

## February 2023 Attachments

Item #	Description	Status
1-C	Resolution Authorizing Closed Session	Complete
V-A	January 18, 2023 Board Meeting Minutes	Complete
V-B	January 18, 2023 Closed Session Minutes	Complete
VI-A-1	Monthly Wellness Report	Complete
VI-A-2	Fire/Security Drill Log	Complete
VI-C	Technology Monthly Report	Complete
A-5-a	P #1648.11- The Road Forward COVID-19-Health and Safety-ABOLISH	Complete
A-5-b	P #1648.13- School Employee Vaccination Requirements- ABOLISH	Complete
A-6	2023-2024 School Calendar	Complete
A-9	2022-2023 Safe Return Plan	Complete
B-9	Permanent Teacher Substitute Evaluation Rubric	Complete
C-2	Financial Reports (December)	Complete
C-3	Bills Lists	Complete
C-6-a	Long Range Facilities Plan	Complete
C-7-a	Uncollectable School Nutrition Balances	Complete
C-8-a	2023-2024 Enrollment Projection	Complete
C-10-a-1	P #6160- Grants from Private Sources	Complete
D-1-a	P #0162- Notice of Board Meetings	Complete
D-1-b	P #0152- Board Officers	Complete
D-2-a	P #0161- Call, Adjournment, and Cancellation	Complete

**WATERFORD TOWNSHIP BOARD OF EDUCATION  
REGULAR BOARD MEETING MINUTES – JANUARY 18, 2023  
WATERFORD ELEMENTARY SCHOOL**

**I. MEETING CALLED TO ORDER 6:00 P.M.**

This meeting was advertised in compliance with the Sunshine Law through the notice issued to the Courier-Post and filed with the clerk of the Township of Waterford and posted on the district website, wtsd.org.

**A. ROLL CALL OF ATTENDANCE**

Members Present: Matthew DeNafo, Benjamin De Vuyst, Jason Galante (left at 7:25pm), Thomas Leach, Barbara Libak Fanz, Daniel Hoover, Rosemarie Hunter, Michael McClintock (arrived 6:07pm), Ehren O'Donnell.

Members absent: None

Others present: Michael Nolan, Superintendent, Daniel J. Fox, Assistant Superintendent for Business /Board Secretary, Howard Long, Solicitor.

**B. MOTION TO APPROVE THE RESOLUTION AUTHORIZING CLOSED SESSION**

A motion was made by Mr. De Vuyst, seconded by Mr. O'Donnell, and carried by unanimous voice consent to approve the Resolution Authorizing Closed Session.

**C. MOTION TO APPROVE THE RETURN TO OPEN SESSION**

A motion was made by Mr. De Vuyst, seconded by Mr. O'Donnell, and carried by unanimous voice consent to return to open session at 7:00 p.m.

**D. FLAG SALUTE**

Mr. DeNafo led the Pledge of Allegiance.

**E. MISSION STATEMENT**

Mr. DeNafo read the Mission Statement.

**F. STATEMENT TO THE PUBLIC**

Mr. DeNafo read the statement to the public.

**II. COMMITTEE REPORTS**

- A. EDUCATION – No Meetings**
- B. PERSONNEL - No Meetings**
- C. BUSINESS - No Meetings**

**III. PRESENTATIONS**

- A. Start Strong Presentation- Dr. Nolan**
- B. Narcan Presentation- Dr. Nolan**
- C. Students of the First Trimester-**
  - 1. Kindergarten- Asher Davies- Ms. Bowden/Ms. Fieger
  - 2. Grade 1- Scarlett Durante- Ms. Crone/Ms. Sindoni
  - 3. Grade 2- Parker Palladino- Ms. Gallagher/Ms. Wallen
  - 4. Grade 3- Emily Peacock- Ms. Dimatratos/Ms. Marsh
  - 5. Grade 4- Dominica Thornton- Ms. Magner
  - 6. Grade 5- Jason Silvestro- Ms. Niedoba/Ms. Hargrave
  - 7. Grade 6- Kaitlyn Orsini- Ms. Johnson/Mr. Vitarelli

**IV. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS ONLY**

- A. A motion was made by Mr. O'Donnell, seconded by Ms. Libak Fanz, and carried by unanimous voice consent to open the meeting to the public.**

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None

- B. A motion was made by Ms. Hunter, seconded by Mr. De Vuyst, and carried by unanimous voice consent to close the meeting to the public.

