.

As prescribed by the NJDOE, Hainesport Township School District will infuse social emotional learning into student learning through the implementation of quality social emotional learning programs, including [Random Acts of Kindness](#) in grades K-5 and [Second Step](#) in grades 6-8. Through these curriculums, staff will be able to highlight social emotional learning strategies and facilitate opportunities for connection and reflection among students, families, and staff, which is critical for re-engaging students, rebuilding relationships, and creating a foundation for academic learning.

Staff will have access to [CASEL CARES: COVID-19](#) resources including webinars and guidance related to COVID-19 and school closures, designed to support educators as they integrate social emotional learning into their teaching to foster positive in-person and/or remote learning environments. Staff will also have access to [COVID-19 Response](#) resources, which include topics related to back to school supports, coping and resilience, online professional learning for educators, and webinars that offer trauma-informed practices to support individuals during the COVID-19 pandemic.

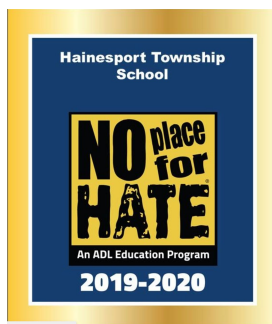
The district's school counselors will continue to support students who may be experiencing emotional, behavioral, and mental health challenges by providing families with [Crisis Intervention Services](#) and [Crisis Helplines](#). The [Hainesport Township School District COVID-19 website](#) offers additional information and services related to New Jersey's mental health and crisis services.

The district also recognizes the importance of the well-being of its educators so they can support the social and emotional well-being and learning needs of their students. The district will support educators' access to mental and behavioral resources and encourages them to utilize mental health and crisis services as needed, including, but not limited to:

- [New Jersey Mental Health Resources](#)
- [New Jersey Hope and Healing Crisis Counseling Program](#)
- [NJEA's Member Hotline](#)
- [CONTACT of Burlington County](#)
- [National Distress Hotline](#)
- [5 Strategies for Teacher Self-Care](#)

Hainesport Township School District will strive to maintain a positive school climate and culture to improve the conditions for learning for all students. As students and staff return to school, the district will assess the school climate to identify vulnerabilities and develop plans to address identified needs as they arise.

The district will continue to participate in the Anti-Defamation League's [No Place for Hate](#) self-directed, school-wide program. Despite various challenges experienced during the public health-related school closure, the district remained committed to speaking out against bias and discrimination and promoting respect for all. Hainesport Township School District is exceptionally proud of students and staff for achieving the 2019-2020 No Place for Hate banner (*pictured below*), a distinction the district has received for two consecutive years. [Congratulations!](#)



To further support a positive school climate and culture, the district will continue to participate in [The Great Kindness Challenge](#), a school-wide proactive bullying prevention initiative, which will be hosted throughout the week of January 25-29, 2021. Hainesport Township School proudly participated in the 2020 Great Kindness Challenge as one of 28,062 schools creating a culture of kindness to improve school climate and increase student engagement. Students' acts of kindness certified Hainesport Township School as a Kindness Certified School (*pictured below*).



Multi-Tiered Systems of Support (MTSS)

Multi-Tiered Systems of Support (MTSS) is a systematic approach to prevention, intervention, and enrichment in grades PK-12 for academics and behavior that offers educators and families a mechanism to identify individual students who need extra support. As the district moves toward MTSS, it will utilize the framework's research-based structure to implement required Intervention & Referral Services (I&RS). As students return to school, they will be assessed and monitored to determine how they are responding to instruction and various interventions.

When a student has been identified as making minimal academic progress and/or displays behavior that interferes with his or her emotional or social well-being, staff may request support from the I&RS Team. Although classroom teachers routinely differentiate instruction to address students' needs in the classroom, a teacher may request services from the I&RS Team when a particular student continues to have difficulties despite these efforts.

