

**Borough of Rumson School District  
Operational Plan for 2020-2021 Under COVID-19**



***This plan is based on the [NJDOE: The Road Back Guidance, June 2020](#) & [Clarifying Expectations Regarding Remote Learning Option, July 2020](#) & Updated per [CDC Operational Strategy for K-12 Schools Through Phased Mitigation \(2.12.21\)](#)***

***Submitted to the NJDOE - Original 8/2020 and with each update subject to changes in health and school guidance from CDC, NJDOH, Monmouth County Health Commission # 1, NJDOE, and Governor Executive Orders***



***Reviewed and Endorsed by Hackensack Meridian Health Keeping America Safe Assist Program- Original 8/2020 and with each monthly update***



***[HMH Disclaimer.](#)***

*The modes outlined below will be utilized at different periods in the school year pending community transmission rates as monitored by the Pandemic Response Team and as informed by the declaration of state of emergency, declared public health emergency, or a directive from the appropriate health agency or officer to institute a public health related closure or direction from the appropriate representative of the Department of Education or a directive of the Governor or designee or the New Jersey Legislature or a designee.*

<u>Full Day/ In-Person Mode</u>	<u>Early Dismissal/ Full In-Person Mode</u>	<u>Hybrid Mode</u>	<u>Full Virtual Mode</u>
<p>100% of non full-remote students will attend school in-person for the full day schedule on the days designated by the district with appropriate health hygiene protocols in place.</p> <p>During this option parents may opt for their children to be full virtual until the pandemic declarations are lifted.</p>	<p>100% students will attend school in-person on the days designated by the district with appropriate health hygiene protocols in place.</p> <p>During this option parents may opt for their children to be full virtual until the pandemic declarations are lifted.</p>	<p>Students will attend school in-person at a reduced attendance of 50% of the students over alternating days with appropriate social distancing and health hygiene protocols in place. The remaining 50% not in person will engage in virtual schooling.</p> <p>During this option parents may opt for their children to be full virtual until the pandemic declarations are lifted.</p>	<p>100% of students will attend school virtually on the days designated by the district.</p>
<p>4 /5 -4/ 9/21 1:00 Dismissal Virtual Days to allow for COVID testing upon return from Spring Break</p> <p>4/12 Begins In-Person Full Days</p>	<p>9/3/2020 PreKindergarten - 5x week            9/29/20 - Kindergarten &amp; Resource Rooms - 5 x week, virtual Mondays            10/13 - Grades 1 &amp; 2 - 5 x week            10/20 - Grade 4 - 5 x week            10/27 - Grades 3 &amp; 5 - 5 x week            11/10 - Grades 6-8 - 5 x week            above include virtual Mondays            *Shifts to 5x/week on 12/07/2020</p>		<p>This mode is being implemented as needed in response to COVID data.</p> <p>District Mode C: 11/23 - 12/04, 01/4-01/8, 01/21 -02/3</p>

*The modes of this plan will be implemented in response to the trends and patterns of COVID-19, as guided by the entities outlined above. Parents/guardians, students, and faculty/staff members must be prepared to move from one mode to another with short notice. This includes readiness with child support, transportation, instructional plans, support services, and technology needs.*

[General Procedures- Carried Out for All Modes](#)

Protocols	
Full Day/ Full In-Person Mode	
<b><u>By 7:45 AM Each Day</u></b>	<b>Parents Complete Digital Health Screening Survey</b>
<ul style="list-style-type: none"> <li>• Complete Genesis <a href="#">CDC-based Questionnaire</a></li> <li>• Meet Criteria - send student to school</li> <li>• Do Not Meet Criteria - keep student home from school <ul style="list-style-type: none"> <li>○ contact school nurse</li> <li>○ follow CDC guidance <ul style="list-style-type: none"> <li>■ <a href="#">Symptoms of Coronavirus CDC Guidelines</a></li> <li>■ <a href="#">What To Do If You are Sick CDC Guidelines</a></li> </ul> </li> </ul> </li> </ul>	
<b><u>From 7:45 AM - 8:20 AM</u></b>	<b>Preparation of Digital Health Screening Survey</b>
<ul style="list-style-type: none"> <li>• Data from Genesis Questionnaire pushed out to identified personnel and homeroom teachers for those students in their supervisory responsibility</li> <li>• Designated staff member to contact those who did NOT COMPLETE the survey to have completed and assurance they are home if not attending school</li> </ul>	
<b><u>About 7:30 AM</u></b>	<b>Buses Begin Picking Up Students</b>
<ul style="list-style-type: none"> <li>• Students must wear masks at all times</li> <li>• Assigned bus aide to monitor.</li> <li>• Assigned seating with social distancing and family members together.</li> <li>• Students sanitize their hands upon entering and leaving the bus.</li> <li>• Prior to the pick-up of Rumson students the bus is sanitized with an EPA-approved sanitizer by the district.</li> </ul>	

### **At 8:20 AM    Students Arrive at Schools**

- Buses arrive at school for drop off
  - Staff member meets bus
  - Staff member and bus aide escorts students to designated supervised school entrance
    - Deane-Porter bus entrance is Kindergarten wing entrance
    - Forrestdale bus entrance is 7th grade wing entrance
- Students arrive via rolling car line or walking/biking
  - There will be no rolling car procedure for Pre-Kindergarten and Kindergarten
  - All students in Pre-Kindergarten are required to use the backdoor entrance in Kindergarten wing by being walked by their parent/guardian to the door
  - Entrances will be supervised by staff:
    - Deane-Porter rolling car/ South walker entrance - Main Entrance
    - Deane-Porter North walker entrance - Playground Door Entrance
    - Forrestdale 6-8 rolling car/ walker entrance - Main Entrance
    - Forrestdale 4-5 rolling car/walker entrance - 4th Grade Wing
  - Staff and students wear masks and sanitize hands upon entrance
  - Signage posted and facilities adjusted to support entrance procedures
  - Thermal cameras and touchless thermometers used for temperature monitoring
  - Confidential method for bringing student to quarantine room as needed
- Quarantine Rooms
  - Supervised by school nurses and additional assessment done
    - School contacts parents of those with possible symptoms
    - School contacts those that did not complete survey
  - Deane-Porter - Deane-Porter Cafeteria
  - Forrestdale - Forrestdale Cafeteria
  - Once cleared, these students return to their class
  - Pick-up by parent, if needed, is directly from these rooms
  - Parents advised to follow CDC guidance

- [Symptoms of Coronavirus CDC Guidelines](#)
- [What To Do If You are Sick CDC Guidelines](#)

### **8:25AM- 8:40AM**

### **Students Arrive to Homeroom**

- Students report directly to homeroom
- All students and staff wear masks
- Hallways staffed for supervision
- Signage posted, routes established
- Classroom health procedures established for arrival to classroom, movement in classrooms, and management of belongings upon arrival

### **8:42AM - 3:00PM**

### **Students Follow 9-Period Full Day Schedule**

- Follows traditional six day schedule
- Follows a full day schedule every day

	Monday	Tuesday	Wednesday	Thursday	Friday
Weeks with Monday Holiday/Scheduled Closure	Day 1	Day 2	Day 3	Day 4	Day 5
Weeks with Monday's scheduled to be in session	Day 6	Day 1	Day 2	Day 3	Day 4
Repeats through 6-day cycle					

- No further Non-Resident Student acceptances, all others grandfathered in

- Instructional Plan
  - Standards-based instruction of district curriculum followed with prioritized standards highlighted

- Gap analysis process used to monitor and provide interventions as needed using our [Multi-Tiered System of Intervention \(MTSS\)](#)
- Grading follows district policy
- Includes all interventions, JET, enrichment, SEL sessions as scheduled.
- Core subject instruction daily in the core subj
- Special subjects and other certain core subjects will be taught weekly within the six-day cycle.
- Resource Room and related services areas scheduled as per individual plans
- Lunch period time allocated to core instructional periods

○ Students Whose Parents OPT Kids out and Request FULL VIRTUAL

- **Grades K-5** - Students will attend the virtual section of their core subjects and stream into their specials classes.
- **Grades 6-8** - Students will stream into their core subjects and specials classes
  - A separate full remote section will not be in place
  - Former remote staff will be available to support full remote students streaming into classes.
  - Transition plans will be in place for remote students moving from virtual classrooms to streaming or in-person instruction.

