

BTWP School Reopening Plan Summary Document  
For Board of Education and Community Review  
7/31/2020

**Introduction:**

This is a summary of the anticipated school reopening plan based upon the current guidance and guidelines of:

- Executive Orders of the Governor of New Jersey
- New Jersey Department of Education (DOE)
- Centers for Disease Control (CDC)
- American Academy of Pediatrics (AAP)
- New Jersey and Camden County Departments of Health

This document will be shared with the Berlin Township Board of Education, Staff members and posted on the district website for community review.

Guiding considerations for the district reopening plan:

- Provide for the health and safety of students and staff to the greatest extent possible
- Resume in-person instruction to the extent possible in accordance with social distancing guidelines and requirements of governing bodies listed above
- Offer accommodations for those at higher risk for severe disease including remote learning

It should be noted that the guidance provided may be at odds with each other and other agency requirements (ex. NJMVC, Fire Safety, Office of School Preparedness) and that the full plan is currently under development for submission to the NJ Department of Education, Camden County Office for review and approval. Due to the COVID-19 virus, the Pandemic situation is ever changing and highly fluid due to the constant flow of information and changing guidelines. Alterations in the plan and information contained in this document are subject to change upon receipt of updated guidelines. The intent is to provide the Berlin Township Board of Education and community with a current overview of the instructional plan in order to assist all parties in planning appropriately for a smooth transition to the 2020-2021 school year. Planning for the return of approximately 650 students and 150 staff members requires time and thoughtful consideration, thus the current limitations contained in this document.

Thank you to the Parents, Board of Education members, staff members and community organizations for their input and assistance with this document.

**Instructional Models Offered :**

**Choice 1 = Hybrid Model = 2 days in person instruction, 3 days remote instruction**

**Choice 2 = Full Remote Model = 5 days remote instruction**

Weekly Teacher Contact - Early dismissal day schedules will be used for each school for student in-person days. (Student Day is DDE = 8:10 = 12:40, JFK = 8:45 - 1:15). Teaching staff will be a full 7 hour and 10 minute day at each school allowing for teachers to reach out to remote learners each day after the in-person students leave for the day.

**Choice 1 :** 2 In person days and 3 remote days. Students will be randomly assigned to Cohort A or Cohort B

**Choice 2 :** 5 Remote Days

**Sample Weekly Schedule (In-person and Remote days for Choice 1 and 2)**

<b>Day</b>	<b>Cohort</b>	<b>Type of Learning</b>
Monday AM	Cohort A	In person
Monday PM	Cohort B and C	Remote contact
Tuesday AM	Cohort B	In person
Tuesday PM	Cohort A and C	Remote contact
Wednesday All Remote Learning	Cohort A, B and C Small group instruction day; reteaching	Remote contact
Thursday AM	Cohort A	In person
Thursday PM	Cohort B and C	Remote contact
Friday AM	Cohort B	In person
Friday PM	Cohort A and C	Remote contact

- Parents will be asked to fill out a form for each child indicating if they intend to send their child back to in person school in September or remain on Remote Learning.
  - Parents will not be permitted to change the instructional model selection until 2 weeks before the middle or end of a trimester. A **Request for Instructional Change** form must be submitted 2 weeks before the trimester's interim date or 2 weeks before the end of the trimester, as indicated on the approved school district calendar. The change, if granted, will take place the day after the interim and or the beginning of the new trimester.
- Students who intend to return for in person instruction will be randomly divided between the A and B cohorts and families will be scheduled in the same cohort. Families will be scheduled on the same days within and across buildings.
- Parents will be asked to indicate if their child will be using Transportation Services in order to construct bus runs that allow for social distance between riders. A **Bus Waiver** form, as per NJ Dept of Education requirements, will be available for parents to complete if they do not want to use transportation services at this time.
- **\*\*Note:** All students could be moved to remote learning based upon Executive Order of the Governor or Health Department requirement at any time during the year.

### Weekly Teacher Contact Time with students

Cohort A	8 hrs in person per week	Possible 6.5 remote hours
Cohort B	8 hrs in person per week	Possible 6.5 remote hours
Cohort C	0 hrs in person per week	Possible 9 remote hours