**V. MINUTES**

A motion was made by Ms. Libak Fanz, seconded by Mr. McClintock, and carried by voice consent to approve the minutes for the following meeting as submitted by the Assistant Superintendent for Business: Board Secretary: (Mr. Galante, Mr. Hoover and Leach abstained from items A, B & C):

- A. Board Meeting December 14, 2022
- B. Board Meeting December 21, 2022
- C. Closed Session December 21, 2022
- D. Board Meeting January 4, 2023

Mr. Galante departed from the meeting at 7:25 p.m.

**VI. SUPERINTENDENT'S REPORT**

A motion was made by Mr. O'Donnell, seconded by Ms. Hunter, and carried by unanimous voice consent to approve the following:

- A. **Monthly District Reports-**
  - 1. Monthly Wellness Report
  - 2. Fire/Security Drill Log
- B. Curriculum Department Monthly Highlights
- C. Technology Report-N/A
- D. Enrollment:

Grade	2021-2022 # of Students	2022-2023 # of Students
PK (3 yr. old)	67	72
PK (4 yr. old)	91	93
PK (5 yr. old)	0	0
K	88	105
1 <sup>st</sup>	114	96
2 <sup>nd</sup>	112	108
3 <sup>rd</sup>	102	116
4 <sup>th</sup>	124	108
5 <sup>th</sup>	111	131
6 <sup>th</sup>	121	116
<b>Total:</b>	<b>930</b>	<b>950</b>

**E. Suspension Report:**

SID#	Date	Incident	School	Location	Reported by	Resolution
N/A						

**VII. SUPERINTENDENT'S RECOMMENDATIONS  
A. EDUCATION**

Upon the recommendation of the Superintendent, a motion was made by Ms. Libak Fanz, seconded by Mr. De Vuyst, and carried by unanimous roll call vote to approve items 1 through 7.

- 1. **Harassment, Intimidation and Bullying (HIB) Report:**  
Acknowledge Receipt of HIB Investigations as follows:

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Alleged Target(s)	Alleged Aggressor(s)	Location	Report Received Date	Investigation Completed Date	Investigation Outcome HIB-Yes/No	Action Taken
2752355379	1312060878 9293278253 1780155225	WES  Classroom	1/4/23	12/20/22	No	-Detention -Suspended from School Council for 1 meeting -Suspended from Safety Post for 1 week -Restorative Justice Assignment

**2. Harassment, Intimidation and Bullying (HIB) Report:**

Affirm the Harassment, Intimidation & Bullying Report as follows:

Alleged Target(s)	Alleged Aggressor(s)	Location	Report Received Date	Investigation Completed Date	Investigation Outcome HIB-Yes/No	Action Taken
6506236927	1604520676	WES Playground	12/12/22	12/8/22	No	-After School Detention
6398900846	3131702884  8612179538  6052279177  1460792321	School Bus	12/14/22	12/13/22	Yes	-Removed from Safety Patrol  -Administrative Detention  Restorative Justice Assignment

**3. Field Trips for the 2022-2023 School Year:**

Approve the following field trips for the 2022-2023 school year:

Location	Date	Grade	Staff	Total Adults/ Students	Cost	Total
Storybook Land (Updated)	5/17/23 (rain date 5/18/23)	K	Kindergarten Staff, K. Saunders	49/103	Admission: \$2558.25 Busing: \$2040.00	\$4598.25
Cedar Run Wildlife Refuge	3/16/23	4	Grade 4 Staff, E. Ravenkamp	20/109	Admission: \$984 Busing: \$900	\$1884
Ric and Jean Edelman Planetarium @ Rowan	3/14/23	5 (Group 1)	Young, Niedoba, Iadonisi, Chavez, Sweeney, Hargrave, Galezniak(nurse)	12/60	Admission: \$0 Busing: \$600	\$600
Ric and Jean Edelman Planetarium @ Rowan	3/15/23	5 (Group 2)	Ingemi, Ginzberg, Borman, Stephan, O'Neill, Chavez, Ravenkamp	14/70	Admission: \$0 Busing: \$600	\$600

**4. Removal of Student Enrollment 2022/2023:**

To remove from enrollment student #813749015 and 2754110155 due to residency status.

