



THE RED OAKS SCHOOL

COVID-19 RESOURCE GUIDE

Revised 10/29/20

The following guidelines outline our current approach to protecting students, faculty, and staff from COVID-19 on campus. Many of our policies will remain fluid as they are based on directives from the New Jersey Department of Health (NJDOH), the New Jersey Department of Education (NJDOE), and the Centers for Disease Control and Prevention (CDC).

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SECTION 1: STUDENT HEALTH

When a Student is Ill

1. Students may not attend school if they are sick. Parents are asked to contact the main office and school nurse to alert us about illness that is keeping the student at home.
2. If conditions permit, students may continue their learning by remote means while recovering. (*Read more about Remote Learning on page 8.*)
3. A doctor's note will be required for the student to return to school after illness—**NO EXCEPTIONS**. Even with a doctor's note, the child must be fever free for 24 hours, with no medication, before returning to school.

When a Student Becomes Ill at School

1. All students who become ill at school will be isolated in a separate sick bay room with a cot. The school nurse will evaluate the child for COVID-19 symptoms.
2. Parents will be contacted by the School Nurse at this time and notified that the child is being sent home. **Parents must arrange for their child to be picked up from school within the hour.**

COVID-19 Exposure

If your child has been exposed to COVID-19, keep your child home and contact the main office immediately. We will work with you to determine a safe course of action!

Confirmed Case of COVID-19

If a Red Oaks student, faculty/staff, or family member receives a confirmed diagnosis of COVID-19:

1. They must notify the Head of School, Marilyn Stewart, immediately by sending an email to: **mstewart@redoaksschool.org**.
2. Red Oaks will immediately confer with the local and state Department of Health. The school will then implement closure proceedings as recommended by the Department of Health.
3. Confirmed cases of COVID-19 will require a 14-day quarantine period for that person. If the confirmed case is a Red Oaks student and also has a sibling attending Red Oaks, that sibling also will be required to adhere to the 14-day quarantine.

SECTION 2: TRAVEL, GATHERINGS, & QUARANTINE

MANDATORY QUARANTINE & NOTIFICATION POLICY

A Red Oaks family or faculty/staff member **MUST** quarantine for a least 14 days and notify the Head of School if they are involved in any of the following scenarios:

1. Any travel to a “hotspot” in the United States or any international travel.
2. Hosting or being in close contact with visitors who are traveling in from a “hotspot” in the United States or any international visitors.
3. Attending a “higher risk” or “highest risk” gathering.

The Head of School should be notified by completing the online [Quarantine Notification Form](#). If your child(ren) and you are asymptomatic and have not been exposed to anyone with COVID-19, your children may return to school after the 14-day quarantine. Of course, if they do have symptoms, you should contact their physician and the school. The physician will likely recommend COVID-19 testing

Hotspots

“Hotspots” refer to current states/locations included on New Jersey’s travel advisory list. These states can be easily identified by going to the State of New Jersey’s [COVID-19 Information Hub](#), which is updated daily. Please note that any international travel will also require a 14-day quarantine period.

Gatherings

The [CDC](#) defines a gathering as, “a planned or spontaneous event, indoors or outdoors, with a small number of people participating or a large number of people in attendance such as a community event or gathering, concert, festival, conference, parade, wedding, or sporting event.” The CDC quantifies the risk of COVID-19 spreading at events as follows:

- **Higher risk:** Medium-sized in-person gatherings that are adapted to allow individuals to remain spaced at least 6 feet apart and with attendees coming from outside the local area.
- **Highest risk:** Large in-person gatherings where it is difficult for individuals to remain spaced at least 6 feet apart and attendees travel from outside the local area.

As per the State of New Jersey, attending a gathering, ceremony, or celebration is permitted as long as the event complies with the following limits on gatherings. **Please note that different limits apply depending on the type of gathering, and where it is happening. These limits will likely change over time. For up-to-date limitations, please refer to the [NJ COVID-19 Information Hub](#).**

Remote Learning during Quarantine

If you are quarantined, students may attend school remotely and we will make those arrangements for you. However, you must notify us by completing the [Quarantine Notification Form](#) at least one (1) week prior to the expected absence. This will allow us to make appropriate arrangements for remote learning.

SECTION 3: HEALTH & SAFETY PROTOCOLS

Face Masks

All students, faculty, and staff are required to wear masks (not face shields) when they are inside the school buildings. Students will be asked to bring from home a minimum of two (2) clean masks per day to school, one for the morning and one for after lunch. The school will have a supply of disposable masks available in case of emergency.