### General areas of Concern:

Areas of concern	Key Considerations
Face Coverings	<ul style="list-style-type: none"> <li>We expect to be able to social distance at 6 feet WITHIN most of the classrooms, based on grade level populations and the number of students who elect to use remote learning. If social distancing can be maintained within a classroom, students will be able to <u>remove their face covering while seated in their assigned seat as per CDC guidance</u></li> <li>Students are required to wear masks on buses, in bathrooms, in hallways and when moving about the room.</li> <li>Students will be socially distanced at breakfast or snack period and face masks can be removed while eating. (This will also apply to lunch periods, if full day classes are resumed.)</li> <li>Classes will be separated at outdoor recess and PE. Consideration will be made for removing masks depending upon activities/ability to distance and current risk levels in the community.</li> <li>Staff must wear masks to enter the building and within the building as required by students. If 6 feet of social distancing can be maintained, staff may remove masks.</li> <li>Exceptions will be determined on a case by cases basis and will be accompanied by a doctor's note.</li> </ul>
Visitors/In person gatherings	<ul style="list-style-type: none"> <li>Visitors and or volunteers are not permitted at this time.</li> <li>Access to the building by outside individuals, including parents/guardians will be limited to essential visits and controlled times only - parents will be asked to drop off any supplies in the security vestibule.</li> <li>When access to the building is required, protective barriers have been installed in office/reception areas and a visitor screening protocol will be used.</li> <li>Events such as Back to School Night and Parent/Teacher Conferences will be virtual.</li> <li>Staff are required to socially distance and meetings/ trainings will be virtual.</li> <li>Staff are required to maintain social distance in all areas of the building at all times, including their lunch and prep times.</li> <li>No outside organizations will be permitted to use district facilities during the Pandemic Crisis until further notice.</li> </ul>
After School Activities/ Co - curricular Activities	<ul style="list-style-type: none"> <li>In-person extra-curricular activities, including athletics, band, chorus, are cancelled until further notice.</li> <li>Some clubs may take place remotely at the middle school based on administrative discretion and ability to be held remotely.</li> <li>DDE Beyond the Classroom may take place remotely based on administrative discretion</li> </ul>
Field Trips	<ul style="list-style-type: none"> <li>Field trips and off campus activities are suspended until further</li> </ul>

	notice
School Calendar	<ul style="list-style-type: none"> <li>Alterations to the school calendar will be made as needed</li> </ul>
Ventilation	<ul style="list-style-type: none"> <li>All district buildings are air-conditioned</li> <li>Outside air flow will be increased into each classroom</li> <li>High quality filters are used and will be replaced according to manufacturer and CDC guidelines</li> <li>Some windows may be opened if they do not present a safety and security risk</li> <li>District buses are all air conditioned. Windows may be opened to increase air flow based on current weather conditions to insure the integrity of the HVAC system</li> </ul>

**Food Service:**

- Breakfast will be available in the cafeteria for students who qualify for Free/reduced meals and pre-order
  - Students will be assigned seats and socially distanced
  - Grab and go packaging will be used - all disposable items will be used
- Early dismissal day schedule does not include lunch; snacks will be eaten in the classroom .
- F/R lunch will be grab and go and sent home with students for the current day and their remote days
- Arrangements will be made for fully remote students/families who qualify for Free/reduced meals to pick up lunch & breakfast

**Transportation:**

- Screening protocol has been developed by the Camden County Dept of Health and states “ School districts may choose to perform symptom screening before children get on the bus by having a parent/guardian conduct screening at home each morning before the school day and report to the school if there are any symptoms. **No children with symptoms should be sent on a bus.**” A statement of assurance will be sent to parents /guardians stating this requirement by the Department of Health along with a symptom checklist and guidance that face coverings must be worn by all students while on the bus, unless they provide a doctor's note for an exemption.
- Drivers will disinfect buses (seats, windows, handrails) after morning and afternoon runs. Handrails will be wiped down between routes. Deep cleaning after all AM and all PM runs
- Students will be spaced apart to maintain social distance, one on each side (22 passengers on a 54 passenger bus). Capacity may be increased if household members sit together.
- Signage will be added to the bus for reminding of Social Distance and the need to wear Face Coverings
- Drivers are required to wear face coverings.
- Non-alcohol hand sanitizer will be available upon entering the bus as per NJMVC regulations
- Bus waiver forms will be available as per NJ Dept of Education guidelines for parents who do not want to use services for the year. A form will be sent out prior to creating routes to determine expected capacity along with the bus Waiver information.
- Buses are air-conditioned and windows may be open, based on current weather conditions, to increase air flow.