The I&RS Team supports the teacher and student by developing an action plan that may provide alternative strategies, interventions, programs, and/or assessments. The interventions outlined in the action plan are designed to support the student in achieving success within the regular education program. Interventions in the general education setting will be provided to students exhibiting academic difficulties and shall be utilized, as appropriate, prior to referring a student for an evaluation of eligibility for special education and related services.

The Hainesport Township School District I&RS Team focuses on the concept of collaboration as the foundation for planning, organizing, and implementing programs of intervention and referral services. The I&RS Team is comprised of a group of multidisciplinary professionals from the school and community who meet to develop action plans that determine measurable goals, outline strategies for implementation, and identify data to be collected to measure effectiveness. The I&RS Team continues to meet to review and assess the effectiveness of the provisions of each I&RS action plan in achieving the outcomes identified in each action plan and modify each action plan to achieve the outcomes, as appropriate. Parent/guardian input is important and is encouraged throughout the process.

Wraparound Supports

According to the NJDOE, wraparound services differ from traditional school-based services in their comprehensive approach to addressing the academic, behavioral, and social emotional needs of students with interventions both inside and outside of the school environment. Hainesport Township School District will continue to address the needs of students including English Language Learners, students with disabilities, students experiencing homelessness, students in foster care, economically disadvantaged students, and students most directly affected by COVID-19. Wraparound services often include:

- Mental health supports;
- Primary health care and dental care;
- Family engagement

As the district prepares for its reopening, school counselors will communicate with staff and families to identify at-risk students. Access to self-care, self-help, parent/guardian supports, and social emotional learning will be provided to staff and families. For students who are identified as at-risk for mental health and/or substance abuse, the district will utilize staff, such as the School Psychologist, School Social Worker, and/or School Counselors to provide support for students who are identified as needing

assistance. Families will be connected with local community providers, county resources, and other organizations to enhance the school's efforts. Additional resources may include:

- [COVID-19 Resources](#)
- [Helping Children Cope with Changes Resulting from COVID-19](#)
- [Trauma-Informed School Strategies during COVID-19](#)
- [Strategies for Trauma-Informed Remote Learning](#)

The district will continue to provide individualized and intensive support for students who are identified as needing mental health and/or substance abuse interventions by collaborating with local community providers, county resources, and other organizations to further enhance support. Students and parents/guardians will be connected with therapeutic services, out-patient programs, or addiction services, as needed.

According to the NJDOE, the American Academy of Pediatrics (AAP) has released guidelines for well-child visits. The following resources may assist families seeking access to healthcare programs, such as:

- [NJ Family Care](#)
- [NJSNAP](#)
- [NJHelps](#)
- [Federally Qualified Health Centers](#)
- [New Jersey Dental Clinic Directory](#)

Throughout its reopening, Hainesport Township School District will strive to connect students and families to wraparound services to meet day-to-day needs. District parents/guardians were included as members of the district's Restart Committee as well as the Pandemic Response Team. Additionally, the district conducted two parent/guardian surveys to involve parents/guardians in the planning process. The feedback and input that was elicited from parents/guardians was utilized to not only address reopening concerns, but identify areas in need of improvement regarding remote instruction. Results of the district's parent/guardian surveys include:

- [Public Health-Related School Closure Parent/Guardian Survey](#) (June 2020)
- [Return to School Parent/Guardian Survey](#) (July 2020)

Food Service and Distribution

School meals are critical to student health and well-being, especially for low-income students, and the NJDOE considers it a moral imperative to ensure the seamless and continuous feeding of New Jersey's approximate 1.4 million students during all phases of school reopening. The NJDOE is working with the Departments of Agriculture and Health to ensure that school district concerns related to food service are addressed as more guidance is made available.

To ensure that students continue to have access to nutrition, the district will collaborate with Nutri-Serve Food Management, Inc. to provide student meals during alternate school schedules. USDA approved pre-packaged lunches will be made available for pick-up during students' remote instruction school days. Nutri-Service Food Management, Inc. will develop and communicate a schedule for parent/guardian pick-up of meals.