****Gaiters, bandanas, and masks with exhalation valves or vents will be prohibited from being worn at The Red Oaks School. [As per the CDC](#), these types of masks do not prevent the person wearing the mask from transmitting COVID-19 to others. If a child arrives at school wearing one of these masks, we will provide that child with a temporary replacement mask. We have a variety of compliant masks available at both campuses.***

Handwashing/Sanitization

Handwashing practices will be taught and supervised throughout the day. Hand sanitizers or hand washing will be required as students enter school, before and after eating, before and after going to the playground, at bathroom breaks, and other appropriate times.

Temperature Checks

Upon arrival, a staff member must take a student's temperature prior to their entry into the building. (*See more in Arrival Procedures on page 6*). Temperature checks will be performed before lunch each day by the school nurses.

Food and Drink

Students are asked to bring filled water bottles from home. Please label water bottles with the student's name. Each classroom will have direct access to filtered water and children may fill their water bottles that they bring from home.

All students will bring lunch to school. There will be no sharing of food in school. Snacks must be packaged for individual consumption. This includes Early Childhood where snacks have traditionally been shared. After school care students are provided with pre wrapped individual snacks.

Indoor Shoes (Cutler Campus Only)

Cutler Campus students will be required to bring a pair of indoor moccasin style shoes to be worn in the classroom. These will remain in school and Cutler students will change into them as they hang up their coats at their cubbies.

SECTION 3: HEALTH & SAFETY PROTOCOLS

Classroom Organization and Supplies

- The CDC has recommended six (6) feet of social distancing. NJ State Department of Education is recommending social distancing of six (6) feet where possible, and states that, “no one size fits all.”
- Students will be assigned to classroom “cohorts” where there is six (6) feet of social distancing between desks or floor space.
 - Please note that this does **not guarantee** that there will be six (6) feet of distance **at all times** between students and teachers. Teachers will move around the classroom, students may pass by one another on the way to the bathroom, etc.
 - We will make every effort to maintain a six (6) foot distance between people, but we all need to recognize that school buildings were not designed for isolation. This is another reason that the wearing of masks is required.
- Specials teachers will move to the classrooms to limit student movement throughout the building.
- Students will be provided with their own personal supply of pencils and pens (etc) that will be kept on or near their desks.
- Students will have recess and will use outdoor space and the playground as assigned. Students will wash their hands before and after any outdoor activity. Playground equipment will be disinfected daily.
- Students will not engage in contact sports during PE or recess.

SECTION 4: UPDATED SCHOOL PROCEDURES

CUTLER CAMPUS SCHOOL HOURS

Arrival: 8:05–8:30 AM

Dismissal:

Pre-K Half Day: 11:40 AM

Pre-K/K Full Day: 2:45 PM

Grades 1 & 2: 3:10 PM

Grades 3 & 4: 3:25 PM

SPEEDWELL CAMPUS SCHOOL HOURS

Arrival: 7:40–7:57 AM

**Classes start promptly at 8:00 AM*

Dismissal: 3:35 PM

Arrival Procedure

1. Before you leave the house, complete the Daily Health Screening Form for each child via the *rSchoolToday Activity Scheduler App*.
 - a. If the submission results in a blue "cleared" screen, proceed to school.
 - b. If the submission results in a red "uncleared" screen, remain home and contact the main office for further instructions.
2. When you arrive at either campus, remain in your vehicle and wait for a staff member. (If you are parked nearby and walking up to school, you must wait to speak with a staff member.)
 - a. ***At the Cutler Campus, we ask that all drivers/passengers wear a mask during arrival and dismissal. Please have your child's seat belt unbuckled upon arrival. If you get out of the car to do so, please wear a mask.***
3. Go to the *Activity Scheduler App* and show the staff member a blue "Cleared" submission screen for each of your children. (You can view this screen by clicking the Profile button on the top right of the form, and then clicking on the date of submission.)
4. A staff member will take your child's temperature. If the temperature is below 100 degrees, your child will be permitted to exit the vehicle and enter school. If the temperature is 100 degrees or above, you will be asked to pull over and wait to speak with the school nurse.
5. **IF YOU ARRIVE LATE:**
 - a. **Cutler Campus:** Parents MUST park on Cutler Street and walk their child to the front porch. Ring the bell and a staff member will greet you and go through the above procedure.
 - b. **Speedwell Campus:** Parents MUST park in the parking lot and walk their child around to the front entrance facing Speedwell Avenue. Ring the bell and a staff member will greet you and go through the above procedure.