## **JFK & DDE - Daily Routines, Procedures and Instructional Plans**

- Arrival/dismissal
  - Designated door for each grade level
  - Face coverings must be worn when entering the building
  - Grade level teacher/staff member assigned to bus pick-up/drop off, parent drop off, hallway monitoring
  - Students will be visually checked for COVID-19 symptoms upon entering the building.
  - Temperature checks and additional health screenings of each student will be conducted in a student's homeroom by designated person per classroom/grade level
  - Parents will be provided a symptom checklist to use at home before sending their child to school. Students who do not feel well should remain home.
- Classroom set-up- Students (with the exception of those in a mixture of Resource room and Gen Ed classes) will remain in their classroom for the majority of their day. Each student will be assigned a desk and a personal space. Students will also have personal boxes to keep their supplies and belongings in. Lockers will not be used at DDE. Use of larger rooms for larger sub cohorts will be used as needed.
- Staffing
  - Staff will report as usual; accommodations will be considered on a case by case basis according to Dept of Labor regulations and existing laws
  - Building floater sub from S4T; cover classes as needed
  - Possible additional building floater, as per staffing requests
- Instruction-
  - Instruction will be either in person 2 days per week and remote 3 days per week or remote 5 days per week. All subject areas will be addressed according to the NJSL standards. Students in grades 2-8 will have chromebooks to take home and teachers will develop a more blended type of learning environment.
  - Parent How To videos are being considered to assist with online learning and assisting students with organizational skills
  - A similar Google classroom set up is being developed for all grades/subjects for easier navigation
  - An improved weekly schedule/agenda is being developed for students and parents to follow to assist with learning requirements and work progress
  - Staff are looking at ways to improve the use of Google meets and recorded lessons to provide resources, support, and guidance for students
- Specialists
  - Will move from homeroom to homeroom
  - Wash in - wash out
  - Materials will either be disposable or individualized
  - PE will be outside to the greatest extent possible; students will be socially distanced and have their own area and equipment. Inclement weather days will be used for Health instruction and will take place in the student homerooms
- Breakfast/Lunch/Recess-
  - Breakfast will be available in the cafeteria for students who qualify for Free/reduced meals and pre-order
    - Students will be assigned seats and socially distanced
    - Grab and go packaging will be used - all disposable items will be used

- Early dismissal day schedule does not include lunch; snacks will be eaten in the classroom.
- F/R lunch will be grab and go and sent home with students for their remote days
  - Arrangements will be made for fully remote students to pick up lunch & breakfast
- If full day in person schedule is utilized at some point, and lunch is required 20 minutes will be scheduled between groups (grade level cohorts) to allow for cleaning of all services
  - Additional tables in the cafeteria and additional large classrooms for overflow of cohort to allow for adequate social distancing as needed.
- Recess/classroom breaks- students will remain in subcohort and be assigned an area; students must remain socially distant; PE teachers will work to devise activities with limited individual use equipment or items. These will be cleaned after each use.
- Arrangements will be made for fully remote students/families who qualify for Free/reduced meals to pick up lunch & breakfast
- Special needs- ( Special Education, RTI, ELL, 504)
  - RTI will focus on Tier 3 and 2 reading students first. Math students will be included as possible depending on the schedule and student needs.
  - Additional remote supports are being discussed based on need
  - Remote tools, increased “google meets”, physical items to use for practice
  - IEPs will be implemented and supported to the greatest extent possible. Related services will be provided according to the instructional model chosen and the availability of service providers within that chosen model.
- Mental health support
  - School guidance counselors, district social worker and school psychologist along with the school nurse and teachers will work together to provide emotional and academic support to students and families as needed. (In person and remote learners)
    - Resources for students and families (virtual portal, hard copies)
    - Checking in with students and parents - create a priority list for weekly checks
    - Create parent tutorials and resource library of “ How to’s” for remote learning materials, etc. so parents can better support students at home learning needs
    - Social stories (JFK students)
    - Positive reinforcement & clear expectations
    - School guidance counselors, district social worker and school psychologist along with the school nurse and teachers will work together to provide emotional and academic support to students and families as needed. (In person and remote learners)
  - Ways to best meet staff needs in this area are also being developed
    - Support Groups (virtual and hard copies)
    - Staff resource page for varied services

### **Cleaning Routines:**

- Building- We are currently in the process of removing furniture from classrooms in order to space out student desks= social distancing, decrease of items to be cleaned

- Classrooms- Nightly cleaning/disinfecting of high touch surfaces- i.e., desks, chairs, pencil sharpeners, computer keyboards and mice, sink areas, and door handles.
  - Wash in / wash out for students and staff
  - Students will not share most items; bins for individual items
  - Classrooms will have hand sanitizer and wipes for use to clean some surfaces and for small individualized needs
  - Sinks with soap and water within most classrooms
  - Classrooms will have hand sanitizer and wipes to use Bathrooms-
  - Entrance doors propped open to monitor number of students in the area;
  - Block off one sink;
  - increased cleaning of high touch areas such as stall handles, towel dispensers, increased wipedown for hallway bathrooms
  - Classroom and staff bathrooms- have wipes for users to clean touched surfaces before leaving the room
- Hallways-
  - In addition to nightly cleaning, dayshift custodians will clean high touch surfaces more often during student instructional time. Areas concentrated on include: door handles, sanitizer stations. Hallway drinking fountains will be turned off and water bottles will be encouraged. Limited traffic in the hallway and highly monitored by staff to decrease the contamination.
- Cafeteria-
  - Cleaning will occur after Breakfast is completed and custodial staff can wipe down all tables and chairs.
  - If full day in person schedule is utilized at some point and lunch is required, 20 minutes will be scheduled between groups (grade level cohorts) to allow for cleaning of all services
  - Additional tables will be in cafeteria and additional large classroom for overflow group to allow for adequate social distancing, as needed
- Staffing / Scheduling-
  - No changes at the moment. Will be hiring one part time custodian to replace someone who resigned this past winter. Consideration will be given to altering night shift staff as needed. Based on the number of students in the building, evening shift may come in early
  - Deeper cleaning will be done on the remote day for all students and on Friday afternoon/evening in preparation for the next week