Child Care

As schools move through the Governor's stages of economic restart, the NJDOE recognizes that the number of families requiring child care may increase and encourages child care providers to reopen subject to guidance from the New Jersey Department of Health. So child care providers can plan accordingly, Hainesport Township School District has communicated the school's modified schedule to licensed child care providers in Hainesport including:

Wee Kids Early Learning Center
1299 NJ-38, Hainesport, NJ 08036
609-518-7529
admin@weekidsehc.com
hainesport.ehec@weekidsehc.com
[Website](#)

Future Scholars Early Learning Center
1351 Route 38 West (Bruni Square)
Building B, Suite 1
Hainesport, NJ 08036
609-518-1333
admin@futurescholarslearning.com
[Website](#)

Wee Kids Early Learning Center will continue to offer before- and after-care at Hainesport Township School with reduced capacity. Additionally, Hainesport Township School District will continue to provide transportation to Future Scholars for students who are eligible for transportation services, on days when the student is scheduled for in-person instruction, depending on Future Scholars' enrollment capacity and program availability.

Leadership and Planning

Members of the Restart Committee and the Pandemic Response Team, in consultation with the Burlington County Health Department, have worked closely to inform policies and procedures set forth in the district's Restart and Recovery Plan, and will continue to collaborate as potential shifts in public health data may require adjustments or amendments of district and school health and safety protocols.

RESTART COMMITTEE

In order to prepare for the reopening of Hainesport Township School District, collaborative teams of stakeholders were established to ensure a cohesive approach to the planning process. The district's Restart Committee is composed of a diverse group of school community members including district- and school-level administrators, Hainesport Board of Education members, the Hainesport Education Association President and members, educators, and parents.

Restart Committee	
District Level	Joseph Corn, Superintendent of Schools
District Level	Robert O'Brien, School Business Administrator
School Principal	Thomas Simonet, Principal 5-8
School Principal	Lauren Salls, Principal PreK-4
Facilities Manager	Jules Krause, Supervisor of Grounds & Facilities
Board of Education Member/Parent	Jeffrey Duda
Board of Education Member/Parent	Kristin Jakubowski
HEA President	Kimberlyn Orfe, Teacher
HEA Member	Rose Wenz, School Counselor
HEA Member	Nicole Zerbo, School Counselor

PANDEMIC RESPONSE TEAM

In addition to the establishment of the district's Restart Committee, the district also coordinated a Pandemic Response Team to further assist the district in developing its Restart and Recovery Plan, particularly concerning COVID-19-related decision-making. Members of the Pandemic Response Team represent a cross-section of the school and district including district- and school-level administrators, teachers, a Child Study Team member, school counselors, the school nurse, the School Safety Specialist, members of the School Safety Team, a custodian, and parents. As the school reopens, the Pandemic

Response Team will oversee Hainesport Township School's implementation of the district's Restart and Recovery Plan and will continue to inform members throughout the decision-making process.

Pandemic Response Team	
School Principal	Thomas Simonet, Director of Curriculum & Instruction, Principal
Child Study Team Member	Lauren Salls, Director of Special Services, Principal
School Safety Specialist	Joseph Corn, Superintendent of Schools
School Safety Team Member	Robert O'Brien, School Business Administrator
School Safety Team Member	Nicole Zerbo, School Counselor
School Counselor	Rose Wenz, School Counselor
School Nurse	Cyndi Hess, School Nurse
Custodian	Jules Krause, Supervisor of Grounds & Facilities
Teacher	Tricina Beebe, Teacher K-8
Teacher	Kimberlyn Orfe, Teacher K-8
Teacher	Kevin King, Elementary Teacher
Parent	Kristine Soltesz, Middle School Teacher

SCHEDULING

According to NJDOE guidance, districts will operate at reduced capacity which will necessitate the need for hybrid learning environments where schools and districts deliver both in-person and remote services. Additionally, districts will need to be prepared to pivot to remote instruction at any time during the 2020-2021 school year if circumstances change and in-person and hybrid learning requirements can no longer be met.