○ Full Remote students will have the opportunity to return at the start of a new semester and when we move to a full day schedule

- Operational Plan for Students In-Person (all existing protocols align to the CDC K-12 Strategy 2.12.21)
  - Classrooms will be cohorted at the PreK-5 level, with the exception of special services
  - Individual work space barriers will be used by each student as designated
  - Students must wear masks as directed
  - Social distancing will be practiced in all situations possible
  - Health hygiene practices will be established as protocol regarding:
    - Hand-washing/sanitizing throughout the day as per [CDC handwashing guidelines](#)
    - Materials sharing limited and only when sanitizing occurs between uses
    - Collaborative/small group work limited and with the use of masks/face shields

- Removal of all plush furniture and area rugs
- Staggered and socially distanced hallway movement with use of masks will occur
- Group hallway movement will be supervised by teachers and minimized to the greatest extent possible
- Movement into and out of the classrooms is limited
  - No visits to other classrooms and offices
  - Scheduled services picked-up by specialist/teacher
  - Minimal contact with door knobs and handles by propping doors open where possible
- No use of hallway, classroom, and PE lockers
- Students will store materials in backpacks and/or designated individualized areas in the classroom
- Individual desk barriers used at all grade levels and in all classrooms
  - PreK-5 will be fastened to the desks
  - 6-8 will carry portable ones from class to class
- Desk arrangement and movement within the classroom will align to the 6ft social distancing recommendations to the greatest extent possible
- Bathroom usage with use of masks, sanitized frequently, and proper hygiene protocols in place
  - Occupancy requirements will be followed
- No water fountains/bottle filling stations used, pre filled water bottles only
- Snack time may occur in designated grade levels with proper allergy, hygiene measures in place with snacks being brought from home in sealed containers/bags
  - Snack time will occur behind student's individual desk barriers
- Symptomatic developments escorted to quarantine room confidentially and nurse contacted
- Post-Dismissal cleaning and sanitizing procedures established
- Signage posted in classrooms and hallways to maintain hygiene practices
- Protocols for diaper/soiled clothing changes will be followed [Protocols for diapers/accidents](#)
- Air Purifier in each room will run 8 hours per day
- For students feeling ill during the school day:
  - the school nurse will be contacted
  - the school nurse will determine whether student will report to nurse's office or designated quarantine space

- The school nurse will examine student and follow up with phone call to parent, dismissal of student to parent , and/or request for student to be seen by physician for follow up on COVID screening protocols

### **Lunch/Recess Periods**

- **All lunch/recess staff will be trained in appropriate protocols for lunch and recess**
- **Lunch:**
  - All lunches sessions will occur in the student's homeroom classroom and at their assigned seats, supervised by a staff member in each classroom.
  - Food service will not be available and students MUST bring their own lunch.
    - Proper allergy and hygiene measures will be in place both before, during, and after lunch. This includes the sanitizing of hands and desks/tables.
    - Consideration must be given for packing items that students can manipulate and manage on their own.
    - The school principal will provide a set of guidelines for allergy-free food and for items appropriate to management by students.
    - The consumption of lunch will occur behind student's individual desk barriers/face shields..
    - We discourage late lunches being delivered to the school.
    - Protocols will be shared with students during Morning Meetings.
- **Recess:**
  - Recess will be supervised by appropriate staff members.
  - Indoor recess will occur in the event of inclement weather.
    - Students will be required to stay at their classroom desk with masks worn.
    - Appropriate recess activities will be provided to students.
  - Outdoor recess will occur whenever possible and to the greatest extent possible.
    - Students will be required to wear their masks and socially distance.
    - Appropriate recess activities will be provided to students.
    - Designated locations will be assigned to keep students in homeroom cohorts. There will be no mixing across homerooms.

**3:00PM - 3:05PM****PM Homeroom/Dismissal**

- Dismissal from homeroom/last period class with all materials needed in the event of need to transition to virtual learning
  - Dismissals will occur with a staggered schedule
  - Staff and students wear masks
  - Staff members and bus aide escorts students to bus out of designated door wearing masks
  - Pre-Kindergarten students will be dismissed directly from the backdoor in the Kindergarten wing to parents/guardians picking up students.
    - There will be no rolling car line pick-up for Pre-Kindergarten
  - Kindergarten students will be dismissed by bus or picked up by parent/guardian at the Playground exit.
    - There will be no rolling car line pick-up for Kindergarten.
    - Deane-Porter bus exit is Kindergarten wing entrance
    - Forrestdale bus exit is as designated by grade level.
      - Students given assigned seating for social distancing purposes and grouped with family members
      - Students must wear masks at all times
      - Students must sanitize hands upon entry to the bus
      - Assigned bus aides will supervise
  - Designated staff members manage exits for rolling car/walkers and manage rolling car lines
    - Deane-Porter rolling car/ South walker entrance - Main Entrance
    - Deane-Porter North walker entrance - Playground Door Entrance
    - Forrestdale 6-8 rolling car/ walkers - Main Entrance
    - Forrestdale 4-5 rolling car/walkers - 4th Grade Wing
    -

**Post- 3:05pm Post Dismissal Activities**

- In-person instruction to be prioritized over extracurricular activities (CDC K-12 Strategy 2.12.21)
- Allowable extracurricular/athletics/cocurricular activities run after school as scheduled
  - Any extracurricular/athletics/cocurricular activities that can occur virtually or in-person will be scheduled
  - Pick-Up from designated exits as coordinated

- Deane-Porter Main Entrance
- Forrestdale Main Entrance
- All in-school protocols to be followed during extracurricular activities
- Escorted to exits by advisor/teacher for pick-up after activity
- Students wear masks, social distance, and sanitize hands upon exit
- Athletics - Participation of formerly COVID+ students in athletics requires the clearance of a physician as per the [12/17/2020 guidance](#) issued by the American Academy of Pediatrics and confirmed by HMH.

### Early Dismissal/ Full In-Person Mode

#### **By 7:45 AM Each Day      Parents Complete Digital Health Screening Survey**

- Complete Genesis [CDC-based Questionnaire](#)
- Meet Criteria - send student to school
- Do Not Meet Criteria - keep student home from school
  - contact school nurse
  - follow CDC guidance
    - [Symptoms of Coronavirus CDC Guidelines](#)
    - [What To Do If You are Sick CDC Guidelines](#)

#### **From 7:45 AM - 8:20 AM      Preparation of Digital Health Screening Survey**

- Data from Genesis Questionnaire pushed out to identified personnel and homeroom teachers for those students in their supervisory responsibility
- Designated staff member to contact those who did NOT COMPLETE the survey to have completed and assurance they are home if not attending school

#### **About 7:30 AM Buses Begin Picking Up Students**

- Students must wear masks at all times
- Assigned bus aide to monitor.
- Assigned seating with social distancing and family members together.
- Students sanitize their hands upon entering and leaving the bus.

- Prior to the pick-up of Rumson students the bus is sanitized with an EPA-approved sanitizer by the district.