**Health and Safety:**

- Ventilation
  - outside air into the building is increased by HVAC unit
  - opening windows, based on safety/security concerns
- Screening
  - Staff- self check for temperature and symptoms; sign in assures that they are fever free, symptom free, and have not knowingly been exposed to COVID-19
  - Face coverings must be worn by staff and students when entering the building
  - Grade level teacher/staff member assigned to bus pick-up/drop off, parent drop off, hallway monitoring to assist with visual checks
  - Students will be visually checked for COVID-19 symptoms upon entering the building.
  - Temperature checks and additional health screenings of each student will be conducted in a student's homeroom by designated person per classroom/grade level

- Parents will be provided a symptom checklist to use at home before sending their child to school. Students who do not feel well should remain home.
- Transportation Screening protocol has been developed by the Camden County Dept of Health and states “ School districts may choose to perform symptom screening before children get on the bus by having a parent/guardian conduct screening at home each morning before the school day and report to the school if there are any symptoms. **No children with symptoms should be sent on a bus.**” A statement of assurance will be sent to parents /guardians stating this requirement by the Department of Health along with a symptom checklist and guidance that face coverings must be worn by all students while on the bus, unless they provide a doctor's note for an exemption.
- Visitor protocols- temperature check and screening questionnaire. Only invited guests will be allowed in. Substitutes will also use a self-check list as per district and S4T guidelines
- Training
  - Staff will have training on protocols and procedures as part of their beginning of the school year orientation.
  - Safe Schools training portal has modules on COVID-19 and staff will be required to complete before students are in the building
  - Nurses will work on “google meets” trainings for staff and students to be recorded and available as needed
- Face coverings- Will be worn when social distancing is not possible. This may include classrooms as 6 feet between desks may not be possible even with a reduced class size and reduced furniture.
- Camden County Dept of Health
  - Guidance and contact with the local officials on an as needed basis
  - Dr. Paschal Nwako, County Health Officer, has provided all Camden County Superintendents with a guidance document and sample scenarios to guide actions and communications regarding any suspected or positive cases within the student and staff population. Additionally he will provide notification letters to the community as needed.
- Contact Tracing
  - Will be handled through the Camden County Department of Health. The district superintendent may be notified of a case or suspected case (person will remain anonymous) and the school district will be asked for information to be used as supporting information; the school is not responsible for notification to the infected person or any person that may have had contact with the case.
- Isolation Area-
  - A classroom has been designated at JFK and DDE as an isolation area.
  - Only used for persons with COVID 19 symptoms
  - Nurse will monitor the person in isolation
  - Confidentially will be maintained to the greatest extent possible
  - Student or staff member must be transported home - ASAP - need parent cooperation
  - Clean & disinfect the isolation area
  - Clean and disinfect other rooms based on CDC guidelines and contact tracing protocol after notification to or by the NJ or Camden County Department of Health. Area and school may need to be closed for 24 -72 hours or longer.

**CARE:**



- Eligibility
  - Current credits available; ask those parents first - limit of 25 students
  - Student may only attend on the days that the student is in school
- Arrival/dismissal
  - Parents must call when they arrive; CARE staff will meet the student upon arrival and bring the student outside for dismissal
  - AM students will be screened for temperature and symptoms upon arrival
  - CARE will end at 5:00 so that staff have time to clean materials for the next day.
  - Custodians will clean the entire area used during evening cleaning
- Set-up
  - Use of JFK all purpose room to socially distance; 4 students per cafeteria table; siblings may sit at same table in closer proximity
  - Students will have an assigned seat and staff member
  - individual tubs for each student's materials
    - Items will be sanitized daily
    - Cleaning materials will be provided by Facilities Manager
  - Hand sanitizer and wipes will be available for use as needed
  - Face coverings must be worn
- Staffing
  - 2-3 adults based on number of students (about 8 students per adult)
- Activities
  - Individual play areas assigned
  - Socially distanced at all times
  - Items from home will be discouraged
  - Materials from CARE will be distributed for individual student use on a weekly basis and will be cleaned
- Snack/Playing outside
  - Weather permitting snack time will be outside and there will be an opportunity to be outside for individualized activities
  - Students will be assigned an individual area and individual items for recreation
  - Lunch will be available for students who are eligible for Free/reduced meals and for purchase if pre-ordered by others.