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5. **Approve the following policy for the first reading:**
  - a. Policy # 1648.11- The Road Forward COVID-19- Health and Safety- ABOLISH
  - b. Policy # 1648.13- School Employee Vaccination Requirements- ABOLISH
  
6. **Approve the following policy for the second reading:**
  - a. Policy # 8454- Pediculosis
  - b. Policy # 2530- Resource Materials
  - c. Policy # 5513- Care of School Property
  
7. **Acknowledge receipt of the following regulations:**
  - a. Regulation # 2464- Gifted and Talented Pupils
  - b. Regulation # 2624- Grading System

**B. PERSONNEL**

A motion was made by Mr. De Vuyst seconded by Ms. Hunter, and carried by unanimous roll call vote to approve items 1 through 5.

1. **Appointment of Substitutes for the 2022-2023 School Year:**  
Approve the following substitutes for the 2022-2023 school year, pending receipt of required documents:

Name	Substitute Position	Rate
Zuzulock, S.	Custodian	\$18.00 / hr.
DePasquale, B.	Non-Instructional Aide (Cafeteria)	\$16.00 / hr.

2. **Lateral Move – Certified:**  
Approve the lateral move for the following certified staff member effective 2.01.23:

Name	Credential (from)	Credential (to)	Step (from)	Step (to)	Salary (from)	Salary (to)
Borda, C.	BA +15	BA +30	5	5	\$61,042	\$62,317

3. **Lateral Move – Support Staff:**  
Approve the lateral move for the following support staff member effective upon hire date:

Name	Position (from)	Position (to)	Step (from)	Step (To)	Hrly Rate (from)	Hrly Rate (to)
Sylvia, B.	Permanent Paraprof. Substitute	Permanent Paraprof. Substitute HQ	1	1	\$16.32	\$17.25

4. **Create Non-Certified Staff Positions:**  
Approve the created non-certified position for the 2022-2023 school year:

Position	Location	Create	UPC	FTE	Account Number
Assistant Transportation Coordinator	District	Create	60-10-TR / AXS	1.0	11-000-270-160-00-00-000

5. **Perfect Attendance Award – November 2022:**  
Acknowledge and congratulate the recipient of November's Perfect Attendance Award, Patricia Conner. Patricia is a Highly-Qualified Paraprofessional at Thomas Richards and will receive a \$50.00 Amazon gift card.

**C. BUSINESS**

A motion was made by Mr. Leach, seconded by Mr. De Vuyst, and carried by unanimous roll call vote to approve items 1 through 8.

**WATERFORD TOWNSHIP BOARD OF EDUCATION  
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1. **Board of Education Monthly Financial Certification:**  
Pursuant to N.J.A.C. 6A:23A-16.10(c) 4, the Waterford Township Board of Education certifies that as of October 30, 2022 and after review of the Secretary's Monthly Financial Report and upon consultation with the appropriate district officials, to the best of the Board's knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10(a)1 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.
  
2. **Financial Reports for the month November 2022 (as per attached):**
  - a. Investment report.
  - b. Cash Receipts and Disbursements Report in accordance with 18A:17-36 and 18A:17-9. The Cash Receipts and Disbursements Report and the Board Secretary's Report are in agreement.
  - c. Report of the Board Secretary in accordance with 18A:17-36 and 17A:17-9
  - d. Student Activity Fund General Ledger.
  - e. Nutri-Serve Food Management/Waterford Township School District Financial Statement.
  
3. **Financial Reports for the month of October 2022 (as per attached):**
  - a. Nutri-Serve Food Management/Waterford Township School District Financial Statement.
  