#### **At 8:20 AM    Students Arrive at Schools**

- Buses arrive at school for drop off
  - Staff member meets bus
  - Staff member and bus aide escorts students to designated supervised school entrance
    - Deane-Porter bus entrance is Kindergarten wing entrance
    - Forrestdale bus entrance is 7th grade wing entrance
- Students arrive via rolling car line or walking/biking
  - There will be no rolling car procedure for Pre-Kindergarten and Kindergarten
  - All students in Pre-Kindergarten are required to use the backdoor entrance in Kindergarten wing by being walked by their parent/guardian to the door
  - Entrances will be supervised by staff:
    - Deane-Porter rolling car/ South walker entrance - Main Entrance
    - Deane-Porter North walker entrance - Playground Door Entrance
    - Forrestdale 6-8 rolling car/ walker entrance - Main Entrance
    - Forrestdale 4-5 rolling car/walker entrance - 4th Grade Wing
  - Staff and students wear masks and sanitize hands upon entrance
  - Signage posted and facilities adjusted to support entrance procedures
  - Thermal cameras and touchless thermometers used for temperature monitoring
  - Confidential method for bringing student to quarantine room as needed
- Quarantine Rooms
  - Supervised by school nurses and additional assessment done
    - School contacts parents of those with possible symptoms
    - School contacts those that did not complete survey
  - Deane-Porter - Deane-Porter Cafeteria
  - Forrestdale - Forrestdale Cafeteria
  - Once cleared, these students return to their class
  - Pick-up by parent, if needed, is directly from these rooms

- Parents advised to follow CDC guidance
  - [Symptoms of Coronavirus CDC Guidelines](#)
  - [What To Do If You are Sick CDC Guidelines](#)

**8:25AM- 8:40AM**

**Students Arrive to Homeroom**

- Students report directly to homeroom
- All students and staff wear masks
- Hallways staffed for supervision
- Signage posted, routes established
- Classroom health procedures established for arrival to classroom, movement in classrooms, and management of belongings upon arrival

**8:42AM - 12:54PM**

**Students Follow 9-Period Early Dismissal Schedule (to be extended to full day schedule as per guidance)**

- Follows traditional six day schedule
- Follows a 1:00 early dismissal schedule every day

	Monday	Tuesday	Wednesday	Thursday	Friday
Weeks with Monday Holiday/Scheduled Closure	Day 1	Day 2	Day 3	Day 4	Day 5
Weeks with Monday's scheduled to be in session	Day 6	Day 1	Day 2	Day 3	Day 4

Repeats through 6-day cycle

- No further Non-Resident Student acceptances, all others grandfathered in
- Instructional Plan

- Standards-based instruction of district curriculum followed with prioritized standards highlighted
- Gap analysis process used to monitor and provide interventions as needed using our [Multi-Tiered System of Intervention \(MTSS\)](#)
- Grading follows district policy
- Includes all interventions, JET, enrichment, SEL sessions as scheduled
- Core subject instruction daily
- Special subjects and other certain core subjects will be taught weekly within the six-day cycle
- Resource Room and related services areas scheduled as per individual plans
- Lunch period time allocated to core instructional periods
- Post 1:00pm dismissal time will be used for additional student support and enrichment services as needed

- Students Whose Parents OPT Kids out and Request FULL VIRTUAL
  - Students will be assigned to a full remote section and an assigned teacher will hold virtual instruction for core subjects in lieu of in-person instruction.

- Operational Plan for Students In-Person (all existing protocols align to the CDC K-12 Strategy 2.12.21)
  - Classrooms will be self-contained at the PreK-5 level, with the exception of special services
  - Individual work space barriers will be used by each student as designated
  - Students must wear masks as directed
  - Social distancing will be practiced in all situations possible
  - Health hygiene practices will be established as protocol regarding:
    - Hand-washing/sanitizing throughout the day as per [CDC handwashing guidelines](#)
    - Materials sharing limited and only when sanitizing occurs between uses
    - Collaborative/small group work limited and with the use of masks/face shields
    - Removal of all plush furniture and area rugs
    - Staggered and socially distanced hallway movement with use of masks will occur
    - Group hallway movement will be supervised by teachers and minimized to the greatest extent possible
    - Movement into and out of the classrooms is limited

- No visits to other classrooms and offices
- Scheduled services picked-up by specialist/teacher
- Minimal contact with door knobs and handles by propping doors open where possible
- No use of hallway, classroom, and PE lockers
- Students will store materials in backpacks and/or designated individualized areas in the classroom
- Individual desk barriers used at all grade levels and in all classrooms
  - PreK-5 will be fastened to the desks
  - 6-8 will carry portable ones from class to class
- Desk arrangement and movement within the classroom will align to the 6ft social distancing recommendations to the greatest extent possible
- Bathroom usage with use of masks, sanitized frequently, and proper hygiene protocols in place
  - Occupancy requirements will be followed
- No water fountains/bottle filling stations used, pre filled water bottles only
- Snack time occurs during scheduled lunch periods with proper allergy, hygiene measures in place with snacks being brought from home in sealed containers/bags
  - Snack time will occur behind student's individual desk barriers
- Symptomatic developments escorted to quarantine room confidentially and nurse contacted
- Post- 1:00 Dismissal cleaning and sanitizing procedures established
- Signage posted in classrooms and hallways to maintain hygiene practices
- Protocols for diaper/soiled clothing changes will be followed [Protocols for diapers/accidents](#)
- Air Purifier in each room will run 8 hours per day]
- For students feeling ill during the school day:
  - the school nurse will be contacted
  - the school nurse will determine whether student will report to nurse's office or designated quarantine space
  - The school nurse will examine student and follow up with phone call to parent, dismissal of student to parent , and/or request for student to be seen by physician for follow up on COVID screening protocols

**12:54PM - 1:00PM****PM Homeroom/Dismissal**

- Dismissal from homeroom/last period class with all materials needed in the event of need to transition to virtual learning
  - Staff and students wear masks
  - Staff members and bus aide escorts students to bus out of designated door wearing masks
  - Pre-Kindergarten students will be dismissed directly from the backdoor in the Kindergarten wing to parents/guardians picking up students.
    - There will be no rolling car line pick-up for Pre-Kindergarten
  - Kindergarten students will be dismissed by bus or picked up by parent/guardian at the Playground exit.
    - There will be no rolling car line pick-up for Kindergarten.
    - Deane-Porter bus exit is Kindergarten wing entrance
    - Forrestdale bus exit is as designated by grade level.
      - Students given assigned seating for social distancing purposes and grouped with family members
      - Students must wear masks at all times
      - Students must sanitize hands upon entry to the bus
      - Assigned bus aides will supervise
  - Designated staff members manage exits for rolling car/walkers and manage rolling car lines
    - Deane-Porter rolling car/ South walker entrance - Main Entrance
    - Deane-Porter North walker entrance - Playground Door Entrance
    - Forrestdale 6-8 rolling car/ walkers - Main Entrance
    - Forrestdale 4-5 rolling car/walkers - 4th Grade Wing

**1:00PM -3:15PM****Post Dismissal Activities**

- In-person instruction to be prioritized over extracurricular activities (CDC K-12 Strategy 2.12.21)
- Allowable extracurricular/athletics/cocurricular activities run post 1:00pm as scheduled

- Recommendations for post 1:00pm recess activities, of approximately 20 minutes in length, to be done at home will be provided.
- Any extracurricular/athletics/cocurricular activities that can occur virtually or in-person will be scheduled
- Pick-Up from designated exits as coordinated
  - Deane-Porter Main Entrance
  - Forrestdale Main Entrance
- All in-school protocols to be followed during extracurricular activities
- Escorted to exits by advisor/teacher for pick-up after activity
- Students wear masks, social distance, and sanitize hands upon exit
- Athletics - Participation of formerly COVID+ students in athletics requires the clearance of a physician as per the [12/17/2020 guidance](#) issued by the American Academy of Pediatrics and confirmed by HMH.