Hainesport Township School District recognizes the changes that the 2019-2020 school year presented, particularly for staff and students, as well as parents/guardians who were called upon to facilitate at-home remote instruction. The district values the feedback and input of its parents/guardians, and as the 2019-2020 school year concluded, the district sought feedback regarding families' experiences throughout the public-health related school closure and subsequent transition to remote instruction. Responses were utilized to assist the district in its efforts to reflect on remote instruction practices to assess capacity for growth in order to build upon strengths and identify areas in need of improvement. Results of the [Public Health-Related School Closure Parent/Guardian Survey](#) greatly impacted the district's plans for remote learning services as part of its hybrid model, specifically areas identified as in need of improvement.

Additionally, the district sought input from parents/guardians in order to prepare its Restart and Recovery Plan. An overwhelming 94.8% of parents/guardians who participated in the district's [Return to School](#)

[Parent/Guardian Survey](#) indicated that their child(ren) will attend school if school reopens with in-person instruction, in some capacity, with social distancing requirements, including reduced class sizes. These results greatly impacted the district's efforts to maximize in-person instruction, to the greatest extent possible.

In addition to school community feedback and input, careful evaluation of health and safety standards informed Hainesport Township School District's scheduling decisions for resuming in-person instruction. The district remains committed to maintaining the continuity of learning, facilitating equity and ease of access to communications and resources, and accommodating the needs of varying circumstances of all learners.

In order to comply with health and safety protocols, Hainesport Township School District will implement a hybrid model, which consists of in-person and remote instruction. To safely ensure social distancing requirements, students have been divided equally, by last name, into four cohorts for rotating in-person instruction. Cohorts have been grouped into two teams.

Cohorts		
Cohort A	Last name begins with A-E	Green Team
Cohort B	Last name begins with F-L	Green Team
Cohort C	Last name begins with M-R	Yellow Team
Cohort D	Last name begins with S-Z	Yellow Team

Cohorts were developed in collaboration with Rancocas Valley Regional High School District to promote consistency for households. Students who reside in the same household, but have different last names, will attend school in-person on the same days. Depending on the number of students in each cohort, in each grade level, the district may need to make adjustments by deviating from the cohorts outlined above. Should this occur, parents/guardians of impacted students will be notified of any adjustments.

The hybrid model outlined below, provides students with two-days of in-person instruction per week. On scheduled in-person instruction days, students will attend, in-person, for 7.25 hours (8:05 AM - 3:20 PM), in compliance with N.J.A.C. 6A:32-8.3, which states that a school day shall consist of not less than four hours. The district will continue to utilize a 6-day cycle rotation for special area classes.

Cohort In-Person Instruction Schedule	
Monday (Day 1)	Cohort A & B (Green Team)
Tuesday (Day 2)	Cohort A & B (Green Team)
Wednesday (Day 3/4)	<i>Deep Cleaning / Remote Instruction / Individual-Small Group Instruction / Student Outreach / Parent/Guardian Communication / Common Planning / Professional Development</i>
Thursday (Day 5)	Cohort C & D (Yellow Team)
Friday (Day 6)	Cohort C & D (Yellow Team)

According to the NJDOE, hours of instructional time are not defined as a student's time spent in front of a teacher or in front of a screen, but time engaged in standards-based learning under the guidance and direction of a teacher. Students will receive remote instruction on days when they are not scheduled for in-person instruction. Hainesport Township School District's hybrid schedule supports a combination of synchronous and asynchronous instruction, which allows for contact time between educators and students, as well as time for students to engage with their peers while ensuring requirements for a 180-day school year are met.