4. **Approval of Expenditures (as per attached):**  
Approve the payment of bills and claims:
  - Bills List #1- \$ 1,554,154.01
  - Bills List #2- \$ 51,608.48
  - Nutri-Serve- \$ 19,633.64
  
5. **Contracts:**
  - a. A 2022-2023 Joint Transportation Agreement with Hammonton School District to transport a homeless student to Hammonton Middle School for \$3,425.14.
  - b. A Tuition Contract Agreement with Hammonton Board of Education to send student # 9830697265 at a cost of \$10,099.89
  - c. A Tuition Contract Agreement with Greater Oaks Legacy Charter School to receive student # 9830697265 at a cost of \$10,099.89.
  - d. A Resolution Binding the Waterford Township School District to Purchase Electric Generation services through the Alliance for Competitive Energy Services ("ACES") Bid Cooperative Pricing System ID #E8801-ACESCPS (See Attachment C-5-d).
  - e. A Resolution Binding the Waterford Township School District to Purchase Natural Gas Generation services through the Alliance for Competitive Energy Services ("ACES") Bid Cooperative Pricing System ID #E8801-ACESCPS (See Attachment C-5-e).
  
6. **Grants:**
  - a. **ARP-ESSER III Grant & Sub-grant Funding Allocation – Teachers, Paraprofessional & Coach:**  
Approve the percentage of funding of salaries for Teachers, Paraprofessional and Coach for the 2022-2023 school year based on ARP-ESSER III Grant and ALC&ES Sub-grant and local funding retroactive to September 1, 2022 (See Attachment C-6-a).

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7. Approve the following policy for the second reading:  
 a. Policy # 7610- Vandalism  
 b. Policy # 8550- Meal Charges/Outstanding Food Service Bill

8. Professional Development:  
 Approve the Out of District Professional Development for the 2022-2023 school year:

Name	Date Submitted	Date of Workshop	Location	Topic	Cost	Account #
Brutus, A.	01/09/2023	02/23/20220 2/24/2022	Atlantic City, NJ	2023 NJMEA State Conference	\$180.00	11-000-223-580-58-06-100

**D. BYLAWS**

A motion was made by Ms. Libak Fanz, seconded by Ms. Hunter, and carried by unanimous roll call vote to approve item 1.

1. Approve the following policy for the first reading:  
 a. Policy # 0161- Call, Adjournment, and Cancellation

**VIII. REPORTS**

- A. Legislation- Mr. Leach gave an oral report.
- B. Camden County School Boards Association- Mr. O'Donnell reports no meeting.
- C. New Jersey School Boards Association- No report.
- D. Camden County Educational Services Commission- No report.
- E. Hammonton- Ms. Hunter reports meeting tomorrow night.
- F. Board President's Report- Mr. DeNafo gave an oral report.

**IX. BOARD OF EDUCATION BUSINESS**

- A. **OLD BUSINESS**  
None
- B. **NEW BUSINESS**  
None

**X. COMMENTS FROM MEMBERS OF THE PUBLIC ON GENERAL TOPICS**

- A. A motion was made by Mr. O'Donnell, seconded by Ms. Likab Fanz, and carried by unanimous voice consent to open the meeting to the public.  
  
None
- B. A motion was made by Mr. Hoover, seconded by Mr. McClintock, and carried by unanimous voice consent to close the meeting to the public.

**XI. MEETING ADJOURNMENT at 7:33 p.m.**

A motion was made by Ms. Hunter, seconded by Ms. O'Donnell, and carried by unanimous voice consent to adjourn the meeting.