## Hybrid Mode

### **By 7:45 AM Each Day      Parents Complete Digital Health Screening Survey**

- Complete Genesis [CDC-based Questionnaire](#)
- Meet Criteria - send student to school
- Do Not Meet Criteria - keep student home from school
  - contact school nurse
  - follow CDC guidance
    - [Symptoms of Coronavirus CDC Guidelines](#)
    - [What To Do If You are Sick CDC Guidelines](#)

### **From 7:45 AM - 8:20 AM      Preparation of Digital Health Screening Survey**

- Data from Genesis Questionnaire pushed out to identified personnel and homeroom teachers for those students in their supervisory responsibility
- Designated staff member to contact those who did NOT COMPLETE the survey to have completed and assurance they are home if not attending school

### **About 7:30 AM      Buses Begin Picking Up Students**

- Students must wear masks at all times

- Assigned bus aide to monitor.
- Assigned seating with social distancing and family members together.
- Students sanitize their hands upon entering and leaving the bus.
- Prior to the pick-up of Rumson students the bus is sanitized with an EPA-approved sanitizer by the district.

#### **At 8:20 AM Students Arrive at Schools**

- Buses arrive at school for drop off
  - Staff member meets bus
  - Staff member and bus aide escorts students to designated supervised school entrance
    - Deane-Porter bus entrance is Kindergarten wing entrance
    - Forrestdale bus entrance is 7th grade wing entrance
    - Students arrive via rolling car line or walking/biking
  - There will be no rolling car procedure for Pre-Kindergarten and Kindergarten
  - All students in Pre-Kindergarten are required to use the backdoor entrance in Kindergarten wing by being walked by their parent/guardian to the door
  - Entrances will be supervised by staff:
    - Deane-Porter rolling car/ South walker entrance - Main Entrance
    - Deane-Porter North walker entrance - Playground Door Entrance
    - Forrestdale 6-8 rolling car/ walker entrance - Main Entrance
    - Forrestdale 4-5 rolling car/walker entrance - 4th Grade Wing
  - Staff and students wear masks and sanitize hands upon entrance
  - Signage posted and facilities adjusted to support entrance procedures
  - Thermal cameras and touchless thermometers used for temperature monitoring
  - Confidential method for bringing student to quarantine room as needed
- Quarantine Rooms
  - Supervised by school nurses and additional assessment done
    - School contacts parents of those with possible symptoms
    - School contacts those that did not complete survey
  - Deane-Porter - Deane-Porter Cafeteria
  - Forrestdale - Forrestdale Cafeteria

- Once cleared, these students return to their class
- Pick-up by parent, if needed, is directly from these rooms
- Parents advised to follow CDC guidance
  - [Symptoms of Coronavirus CDC Guidelines](#)
  - [What To Do If You are Sick CDC Guidelines](#)

**8:25AM- 8:40AM**

**Students Arrive to Homeroom**

- Students report directly to homeroom
- All students and staff wear masks
- Hallways staffed for supervision
- Signage posted, routes established
- Classroom health procedures established for arrival to classroom, movement in classrooms, and management of belongings upon arrival

**8:42AM - 12:54PM**

**Students Follow 9-Period Early Dismissal Schedule**

- Follows six day schedule over 12 days with each day in cycle repeated to include all services and specials equally for both cohort A and B
- Follows a 1:00 early dismissal schedule every day

	Monday	Tuesday	Wednesday	Thursday	Friday
Weeks with Monday Holiday/Schedule Closure	School Closed as per District Calendar	Day 1 Schedule  Cohort A- In-Person  Cohort B- Virtual	Day 1 Schedule  Cohort A- Virtual  Cohort B- In-Person	Day 2 Schedule  Cohort A- In-Person  Cohort B- Virtual	Day 2 Schedule  Cohort A- Virtual  Cohort B- In-Person
Weeks with Monday's scheduled to be in session	Day 0 Schedule  A/B Cohorts Virtual	Day 1 Schedule  Cohort A- In-Person	Day 1 Schedule  Cohort A- Virtual	Day 2 Schedule  Cohort A- In-Person	Day 2 Schedule  Cohort A- Virtual

		Cohort B- Virtual	Cohort B- In-Person	Cohort B- Virtual	Cohort B- In-Person
Repeats through 6-day cycle					
<ul style="list-style-type: none"> <li>○ Alternating A/B schedule rosters as per 7/13/2020 enrollment data</li> <li>○ Students in same family in same cohort</li> <li>○ No further Non-Resident Student acceptances, all others grandfathered in</li> </ul>					
<ul style="list-style-type: none"> <li>● Instructional Plan <ul style="list-style-type: none"> <li>■ Standards-based instruction of district curriculum followed with prioritized standards highlighted</li> <li>■ Gap analysis process used to monitor and provide interventions as needed using our <a href="#">Multi-Tiered System of Intervention (MTSS)</a></li> <li>■ Grading follows district policy</li> <li>■ Includes all interventions, JET, enrichment, SEL sessions as scheduled</li> <li>■ Core subject instruction daily</li> <li>■ Special subjects and other certain core subjects will be taught weekly within the six-day cycle</li> <li>■ Resource Room and related services areas scheduled as per individual plans</li> <li>■ Lunch period time allocated to core instructional periods</li> <li>■ Post 1:00pm dismissal time will be used for additional student support and enrichment services as needed</li> </ul> </li> </ul>					
<ul style="list-style-type: none"> <li>● (Virtual Days 1-6) <ul style="list-style-type: none"> <li>■ Focus is on practice and application of what was learned and formatively assessed in person, on-going project and research work in line with grade level and subject area standards</li> <li>■ Virtual work is designed to support in-person work and in-person assessments (ex. practice and preparation)</li> <li>■ Work is done through take home of devices and through materials taken home from in-person day</li> <li>■ Includes all interventions, JET, enrichment, SEL sessions as scheduled</li> <li>■ Virtual Learning etiquette contracts in place</li> </ul> </li> </ul>					

<ul style="list-style-type: none"> <li>■ Special subjects will be taught through virtual instruction following schedule developed by school principal</li> <li>■ Set time from 1:40-2:30 for homeroom teachers to conference and meet with students through scheduled hangouts and office hours regarding their asynchronous assignments <ul style="list-style-type: none"> <li>● Ensure IEP, 504, health plans, SEL services, and I&amp;RS plans are met</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>● (Virtual Day 0) Whole Class</li> <li>■ Launch for the week with both cohorts together to establish SEL connections, academic expectations, educate on COVID-related items</li> <li>■ Academic focus is on one core subject each Monday following a schedule developed by the school principal</li> <li>■ Established time for coordinated virtual and/or in-person (as arranged between teacher and parents) meetings scheduled, including special education supports <ul style="list-style-type: none"> <li>● Ensure IEP, 504, health plans, SEL services, and I&amp;RS plans are met</li> <li>● At-risk students needing support to be scheduled</li> </ul> </li> <li>■ Independent asynchronous work is focused on catch-up of previous week's assignments and on-going project and research work</li> <li>■ On Day 0 students may be asked to come in for additional supports <ul style="list-style-type: none"> <li>● Staff may be asked to be in-person to provide such supports</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>● Students Whose Parents OPT Kids out and Request FULL VIRTUAL <ul style="list-style-type: none"> <li>○ Students will be assigned to a full remote section and an assigned teacher will hold virtual instruction for core subjects in lieu of in-person instruction.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>● Operational Plan for Students In-Person (all existing protocols align to the CDC K-12 Strategy 2.12.21) <ul style="list-style-type: none"> <li>○ Classrooms will be self-contained at the PreK-5 level, with the exception of special services</li> <li>○ Individual work space barriers will be used by each student as designated</li> <li>○ Students in Cohort A and B will utilize the same desk with full sanitizing occurring between cohort days</li> <li>○ Students must wear masks as directed</li> <li>○ Social distancing will be practiced</li> <li>○ Health hygiene practices will be established as protocol regarding:</li> </ul> </li> </ul>