Students receiving remote instruction will be required to meet instructional hours for the day, which will include synchronous and asynchronous instruction. Remote instruction has been restructured to include scheduled, live instruction. Remote students' attendance will be taken at the beginning of each period by way of Google Meet participation. Teachers will record which students are present and absent. In order to maximize learning opportunities, synchronous instruction with in-person students and remote students will occur daily. Live instruction will be simulcasted to remote students who will participate via Google Meet.

The district has developed its hybrid schedule with considerations for what is developmentally appropriate for a student's grade level and is prepared to accommodate the varying levels of parent/guardian support at-home. In addition, the district recognizes the need to provide opportunities for students to show attendance asynchronously since some students may need to engage in remote learning activities at alternate times based on household schedules. Assignment or project completion may be utilized as an alternative for attendance purposes.

Each Wednesday, all students will receive instruction remotely. This will allow for a thorough cleaning of the building as the school prepares for the next cohort of students. Additionally, teachers will have established office hours on Wednesdays to allow for communication with parents/guardians as well as small group instruction for students. The schedule for Wednesdays will also include professional development and common planning time for teachers to promote consistency across grade levels and content areas. Those weeks where there are only 4 days of school, the district will eliminate the Wednesday schedule (Day 3/4).

To further promote consistency, the district will utilize Google G Suite for Education in all grade levels as the district's learning management system (LMS). All teachers PreK-8 will create a Google Classroom(s) to organize materials, post assignments, and provide feedback to students.

STAFFING

As the district prepares to reopen Hainesport Township School for hybrid in-person and virtual instruction, it is important to identify roles and responsibilities of school administrators, teachers, instructional assistants, educational service professionals, and student teachers to ensure continuity of learning as well as leverage existing resources and personnel to maximize student success. Members of the Hainesport Education Association were consulted throughout the development of the Hainesport Township School District Restart and Recovery Plan.

District and school level administrators will continue to work with staff to ensure that teaching, learning, and student services are efficiently developed and delivered. In order to remain connected with staff, administrators will utilize virtual forums to collaborate with faculty and continue to build relationships to support virtual instruction. Additionally, administrators will support families in connecting with teachers and other services they need to be successful in navigating the virtual environment. Through frequent communication, administrators will be able to continue to assess staff, students', and families' needs,

which will ensure access to necessary supports, including academic interventions and social emotional and mental health support services available through the district.

Hainesport Township School District recognizes the importance of reestablishing the classroom environment to allow students and staff to build relationships and reset routines. To ensure quality, continued learning both in-person and/or virtually, Hainesport Township School District administrators have, and will continue to:

- Collect feedback from parents/guardians and staff regarding remote learning experiences.
- Collaborate with staff regarding hybrid learning opportunities.
- Utilize parent/guardian feedback throughout the decision-making process.
- Provide instructional devices and connectivity.
- Consider roles for staff with health concerns, such as leveraging identified staff to enhance the virtual learning environment and inform in-person instruction.
- Incorporate common planning time for staff to collaborate and plan meaningful in-person and virtual instruction.
- Prioritize on-site opportunities for hands-on learning, such as science labs.
- Prioritize the most appropriate instructional model for vulnerable students.
- Enhance student schedules to increase student engagement and accountability for both hybrid and remote learning models.
- Establish expectations for differentiated instruction and rigor in hybrid and remote learning activities.
- Identify staff members who may provide support to staff to continuously improve instruction in a virtual environment through professional development, including examples of high-quality instruction given context and available resources.
- Maintain the [Library Learning Line](#) to provide ongoing technology support to students, staff, and families.
- Maintain involvement in the planning and development of preschool activities to ensure supports are in place for preschool.
- Collaborate with school counselors on curriculum planning and assessing student academic and social emotional well-being when students return to school.