Respectfully Submitted,

Daniel J. Fox  
 Assistant Superintendent for Business/Board Secretary

JANUARY MONTHLY WELLNESS REPORT

Date	Description	School	Class(es) Involved	Menu	Celebration/Curricular	CCS
1/27	Winter Spirit Day Activity	TR	PK - Litchko	Hot Cocoa	Winter Spirit Week	



School Name	Drill Date	Drill Time	Weather Conditions	Type of Drill	# of Students Involved	# of Staff Involved	Brief Summary of Drill:
Alco	1/4/23	2:15 AM	61 Degrees Mostly Cloudy	Fire Drill	192	43	Duration of the Drill: 3:42 Students and Staff exited the building. No issues were reported.
Alco	1/11/23	10:45:00 AM	39 Degrees Sunny	Security Drill Active Shooter	189	47	Duration of the Drill: 4:16 Staff and Students were lights out and classrooms locked. 2 issues reported. Rm 8 left the door unlocked and Rm 12 and 13 could see movement. The principal addressed issues. Blackboard was sent out.
TR	1/5/23	9:57:00 AM	54 Degrees Cloudy	Fire Drill	250	61	Duration of Drill: 2 minutes 6 seconds. All students and staff exited the building. No issues reported.
TR	1/19/2023	10:00 AM	N/A	Active Shooter	232	64	Duration of Drill: 5 minutes 30 seconds. Staff and Students were lights out and classrooms locked. One classroom directed to move students so not visible from the door. Copy room door unlocked. Principal addressed both issues. Blackboard sent.
WES	1/4/2023	9:18 AM	59 Degrees Mostly Cloudy	Security Drill Lockdown	445	91	Duration of Drill: 3 minutes 17 seconds. Students and staff where lights out and classrooms locked. 1 issue reported: classroom locked but lights on; Principal addressed the issue. Blackboard sent.
WES	1/5/2023	2:20 PM	60 Degrees Mostly Cloudy	Fire Drill	445	88	Students and Staff exited the building safely in 1 minute and 31 seconds. No issues reported.

## **Board Report - Technology – February 2023**

1. I am finalizing the transfer of content from our existing Content Management System to our new CMS – Finalsite. New website scheduled to go live 2-22.
2. EDR is now active on our desktop computers. As a reminder, Endpoint Detection and Response adds 3 key features to our Windows systems:
  - a. 72-hour ransomware rollback.
  - b. Unknown "zero-day" malware detection.
  - c. Built-in ransomware prevention.
3. Prepping Pearson Access Next for NJSLA testing in May.
4. Added 2 new Promethean Smart displays to our Waterford Elementary School. We are replacing older projectors with these new displays a few at a time.
5. Resolve tickets as submitted.

# POLICY

## WATERFORD TOWNSHIP BOARD OF EDUCATION

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### 1648.11 THE ROAD FORWARD COVID-19 – HEALTH AND SAFETY (M)

#### M

The Board of Education plans to provide full-day, full-time, in-person instruction and operations for the 2021-2022 school year. In June 2021, the New Jersey Department of Health (NJDOH) and the New Jersey Department of Education (NJDOE) worked collaboratively to develop guidance, The Road Forward – Health and Safety Guidance for the 2021-2022 School Year (The Road Forward).

The Road Forward replaces the mandatory anticipated minimum standards outlined in the NJDOE's "The Road Back – Restart and Recovery Plan for Education" (June 2020) and provides a range of recommendations rather than mandatory standards. These recommendations are meant to assist school districts in implementing protocols to reduce risks to students and staff from COVID-19 while still allowing for full-time learning.

The Board considered many factors as they prepared for the 2021-2022 school year, including the level of COVID-19 transmission in the community at large and in the school community, as well as vaccination coverage rates in both the community at large and the school community.

For the purpose of this Policy, "Order" shall mean any Governor of New Jersey Executive Order, New Jersey State Agency mandate, Centers for Disease Control and Prevention (CDC) guidance, New Jersey statute, or administrative code requiring compliance by the school district.

The Board considered the recommendations outlined in The Road Forward to develop health and safety protocols. The Board will consider all recommended Orders and comply with all mandatory Orders when developing health and safety protocols and reviewing them periodically.

The Board considered the recommendations outlined in The Road Forward to develop the school district's COVID-19 protocols in the following areas and included in corresponding Appendices:

- A. General Health and Safety Concerns of Students, Staff Members, and Visitors
  - 1. Vaccination – See Appendix A.
  - 2. Communication with the Local Health Department – See Appendix B.