- Hand-washing/sanitizing throughout the day as per [CDC handwashing guidelines](#)
- Materials sharing limited and only when sanitizing occurs between uses
- Collaborative/small group work limited and with the use of masks/face shields
- Removal of all plush furniture and area rugs
- Staggered and socially distanced hallway movement with use of masks will occur
- Group hallway movement will be supervised by teachers and minimized to the greatest extent possible
- Movement into and out of the classrooms is limited
  - No visits to other classrooms and offices
  - Scheduled services picked-up by specialist/teacher
  - Minimal contact with door knobs and handles by propping doors open where possible
- No use of hallway, classroom, and PE lockers
- Students will store materials in backpacks and/or designated individualized areas in the classroom, not desks due to sharing across cohorts
- Individual desk barriers used at all grade levels and in all classrooms
  - PreK-5 will be fastened to the desks
  - 6-8 will carry portable ones from class to class
- Desk arrangement and movement within the classroom will align to the 6ft social distancing recommendations
- Bathroom usage with use of masks, sanitized frequently, and proper hygiene protocols in place
  - Occupancy requirements will be followed
- No water fountains/bottle filling stations used, pre filled water bottles only
- Snack time occurs during scheduled lunch periods with proper allergy, hygiene measures in place with snacks being brought from home in sealed containers/bags
  - Snack time will occur behind student's individual desk barriers
- Symptomatic developments escorted to quarantine room confidentially and nurse contacted
- Post- 1:00 Dismissal cleaning and sanitizing procedures established
- Signage posted in classrooms and hallways to maintain hygiene practices
- Protocols for diaper/soiled clothing changes will be followed [Protocols for diapers/accidents](#)
- Air Purifier in each room will run 8 hours per day
- For students feeling ill during the school day:

- the school nurse will be contacted
- the school nurse will determine whether student will report to nurse's office or designated quarantine space
- The school nurse will examine student and follow up with phone call to parent, dismissal of student to parent , and/or request for student to be seen by physician for follow up on COVID screening protocols

#### **12:54PM - 1:00PM**

#### **PM Homeroom/Dismissal**

- Dismissal from homeroom/last period class with all materials needed in the event of need to transition to virtual learning
  - Staff and students wear masks
  - Staff members and bus aide escorts students to bus out of designated door wearing masks
  - Pre-Kindergarten students will be dismissed directly from the backdoor in the Kindergarten wing to parents/guardians picking up students.
    - There will be no rolling car line pick-up for Pre-Kindergarten
  - Kindergarten students will be dismissed by bus or picked up by parent/guardian at the Playground exit.
    - There will be no rolling car line pick-up for Kindergarten.
    - Deane-Porter bus exit is Kindergarten wing entrance
    - Forrestdale bus exit is as designated by grade level.
      - Students given assigned seating for social distancing purposes and grouped with family members
      - Students must wear masks at all times
      - Students must sanitize hands upon entry to the bus
      - Assigned bus aides will supervise
  - Designated staff members manage exits for rolling car/walkers and manage rolling car lines
    - Deane-Porter rolling car/ South walker entrance - Main Entrance
    - Deane-Porter North walker entrance - Playground Door Entrance
    - Forrestdale 6-8 rolling car/ walkers - Main Entrance
    - Forrestdale 4-5 rolling car/walkers - 4th Grade Wing

**1:00PM -3:15PM****Post Dismissal Activities**

- In-person instruction to be prioritized over extracurricular activities (CDC K-12 Strategy 2.12.21)
- Allowable extracurricular/athletics/cocurricular activities run post 1:00pm as scheduled
  - Recommendations for post 1:00pm recess activities, of approximately 20 minutes in length, to be done at home will be provided.
  - Any extracurricular/athletics/cocurricular activities that can occur virtually or in-person will be scheduled
  - Pick-Up from designated exits as coordinated
    - Deane-Porter Main Entrance
    - Forrestdale Main Entrance
  - All in-school protocols to be followed during extracurricular activities
  - Escorted to exits by advisor/teacher for pick-up after activity
  - Students wear masks, social distance, and sanitize hands upon exit

**Full Virtual Mode**

**8:42AM - 12:54PM** Students Follow 9-Period Early Dismissal Schedule if in [Early Dismissal/ Full In-Person Mode](#) or [9-Period Full Day Schedule if in Full Day/ In-Person Mode.](#)

- Follows traditional six day schedule
- Follows a 1:00 early dismissal schedule on early dismissal days and full day schedule on full days

	Monday	Tuesday	Wednesday	Thursday	Friday
Weeks with Monday Holiday/Scheduled Closure	Day 1	Day 2	Day 3	Day 4	Day 5
Weeks with Monday's scheduled to be in session	Day 6	Day 1	Day 2	Day 3	Day 4

<p>Repeats through 6-day cycle</p>
<ul style="list-style-type: none"> <li>○ No further Non-Resident Student acceptances, all others grandfathered in</li> </ul>
<ul style="list-style-type: none"> <li>● Instructional Plan           <ul style="list-style-type: none"> <li>■ Standards-based instruction of district curriculum followed with prioritized standards highlighted</li> <li>■ Gap analysis process used to monitor and provide interventions as needed using our <a href="#">Multi-Tiered System of Intervention (MTSS)</a></li> <li>■ Grading follows district policy</li> <li>■ Includes all interventions, JET, enrichment, SEL sessions as scheduled</li> <li>■ Core subject instruction daily</li> <li>■ Special subjects and other certain core subjects will be taught weekly within the six-day cycle</li> <li>■ Resource Room and related services areas scheduled as per individual plans</li> <li>■ Lunch period time allocated to core instructional periods</li> <li>■ Post 1:00pm dismissal time will be used for additional student support and enrichment services as needed</li> <li>■ Set time from 2:00-2:30pm for teachers to conference and meet with students through scheduled hangouts and office hours regarding their asynchronous assignments</li> <li>■ Ensure IEP, 504, health plans, SEL services, and I&amp;RS plans are met</li> </ul> </li> </ul>
<p align="center"><b>General Procedures- Carried Out for All Modes</b>        (all existing protocols align to the CDC K-12 Strategy 2.12.21)</p>
<p><b><u>PPE/ Cleaning/Sanitizing</u></b></p> <ul style="list-style-type: none"> <li>● Ventilation (as per <a href="#">ASHRAE</a>)           <ul style="list-style-type: none"> <li>○ Recirculated air requires fresh air component               <ul style="list-style-type: none"> <li>■ reduced night set back times for air handlers</li> <li>■ Minimized use of ceiling recirculating fan systems</li> </ul> </li> <li>○ Rooms with AC have filters maintained/changed as per manufacturer recommendations</li> </ul> </li> </ul>