As schedules are adjusted, educators must maintain quality instruction for students. Included below are the expectations for instructional staff for delivering high-quality instruction, assessing, and monitoring student progress in the in-person and virtual environment:

- Reinforce social distancing protocol with students as well as co-teachers and support staff within the same learning environment.
- Limit student and staff interactions to maintain safety.
- Follow and support school building safety logistics.
- Become familiar with district online protocols and platforms, including the district's learning management system, Google G Suite for Education.
- Plan standards-based lessons to meet the needs of students at various levels, ensuring versatility of lessons to apply to both settings.
- Develop structured schedules and routines for students while maintaining student engagement through varied instructional strategies and modalities.
- Set clear expectations for remote and in-person students.
- Provide login credentials to online platforms for easy access.
- Instruct and monitor good practice in digital citizenship for all students and staff.

- Provide materials for at-home activities.
- Assess student progress early and often and adjust instruction and/or methodology accordingly.
- Provide regular feedback to students and families on student progress.
- Utilize office hours for virtual meetings to provide opportunities for parent/guardian communication and small group/individualized instruction.

Paraprofessionals that usually serve in physical classrooms supporting students and teachers will also provide support in the virtual environment, especially for students with special needs who need additional support at home. Teachers must continue to add paraprofessionals as co-teachers to Google Classrooms to ensure accessibility. Under the guidance of instructional staff, paraprofessionals are expected to:

- Provide one-on-one or small group instruction both virtually and in-person while ensuring social distancing.
- Provide real-time support during virtual sessions.
- Facilitate the virtual component of synchronous online interactions.
- Caption pre-recorded instructional videos from teachers.
- Research websites, videos, and links for accessible activities that teachers can incorporate into lessons.
- Support families and students in accessing and participating in remote learning.

Educational service providers, such as school counselors, members of the Child Study Team, and related service providers are expected to:

- Assist with the development and implementation of adjusted schedules.
- Lead small group instruction in a virtual environment or in-person while ensuring social distancing, where possible.
- Facilitate the virtual component of synchronous online interactions.
- Assist teachers with providing updates to students and families.
- Support embedding Social Emotional Learning into lessons.
- Consider alternative methods for one-on-one interactions avoiding in-person contact, when possible.

The district has developed contingency staffing plans in case of sudden long-term absences and/or vacancies. The district has established building substitutes who are designated to Hainesport Township School daily. The district will continue to collaborate with Insight Workforce Solutions to resolve staffing needs and identify additional building substitutes that may be potentially needed. All substitute staff must adhere to the district's health and safety protocols and will receive a manual which outlines substitutes' roles and responsibilities.

In response to COVID-19, the NJDOE has provided flexibilities for the implementation of various regulatory requirements during the public health emergency and subsequent school closures. According to the NJDOE, while relevant Executive Orders are in effect, flexibilities regarding teacher mentoring will apply. The NJDOE's [Mentoring Guidance for COVID-19 Closures](#) outlines requirements and flexibilities for nontenured teachers with an induction to the teaching profession and to the school district community through differentiated supports based on the teachers' individual needs. Induction and one-to-one mentoring will be provided for all novice provisional teachers and teachers new to the district by qualified mentors. Mentor teachers should utilize the [2020-2021 Hainesport Professional](#)

[Development Plan with Mentoring Plan](#), while exercising the flexibilities outlined in the NJDOE's mentoring guidance. Additionally, mentor teachers should:

- Plan for in-person and/or remote contact with the mentee using agreed upon communication methods and schedules that provide confidentiality and sufficient support.
- Consider all health and safety measures when doing in-person observations.
- Consider alternative methods for classroom observations and avoiding in-person contact where possible.
- Identify the most immediate issues to address with the mentee considering technology needs and how to provide effective remote instruction.
- Establish observation protocols for remote environments that protect confidentiality, respect student privacy, and provide the mentee with relevant support.
- Integrate self-care, for mentor and mentee, into mentoring scheduling and practices.
- Continue to maintain logs of mentoring contact.