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3. Mask Wearing Protocol – See Appendix C.
  4. Physical Distancing and Cohorting Protocols – See Appendix D.
  5. Hand Hygiene and Respiratory Etiquette Protocols – See Appendix E.
  6. Provision of Meals – See Appendix F.
  7. Transportation Protocols – See Appendix G.
- B. Cleaning, Disinfection, and Airflow – See Appendix H.
- C. Screening, Exclusion, and Response to Symptomatic Students and Staff Members – See Appendix I.
- D. Contact Tracing – See Appendix J.
- E. Testing – See Appendix K.
- F. Student and Staff Member Travel – See Appendix L
- G. Visitors - See Appendix M
- H. Use of Facilities - See Appendix N

The absence of one or more of the recommendations outlined in The Road Forward and/or in the school district's health and safety protocols will not prevent the reopening of the school(s) in the district for full-day in-person operation with all enrolled students and staff members present.

Pursuant to N.J.S.A. 18A:7F-9, schools must be in session for 180 days to receive State Aid. The statute requires that school facilities be provided for at least 180 days during the school year. N.J.S.A. 18A:7F-9(b) indicates when a school district is required to close the schools of the district for more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive and/or recommendation by the appropriate health agency or officer to institute a public health-related closure, days of virtual or remote instruction



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commensurate with in-person instruction will count toward the school district's 180-day requirement.

The school district may be confronted with the incidence of COVID-19 positive cases among staff and/or students. If the school district is required to exclude a student, group of students, a class, or multiple classes as a result of possible exposure to COVID-19, while the school itself remains open for in-person instruction, the school district shall offer virtual or remote instruction to those students in a manner commensurate with in-person instruction to the extent possible. In circumstances when the school facilities remain open and in-person instruction continues in those classrooms that are not required to quarantine, those days in session will also count toward the school district's 180-day requirement in accordance with N.J.S.A. 18A:7F-9.

The school district anticipates updates to The Road Forward and as such this Policy is subject to review by the Superintendent to ensure compliance with Orders that may arise after Board adoption of this Policy. All revisions to Orders affecting this Policy and corresponding Appendices shall be reviewed by the Superintendent with the Board Attorney, School Physician, and Board of Education, if appropriate. The Superintendent may revise the health and safety protocols included in any Appendix as necessary and appropriate. All students, parents, and staff members will be notified of any changes to school district-developed protocols implemented as a result of this Policy, as appropriate.

Adopted: Oct 20, 2021



## Appendix A

### Vaccination

**The school district may include in Appendix A the locally developed protocols to:**

- a. Determine the vaccination status of students and staff.**
- b. Actively promote vaccination for all eligible students and staff.**

Vaccination is currently the leading public health prevention strategy to end the COVID-19 pandemic. Promoting vaccination can help schools safely return to in-person learning as well as extracurricular activities and sports (Updated 8/2021)

Although COVID-19 vaccines are safe, effective, and accessible, not all school-aged children are currently eligible to be vaccinated. At the current time, most students in the district are not eligible for vaccinations. The superintendent or designee will be collecting vaccination information from staff in accordance with the terms of Executive Order No. 253. (Updated 9/1/2021)

Public confidence in immunization is critical to sustaining and increasing vaccination coverage rates and preventing outbreaks of vaccine-preventable diseases. The superintendent or designee will actively promote vaccination for all eligible students and staff. As vaccine eligibility expands, the district will consider school-wide vaccine coverage among students and staff as an additional metric to inform the need for preventive measures such as physical distancing and masking (NJDOH COVID-19 Recommendations for K-12 Schools).