SECTION 4: UPDATED SCHOOL PROCEDURES

Dismissal Procedure

Parents will pull up to the pick-up line at Cutler and/or Speedwell. In order to maintain social distancing, teachers will send students out as that parent arrives for pick up.

- **Cutler Campus:** *We ask that all drivers/passengers wear a mask during arrival and dismissal. We ask that you buckle your child into their car seat/booster seat at dismissal. If you get out of the car to do so, please wear a mask.*
- **Speedwell Campus:** We kindly request that parents arrive at 3:20 PM or later for dismissal. This school year we are utilizing the parking lot for Phys Ed classes on most afternoons. Thus, we must keep the parking lot gate closed until 3:20 PM for the safety of our students.

After School Programs

After School Care will be available at the Cutler and Speedwell Campuses by contract only. After Care will be offered Monday through Friday until 6 PM.

- **Cutler Campus:** To pick your child up at the end of the day, please come to the front door and ring the bell. An After School Care staff member will bring your child to the door and will note that you have picked up your child.
- **Speedwell Campus:** To pick your child up at the end of the day, please come to the back entrance door facing the parking lot and ring the bell. An After School Care staff member will bring your child to the door and will note that you have picked up your child.

Visitor Policy

A strict visitor policy will be implemented. All invited visitors (current/prospective parents and vendors) will come to the school by scheduled appointment only. All visitors must take a screening questionnaire, have temperature taken, and will wear PPE.

SECTION 5: REMOTE LEARNING

When a Student is Absent from School

Students may wish to join classes remotely when absent from school for an extended period of time. Please note the following:

- **Cutler Campus:**
 - On Day 1 of an unexpected absence (i.e., not feeling well, a cold) students are encouraged to rest. There will be no remote learning on Day 1 of an absence.
 - If a prolonged absence is anticipated, teachers will prepare materials including a schedule and Chromebook (grades 2 through 4). These materials may be picked up at the end of Day 1 and students will be able to fully participate in remote classes beginning on Day 2.
- **Speedwell Campus:** Due to the nature of the middle school academic program, students are able to work remotely when ill. If a prolonged absence requires additional materials, arrangements will be made with faculty.

School Closure

In the event in-person classes cannot be held, remote instruction will commence:

- Each student in Grades K–8 will be provided a Chromebook, managed by the school. If a student uses a device that is not school-issued, ROS may not be able to effectively troubleshoot.
- Learning material and classwork will be available online through Google Classroom, PowerSchool learning, and other online applications.
- Classes will be held on Google Meet so that students may collaborate with their peers.
- Specific protocols for on-line attendance, submission of work, and assessment will be outlined in later communications; however, students in elementary or middle school should expect that they will be online most of the school day.

SECTION 6: Frequently Asked Questions

If a student or staff member tests positive for COVID-19, how will The Red Oaks School alert the community?

Parents will be immediately notified via email if their child has been in close contact with someone diagnosed with COVID-19. Red Oaks will work in collaboration with the Morris County Board of Health to perform contact tracing. Additionally, a notification will be sent to the entire Red Oaks community.

If a student tests positive for COVID-19, what happens if that student has a sibling that also attends Red Oaks?

If a student tests positive for COVID-19 and has a sibling who also attends Red Oaks, the sibling must quarantine for 14 days.

If a family member of a student tests positive, should the family let Red Oaks know?

Yes, families must inform Red Oaks if a family member of a student tests positive for COVID-19.

What happens to the classroom that is closed?

If a positive test occurs, the school will undergo a deep cleaning and sanitization based on [CDC guidelines](#). Any classroom in which the employee or student spent more than 15 minutes would be closed for at least 24 hours.

If my child's class is quarantined due to COVID-19, will remote learning begin immediately?

Remote learning will not begin immediately. On Day 1 of a classroom/school closure, school materials will be assembled for students. Parents will be notified about pick up procedure and timing of the same. On Day 2, remote teaching will commence.

If my child is absent from school and sick with illness (other than COVID-19), will he/she be able to join the class remotely?

Yes, but grade level circumstances dictate protocol for remote learning. Refer to the Remote Learning section on page 8 for further details.