In addition to its mentoring guidance, the NJDOE has also established [Educator Evaluation Guidance](#) which provides a description of flexibilities and requirements for educator evaluation necessitated by the state mandated school closures caused by COVID-19. The guidance applies to all Teachers, Principals, Assistant Principals, Vice Principals, and Other Certificated Staff for School Year 2019-2020, and is differentiated for educators with provisional certification, in the process of earning tenure, and on a corrective action plan. Hainesport Township School District adhered to the amended protocols for the 2019-2020 school year and will seek further guidance from the NJDOE regarding educator evaluation for the 2020-2021 school year.

The NJDOE also provided flexibilities regarding [Educator Preparation Programs and Certification](#), which have been extended to candidates for certification in response to the logistical constraints posed by the COVID-19 state of emergency and related limitations. At this time, the district does not have a student teacher scheduled. However, should this change, Hainesport Township School District will assist student teachers and apply NJDOE flexibilities while Executive Orders remain in effect.

Policy and Funding

Hainesport Township School District remains committed to maintaining fiscal responsibility as the district prepares to reopen. The anticipated decline in state and local revenue coupled with the institution of social distancing protocols has called upon the district to consider how to best reallocate existing revenue as well as the efficient deployment of new federal funds to support the continuance of instruction upon reopening. The district has utilized guidance from the NJDOE to obtain the maximum amount of available revenue, minimize expenditures, and fiscally plan in the face of considerable uncertainty.

SCHOOL FUNDING

The federal “Coronavirus Aid, Relief, and Economic Security” (CARES) Act established the Elementary and Secondary School Emergency Relief (ESSER) Fund to provide direct money to school districts and provide funding to support areas impacted by the disruption and closure of schools from COVID-19. Hainesport Township School District completed the grant application in order to receive its allocation of ESSER funding. As part of the application, the district submitted assurances related to the receipt and use of CARES funding.

The Federal Emergency Management Agency (FEMA) administers the Public Assistance program, which reimburses 75 percent of eligible expenses that are a direct result of the declared emergency (in this case, the COVID-19 outbreak). Hainesport Township School District has begun the FEMA assistance process, however, the expense claiming process can only begin once the district has exceeded the threshold of \$3,000 in eligible expenditures subsequent to the declared emergency date of March 13, 2020. Currently, the district’s Business Office maintains a record of all COVID-19 related expenses and will begin the claiming process once expenditures not covered by CARES Act funds exceed the minimum \$3,000 threshold.

The NJDOE will consider changes in State aid relative to the amounts included in the February 27, 2020 State aid notices as a mid-year budget adjustment, leaving the original budget certified for taxes intact. Hainesport Township School District’s revised 2020-2021 State aid has remained unchanged from the original State aid notice received in February 2020.

As the district prepares to reopen, items not needed in the past (e.g. personal protective equipment) have been purchased. In addition, the district has experienced an increased demand for previously purchased goods (e.g. cleaning supplies). Hainesport Township School District will continue to make an effort to create new arrangements that will allow the district to purchase items at a lower cost by either purchasing through an established State contract or through a cooperative purchasing consortium, when feasible.

To the greatest extent possible, Hainesport Township School District will continue to make expenditures from various accounts or overbudgeted line items to meet unanticipated costs and to manage cash flow. Additionally, the district will continue to use cooperative contracts available from the State of New Jersey, New Jersey School Boards Association, County Cooperative Contracts, and County Educational Services Commissions to procure technology and connectivity services.

Continuity of Learning

Hainesport Township School District recognizes the importance of ensuring continuity of learning. The district's Restart and Recovery Plan focuses on the following:

- All students deserve equitable access to a high-quality education. The type of learning experiences that are appropriate will vary based on grade band and content area.
- Approach digital technologies with the flexibility necessary to maximize student learning and enhance communication pathways, and foster an effective partnership approach with family members.
- Strong instruction, student engagement, and effective assessment are interdependent.
- Thoughtful planning is necessary to provide support for instructional shifts and ensure consistency across grades and content areas.