<ul style="list-style-type: none"> <li>○ MERV 13 or higher filters have been installed</li> <li>○ Hydroxyl air processors have been added to the quarantines rooms</li> <li>○ Rooms with no AC have windows opened, weather dependent</li> <li>○ All rooms will have windows open when students not in room when possible</li> <li>○ Air Purifiers run 8 hours per day in each room</li> </ul>
<ul style="list-style-type: none"> <li>● Hand Sanitizing (<a href="#">CDC handwashing protocols</a>) <ul style="list-style-type: none"> <li>○ Soap and water in locations with sinks</li> <li>○ 60% alcohol-based sanitizer in all spaces <ul style="list-style-type: none"> <li>■ Per classroom</li> <li>■ School entrances</li> <li>■ Bathrooms</li> <li>■ Offices</li> </ul> </li> <li>○ Refill protocol by custodians</li> <li>○ EPA-approved for killing viruses</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>● Self-Sanitizing <ul style="list-style-type: none"> <li>○ Provide wipes to staff members for frequent sanitizing of items to be handled by teacher only <ul style="list-style-type: none"> <li>■ Phones</li> <li>■ Teacher desk</li> <li>■ Teacher's keyboards/mouse/touch pads/SMARTBoard/Elmo</li> <li>■ Light switches</li> </ul> </li> <li>○ EPA-approved for killing viruses</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>● Cleaning and Sanitizing ( <a href="#">CDC Sanitizing guidelines</a> ) <ul style="list-style-type: none"> <li>○ Established checklist protocol for daily and weekly cleaning/sanitizing <ul style="list-style-type: none"> <li>■ Daily, Post-1:00pm and Day 0 Cleaning and Sanitizing</li> </ul> </li> <li>○ EPA-approved for killing viruses</li> <li>○ Cleaning/Disinfecting of following student/staff contact areas daily by custodial staff <ul style="list-style-type: none"> <li>■ Desks/tables/countertops</li> <li>■ Work barriers</li> </ul> </li> </ul> </li> </ul>

- Chairs/stools
- handles/push plates/handrails
- Glass surfaces
- Devices
- Cleaning/Disinfecting of following student/staff contact areas multiple times as day by custodial staff
  - Bathrooms
  - Water refill stations
  - handles/knobs
  - faucets/sinks
- Removal of items from classrooms prior to school
  - Extra surfaces
  - Plush seating
  - Area rugs
- Toys, manipulatives, instruments
  - Avoid sharing by having single use items
  - Avoid sharing by having multiple sets of items
  - Chromebooks and chargers
  - Sanitizing procedures in place when sharing is needed

- Barriers/PPE
  - Barriers
    - Classroom Barriers for students
      - To be used when students at their desks
      - Fastened to desks/tables in all PreK-5 classrooms
      - 6-8 students carry from class to class, sanitized daily after school
    - Reception Barriers for staff
  - Personal Protective Equipment (PPE)
    - Masks [CDC Use of Cloth Face Coverings in Schools](#)
      - Students bring own /supplemental available by district per room/school
        - a. Mask with behind ear straps required

- b. Mask with nose clasp and surgical grade recommended
  - c. Plain masks at 6-8 level required
  - d. No handkerchiefs or gators
- Worn at all times
- Exceptions to include:
  - a. Children under the age of 2 years
  - b. Extreme outdoor heat
  - c. Water activities
  - d. Documented medical condition
  - e. Disability as reflected in an Individual Education Program or 504
  - f. During eating and drinking
  - g. Engagement in high intensity aerobic or anaerobic activity
  - h. Unsafe condition during operation of equipment or execution of a task
- Breaks provided with masks through social distancing and by taking students outside when possible
- Staff bring own/ supplemental available by district per room/school
  - a. Worn when with students and other staff
- Face Shields
  - Provided by district per room for students
    - a. Must worn with face mask in small group instruction settings
  - Provided by district per room for staff
    - a. Must worn with face mask in small group instruction settings, encouraged to be worn at other times as well
  - Not to serve as substitute for face masks
- Gowns - for nurse's office and quarantine rooms
- Goggles-for nurse's office and quarantine rooms
- Gloves
  - Provided by district per room for staff

### **Staff/Professional Responsibilities**

- Collaboration conducted virtually/by phone from classrooms or in-person with social distancing as appropriate
- Hygiene protocols to be followed by staff and common areas/equipment wiped down after use
- Limited visits to other classrooms and office spaces
- Staff in shared classrooms to maintain distance from each other and where possible only one staff member in a classroom at a time.
- Staff to follow all occupancy requirements in shared spaces
- Mail will be delivered once daily to all staff
- Staff lunch time will be held in the faculty room and designated portion of the cafeteria in each building (alternatives to the cafeteria quarantine spaces have been designated for each school building for school hours after arrival of students)
- Rooms are to be ventilated through windows, doors, and HVAC systems whenever possible AND air purifications systems in each classroom and office are to run during school hours

- Staff Complete Digital Health Screening Survey
  - Complete Genesis [CDC-based Questionnaire](#)
  - Meet Criteria - send student to school
  - Do Not Meet Criteria - keep student home from school
    - contact school nurse
    - follow CDC guidance
      - [Symptoms of Coronavirus CDC Guidelines](#)
      - [What To Do If You are Sick CDC Guidelines](#)
      - Thermal cameras used for temperature monitoring upon entrance
        - Deane-Porter Main Entrance
        - Deane-Porter Kindergarten wing entrance
        - Deane-Porter Playground Entrance
        - Forrestdale Main Entrance
        - Forrestdale 7th grade Wing Entrance
        - Forrestdale 4th grade Wing Entrance

<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>● Staff member to go to quarantine room for further follow up with school nurse if prompted by thermal camera</li> </ul> </li> <li>■ Staff follows the protocols outlined in <a href="#">Staff guidelines</a> to maintain safety for all colleagues</li> <li>■ Staff wears masks, social distance, and sanitize hands upon entrance</li> <li>■ Signage posted and facilities adjusted to support entrance procedures</li> <li>■ Staff will sign in via digital method from their classrooms</li> <li>■ Shared equipment must be wiped down after use</li> <li>■ Minimal use of shared spaces, including limited visits to others' classrooms</li> <li>■ Multiple adults should not occupy the same classroom unless appropriate based on assignment</li> <li>■ Use of free support/substitute staff to support hallway and bathroom monitoring and provide support with materials preparation</li> </ul>
<ul style="list-style-type: none"> <li>● Absences/Accommodations           <ul style="list-style-type: none"> <li>■ COVID-19 Related or Impacted Medical Excuse/Family Care Support to be reported to the Superintendent               <ul style="list-style-type: none"> <li>● Individual planning for possible accommodations to be carried out with Superintendent <b>under district policy supported by NJSA 34:11D-3 and NJSA 34:11D-12</b></li> </ul> </li> <li>■ Substitute teachers to be maintained daily as permanent substitutes to the district and will follow the same screening procedures as district staff on a daily basis               <ul style="list-style-type: none"> <li>● Additional sub coverage will be handled internally by screened individuals</li> </ul> </li> </ul> </li> </ul>
<p><b><u>Student Policies/Protocols</u></b></p> <ul style="list-style-type: none"> <li>○ Free and Reduced Lunch           <ul style="list-style-type: none"> <li>■ Students identified as free and reduced lunch will be supported through monthly gift cards to local establishments</li> </ul> </li> <li>○ Absences/Accommodations           <ul style="list-style-type: none"> <li>■ COVID-19 Related or Impacted Medical Excuse to be reported to the building principal               <ul style="list-style-type: none"> <li>● Individual planning for possible accommodations to be carried out with the administration                   <ul style="list-style-type: none"> <li>○ No mask- must be virtual</li> <li>○ Quarantine- must be virtual</li> </ul> </li> </ul> </li> </ul> </li> </ul>

- Medical- must be virtual
- Opt-Out of In-Person to be reported to the building principal as per [Full Remote Learning Options Protocol](#)
- Student Expectations
  - Students will be expected to follow established codes of conduct related to social distancing and health hygiene practices in the district
    - These will be an addendum to the District Code of Conduct and associated restorative practices
  - Students will be expected to follow established codes of conduct related to asynchronous and virtual learning
    - These will be an addendum to the District Code of Conduct and associated restorative practices
- Student Supports
  - The district will extend its [Multi-Tiered System of Intervention \(MTSS\)](#) to the virtual and hybrid modes of instruction. These will include:
    - Support for parents
    - Procedures and supports for students struggling with virtual learning
    - Procedures and supports for students struggling with in-person learning and related protocols

#### **Protocols for Full-Time Remote Option for Students**

- Program for Full-Time Remote Option:
  - Students Whose Parents OPT Kids out and Request FULL VIRTUAL
    - Core Subjects (ELA, Math, Science, Social Studies)
      - Under Early Dismissal Modes
        - Core Subjects - the student will be assigned to a full remote teacher who will hold virtual instruction
        - Special Subjects - the student will join the virtual instruction period assigned with the special area teacher
      - Under Full Day Modes
        - Grades K-5 - Students will attend the virtual section of their core subjects and stream into their specials classes.
        - Grades 6-8 - Students will stream into their core subjects and specials classes

- A separate full remote section will not be in place
  - Former remote staff will be available to support full remote students streaming into classes.
  - Transition plans will be in place for remote students moving from virtual classrooms to streaming or in-person instruction.
  - Full Remote students will have the opportunity to return at the start of a new semester and when we move to a full day schedule
- Full-time Remote Learning Requirements:
  - All students are eligible for full time remote learning; eligibility cannot be conditioned on a family/guardian demonstrating a risk of illness or other selective criteria.
  - Students participating in the board's full time remote learning option will:
    - have access to standards-based instruction of the same quality and rigor as that afforded all other students of the district,
    - be assured access to the requisite educational technology to the best effort possible,
    - be provided special education and related services required under the IEP to the greatest extent possible,
    - adhere to length of school day requirements pursuant N.J.A.C. 6A:32-8.3,
    - be required to meet local attendance policies and any other local policies governing delivery of services,
    - be required to meet district expectations of students participating in remote programs and their families.
  - The district will work with families/guardians to transition students and provide support and resources to families/guardians during this transition.
- Procedures for Submitting Full-Time Remote Learning Request:
  - Deadline for submitting the request for the start of the 2020-2021 school year will be August 7, 2020 via the digital survey provided to parents via a blast and posted on the district website ([www.rumsonschool.org](http://www.rumsonschool.org))
    - Services will be delivered by the start of the school year.
  - The deadline for submitting requests after the school year begins must occur 7 school days prior to the transition occurring.
  - Points of Contact to submit the request and additional questions:
    - Mrs. Jennifer Gibbons- Forrestdale Principal
    - Ms. Shari Feeney - Deane-Porter Principal

- Information needed for requests to be processed must be submitted via email to the building principal and must include:
  - Students full name
  - Students grade level for the upcoming school year
  - Verification of the technology necessary to receive remote instruction (including camera and speaker capability)
  - Verification of internet access and/or Wi-Fi sufficient to receive remote instruction.
- Procedures for Transition from Full-Time Remote Learning to In-Person Services:
  - Students may transition back to in-person services on the start of a new trimester only or when the district makes the transition from Mode B Hybrid/Mode C Full Virtual to Mode A Full In-Person.
  - The family/guardian must provide the district with notice of transition to In-Person 7 school days prior to the start of a new trimester or switch to Mode A Full In-Person.
  - In the event the switch happens with less than 7 days notice from the district, the actual start date for in-person will be no more than 7 school days from a family/guardian's request.
- Communication of the Full-Time Remote Learning Plan:
  - This plan will be communicated to families/guardians by being posted on the district website and through email blasts to families/guardians.
  - The communications will include (outlined in this plan):
    - Access to and summary of the full time remote learning procedures,
    - Procedures for submitting full time remote request,
    - Scope and expectations of full time remote learning,
    - Transition processes from full time remote to in-person and vice versa,

### **Protocols for Visitors**

- No entrance for parents/family members
  - Meetings done virtually
  - If must be admitted must be screened with app and thermal camera
  - Medically related visits are under the supervision of the principal and nurse

- Limited entrance to contractors/vendors/boro as arranged with building and grounds
  - Conduct virtually if possible
  - Hosted outside school on grounds if possible
  - If admitted must be screened with app and thermal camera
- Visitors of all types must wear masks at all times within the buildings
  - Refusal to wear a mask will result in visitor not being allowed to enter
- Drop-off of items to students will not be allowed
- Use of Facilities is restricted to Rumson School District Programs

#### **Decision-Making Chain**

1. The [Center for Disease Control \(CDC\)](#) sets national guidance.
2. The [NJ Department of Health \(NJDOH\)](#) sets state guidance with consideration of the CDC guidance.
3. The [Monmouth County Regional Health Commission No. 1](#) (MCHC1) sets guidance for those communities within its localized and county jurisdictions. Please be aware there are multiple local health agencies that have jurisdiction over different areas in Monmouth County. The Regional Health Commission No. 1 holds jurisdiction over the Boro of Rumson.
4. The [New Jersey Department of Education](#) and [Monmouth County Department of Education](#) both hold jurisdiction over schools and set expectations for following the various health agency guidance.
5. The Boro of Rumson School District also consults with [Hackensack Meridian Health \(HMH\) under the Keeping America Safe Assist Program](#). This program provides the district access to medical consultation and reviews district facilities and procedures on a monthly basis.

\*While guidance may sometimes vary from one agency to the other, any differences are a result of the application of guidance to localized data and conditions. [The Rumson School District works with local public health officials to utilize the following indicators of community transmission \(as recommended in the CDC Strategy K-12 2.12.21 update\) :](#)

- [Monmouth County COVID-19 Updates](#)
- [NJDOH COVID-19 Activity Level Index](#)

Under no circumstances does the district modify guidelines without consultation with the decision-making chain.

### **Quarantining/Isolation/Contact Tracing**

- The following quarantine guidance will be followed via the decision-making chain outlined above and in consultation with the HMM program.
- All positive cases of COVID-19 that impact school operations are required to be reported to the Monmouth County Regional Health Commission No. 1 and Monmouth County Department of Education. It is the responsibility of the school district to conduct contact tracing to the extent possible and report those contacts within school to the Monmouth County Regional Health Commission No. 1.

#### **Contact Tracing Process:**

- The district carries out contact tracing, [in alignment with CDC guidance](#), by identifying any students or staff members who are confirmed to have met one of the following conditions:
  1. Were within 6 feet of someone who has COVID-19 for a total of 15 minutes or more
  2. Had direct physical contact with the person who has COVID-19
  3. Was sneezed on by, coughed on by, or someone who got respiratory droplets on them from a person who has COVID-19
- The district DOES NOT automatically quarantine full classrooms, entire grade levels, or full schools/districts unless absolutely necessary.