ENSURING THE DELIVERY OF SPECIAL EDUCATION AND RELATED SERVICES

Hainesport Township School District will continue to provide educational opportunities to students with disabilities such that these students have equal access to the same opportunities as general education students. To the greatest extent possible, each student with a disability will be provided the special education and related services identified in the student's Individualized Education Program (IEP), developed under IDEA, or a plan developed under Section 504. Students with disabilities are entitled to special education and related services, such as accommodations and modifications to instruction, speech-language services, occupational therapy (OT), physical therapy (PT), and counseling. The district will continue to fulfill its obligations to provide a free appropriate public education (FAPE), which may include, as appropriate, special education and related services provided through virtual or hybrid learning environments. The district has developed protocols for IEP Teams to determine if additional educational and related services are needed.

Upon reopening, the Hainesport Township School District Child Study Team will complete incomplete evaluations to determine eligibility for special education services. The district will continue to hold meetings virtually to limit the number of school visitors and prevent the spread of COVID-19. Staff will continue to communicate with families of medically fragile students and students with physical or health impairments who may require accommodations and modifications as part of a 504 Plan to determine if additional precautions or unique measures are necessary prior to a student's return to school.

Teachers of students with disabilities are encouraged to consider students' sensory needs, visual supports, and boundaries when implementing social distancing. Staff may consider the use of social narratives and video modeling to teach new hygiene routines such as more frequent handwashing.

TECHNOLOGY AND CONNECTIVITY

Throughout the public health-related school closure, Hainesport Township School District loaned electronic devices to students to ensure access in each household. Remote instruction will require a greater demand for technology, which the district recognizes as a priority. As a result, the district has developed plans to ensure that every student has access to a device. Students in grades PreK, kindergarten, and first grade will be assigned an individual electronic device for use throughout the

school day. Any PreK, kindergarten, and first grade student, in need of a device, will be provided a district loaned electronic device for educational use at home. All students in grades 2-8 will be provided a district loaned electronic device for educational use at home.

CURRICULUM, INSTRUCTION, AND ASSESSMENTS

In order to accelerate students' progress during the 2020-2021 school year, educators will be tasked with identifying and addressing unfinished learning needs. As students return to school, teachers will determine what students already know, which will assist teachers as they identify commonality of learning gaps among students in relation to the essential prerequisite skills and content knowledge that will be addressed. Teachers will continue to utilize [Hainesport Township School District's Curricular Frameworks](#), which are aligned to the [New Jersey Student Learning Standards](#), to guide decision-making regarding the scope and sequence of content area curriculum. Teachers should examine the district's curriculum to prioritize the most critical prerequisite skills and knowledge for each subject area and grade level.

To ensure all students have access to high-quality instruction, the district has established consistent, uniform hybrid approaches to instruction across grade-levels, such as the:

- Learning management system-G Suite for Education, in all grade levels, PreK-8
- Video conferencing platform-Google Meet, in all grade levels, PreK-8
- Communication platform for students and teachers-Google Classroom, in all grade levels, PreK-8

As instructional plans are developed, teachers are encouraged to design instruction for student engagement, while fostering student ownership of learning by:

- Leveraging students' strengths
- Promoting student voice and choice to enhance independent learning
- Providing clear and flexible expectations
- Using scaffolding to meet the unique needs of all students
- Differentiating student learning
- Accelerating learning without reducing rigor or sacrificing grade-level material
- Providing effective feedback
- Selecting resources that address learning gaps

According to NJDOE, summative assessments are not appropriate for evaluating the needs of students and planning instruction. Therefore, upon returning to school, educators should focus on locally developed pre-assessments and formative assessments. Online pre-assessments will be utilized to support the evaluation of student strengths and areas for improvement. Results of such assessments will inform instruction to determine whether remediation is required for an entire group of students or on an individual basis.

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