#### **Definitions:**

- Close Contact: A person who was within 6 feet of an infected person for at least 15 cumulative minutes starting from 2 days before illness onset (or, for asymptomatic clients, 2 days prior to positive specimen collection) until the time the patient is isolated (CDC)
- Isolation vs. Quarantine - isolation is separation of a COVID-positive or COVID-like symptomatic individual from others even in own home, quarantine is separation of a COVID-positive contact or person who traveled to a restricted area from others (CDC)

#### **Quarantines:** *The district will be guided by the following:*

[NJDOH on February 15, 2021](#)

[CDC on February 11, 2021](#)

[STATE OF NJ GUIDANCE](#)

[NJDOH COVID-19 Activity Level Index \(CALI\) Weekly Reports.](#)

Category	Quarantine Guidance
COVID-19 Positive Individuals	Quarantine for 10 calendar days and be symptom free for 24 hours without the use of medication.
Close Contacts of COVID-19 Positive Individuals <u>Within the School</u>  <i>Due to known conditions of exposure within the school.</i>	Quarantine 10 days without testing or 7 days when receiving a negative PCR test result where the test must occur on day 5 or later of the quarantine. Monitor for symptoms throughout day 14.
Close Contacts of COVID-19 Positive Individuals <u>Outside of School</u>  <i>Due to unknown conditions of exposure outside of the school.</i>	Moderate/Low <a href="#">CALI Activity</a> Level- Quarantine 10 days without testing or 7 days when receiving a negative PCR test result where the test must occur on day 5 or later of the quarantine. Monitor for symptoms throughout day 14.  High/Very High <a href="#">CALI Activity</a> Level- Quarantine for 14 days.
Close Contacts of COVID-19 Positive Individuals within the same home with a positive individual	Unless the COVID-positive individual can isolate from others in the home, the members of the home would follow "Close Contacts of COVID-19 Positive Outside of School" from point of last contact*.  *point of last contact is when the COVID+ person reaches their 10 day quarantine or before then if the COVID+ person isolates
Travel to any location outside of NJ,	Quarantine 10 days without testing or 7 days when receiving a negative PCR test

<p>NY, PA, DE and CT  <a href="#">International Travel Website- CDC</a></p> <p><a href="#">NJ Travel Restrictions- Official Site of State of NJ</a></p> <p><a href="#">Travel Related 7 Day Quarantine Form- to be used to reduce quarantine from 10 to 7 days (with a test)</a> (also found on the district website)</p>	<p>result where the test must occur on day 5 or later of the quarantine. Monitor for symptoms throughout day 14.</p>
<p>Individuals that have COVID-19 Compatible Symptoms</p>	<p>Quarantine until symptomatic individual obtains a negative PCR test or, if no test, for 10 days from symptom onset and be symptom free for 24 hours without the use of medication.</p>
<p>Individuals within the home of an individual pending a COVID test or going for a COVID test (due to contact with COVID-positive person or showing COVID-like symptoms)</p>	<p>Quarantine from school until the symptomatic individual in the home has a negative PCR test result.</p> <p>(Guidance from Hackensack Meridian Health Keeping America Assist Program)</p>
<p>Individuals that have had COVID-19 in the Past</p>	<p>No quarantine needed if an individual is within 3 months of having been COVID-positive and have remained symptom free since.</p>

Individuals that have had the COVID-19 vaccine	No quarantine needed if vaccinated individual is fully vaccinated, within 3 months following receipt of the last dose in the series, and has remained symptom free
Individuals that have had the COVID-19 vaccine and are showing symptoms	<p>If someone has any typical symptoms that start during 48-72 hours and resolve within 1-2 days from the vaccine, the individual does not need medical clearance to return to school.</p> <p>If someone has typical symptoms that start later than 3 days after the vaccine, last longer than 2 days, or worsen after 1 day they need medical clearance to return to school.</p> <p>If someone has atypical symptoms, they need medical clearance, which may include a COVID test, to return to school.</p> <p>(Guidance from Hackensack Meridian Health Keeping America Assist Program)</p>
<p>The CDC, NJDOH, and HMMH all identify that if an antigen (rapid) test is used, it should be followed with a nucleic acid amplification test (PCR) for more reliable results. <b>The District will require a PCR test to be used in applying the guidance above.</b></p>	
<p><b>School Closures:</b> (updated 1/19/21 by NJDOH in <a href="#">“COVID-19 Public Health Recommendations for Local Health Departments for K-12 Schools”</a>)</p> <ul style="list-style-type: none"> <li>• “Despite careful planning and consistent implementation of mitigation, some situations may occur that lead school officials to consider temporary closing of schools or parts of schools to in-person instruction. These decisions should be made based on careful considerations of a variety of factors and with emphasis on ensuring the health and wellness of students, their families, and teachers and staff. Such situations may include classrooms or schools</li> </ul>	

experiencing an active outbreak and schools in areas experiencing rapid or persistent rises in case incidence or severe burden on health care capacity.” (Strategy K-12 CDC 2.12.21)

- Local circumstances should be considered when making decisions impacting specific school districts and schools.
- Many factors would need to be considered when deciding to close schools to in-person learning, such as whether all close contacts of cases can be identified and excluded from school, and the distribution of cases within the school.
- Closure is a local decision that should be made by school administrators in consultation with the local public health department.
- The guidance in this document is to be used, in consultation with the local health authority, to analyze the information at hand for movement from in-person to virtual instruction.
- In the event of a consideration to temporarily close the school or district to in-person instruction, screening testing of all individuals may be considered to remain in or to return to in-person instruction. (Strategy K-12 CDC 2.12.21)

### **COVID-19 Vaccination**

In addition to current practices, such as wearing masks, distancing, hand washing, symptom monitoring, the roll-out of the COVID vaccination poses an additional measure to control the spread of coronavirus. Below is some information on the vaccine and a link to get yourself ‘in-line’ for the vaccination, should you be interested.

Link to “Get in Line” for the Vaccine - <https://covidvaccine.nj.gov/>

Link on Vaccine Information - <https://covid19.nj.gov/pages/vaccine>

Clinical Considerations for the Vaccine - (CDC)

<https://www.cdc.gov/vaccines/covid-19/info-by-product/clinical-considerations.html>

### **District Policy**

Manual found on District Website on the [Policy Manual Page](#)

- All district policies and regulations are superseded by the District Policy Restart Plan and the District Operational Restart Plan until the pandemic restrictions are lifted by the State of New Jersey
- Key policies and regulations modified by these plans include:
  - Policy 8451 Control of Communicable Disease

- Policy 8600 Student Transportation
- Policy 9150 School Visitors
- Policy 7410 Maintenance and Repair
- Policy 3160 Physical Examination
- Policy 7523 School District Provided Technology Devices to Students
- Policy 7510 Use of Facilities
- Policy 7513 Recreational Use of Playgrounds
- Policy new to the district related to COVID-19
  - Policy 1649 Federal Families First Coronavirus Response Act

### **Security and Fire Drills/Procedures**

- NJ School Security Drill Law NJSA 18A:4-1 requires drills to occur for any months the school is open for instructional program.
  - All drill requirements must be met.
  - All drills can be done as active drills, tabletops, or full scale exercises.
  - Drills requiring close contact should be scheduled for later in the school year to access all students.
  - Drills requiring use of community notification systems are added value during virtual learning to access all students.
  - The replication of drills on A/B days allows for access to all students.
  - The NJDOE Office of Emergency Preparedness and Emergency Planning will provide monthly guidance.
- NJ Emergency Evacuation Drills for Fire Evacuation NJAC 5:70-3 suspends all fire evacuation drills until further notice.
  - Temporary partitions, screens, shields must meet the flame retardant materials and floor to ceiling construction requirements under this code.
  - Temporary tents or shelters must meet the permit and construction requirements under this code.

### **Required Committees**

- Restart Committee
  - composed of Administration, Guidance Counselors, CST Members, Team Leaders, Nurses, Dean of Students, Building & Grounds, IT/Network

- charged with building and monitoring restart plan for the Fall 2020 school year
- Pandemic Response Team
  - Subcommittee of Restart Committee
  - Composed of Administration, Nurses, Building & Grounds, Health Officials
  - Charged with health-related pandemic topics both proactively and reactively