Many school-aged children missed recommended vaccines over the last year due to disruptions associated with COVID-19. The superintendent or designee will review and consider the CDC resources that may be helpful in addressing low coverage in children and preparing for a safe return to school. The superintendent or designee will send reminders to families about school immunization requirements and follow up with families of children who are not in compliance with requirements and encourage compliance. (Updated 8/2021)



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Pursuant to Executive Order No. 253, all LEAs, nonpublic schools, and parochial schools must maintain a policy that requires all covered workers to either provide adequate proof that they have been fully vaccinated or submit to COVID-19 testing at minimum one to two times weekly. 'Covered workers' includes individuals employed by the LEA or school, both full and part-time, including, but not limited to, administrators, teachers, educational support professionals, individuals providing food, custodial, and administrative support services, substitute teachers, whether employed directly by the LEA or school or otherwise contracted, contractors, providers, and any other individuals performing work in the LEA or school whose job duties require them to make regular visits to such covered settings, including volunteers. 'Covered workers' does not include individuals who visit the covered setting only to provide one-time or limited duration repairs, services, or construction. Additional information regarding collection of staff vaccination information, timing for compliance, and the manner of testing is outlined in Executive Order No. 253. (Updated 9/1/2021)



## Appendix B

### Communication with the Local Health Department

The school district may include in Appendix B the locally developed protocols to:

- a. **Maintain close communication with the Local Health Department in order to provide information and share resources on COVID-19 transmission, prevention, and control.**
- b. **Establish procedures for Local Health Department notification and response to COVID-19 illness in school settings.**

The superintendent or designee and local health department will maintain close communication with each other to provide information and share resources on COVID-19 transmission, prevention, and control measures and to establish procedures for Local Health Department (LHD) notification and response to COVID-19 illness in school settings. The superintendent or designee will work closely with LHDs as they make decisions regarding which mitigation strategies to implement and when based on data (updated 8/2021).

Understanding that COVID-19 may impact certain areas of the state differently, NJDOH provides information on COVID-19 transmission at the regional level, characterizing community transmission as low (green), moderate (yellow), high (orange), and very high (red). This information is posted online every week on the NJDOH CDS COVID-19 website and sent out via New Jersey Local Information Network and Communications System (NJLINCS) to public health and healthcare partners. Municipal level vaccination coverage data is posted online at [ww.nj.gov/health/cd/topics/covid2019\\_dashboard.shtml](http://ww.nj.gov/health/cd/topics/covid2019_dashboard.shtml).





## Appendix C

### Mask Wearing Protocol

The school district shall include in Appendix C the locally developed protocols to:

- a. Address all mandatory Orders regarding the use of masks in schools.

Wearing masks is an important prevention strategy to help slow the spread of COVID-19, especially when combined with everyday preventive actions and social distancing in public settings. On August 5, 2021, the CDC issued new indoor masking recommendations for individuals in K-12 school settings. That guidance is available here: [www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html](http://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html).

**Indoors:** In alignment with recommendations from the CDC and the American Academy of Pediatrics, on August 6, 2021, Governor Murphy signed Executive Order 251 which requires that all staff, students, and visitors wear a mask, regardless of vaccination status, in the indoor premises of school buildings. This requirement applies to all public, private, and parochial preschool programs and elementary and secondary schools, including charter and renaissance schools. As outlined in the Executive Order, there are limited exceptions to this requirement (see full list below).

**Outdoors:** In general, people do not need to wear masks when outdoors. The CDC recommends that people who are not fully vaccinated wear a mask in crowded outdoor settings or during activities that involve sustained close contact with other people. Fully vaccinated people might choose to wear a mask in crowded outdoor settings if they or someone in their household is immunocompromised (updated 8/2021).

The following principles apply to the use of masks in schools:

- The superintendent or designee will provide information to staff and students on proper use, removal, and washing of masks.
  - The most effective fabrics for cloth masks are tightly woven such as cotton and cotton blends, breathable, and in two or three fabric layers. Masks with exhalation valves or vents, those that use loosely woven fabrics, and ones that do not fit properly are not recommended.



- Masks should be washed after every day of use and/or before being used again, or if visibly soiled or damp/wet.
- Disposable face masks should be changed daily or when visibly soiled, damp or damaged. Students, teachers, and staff should have access to additional disposable or cloth masks in case a back-up mask is needed (e.g., mask is soiled or lost during the day).
- Clear masks that cover the nose and wrap securely around the face may be considered in certain circumstances including for the teaching of students with disabilities, young students learning to read, or English language learners (updated 8/2021).
- Appropriate and consistent use of masks may be challenging for some individuals; however, mask use is required for all individuals in indoor school settings with the following exceptions:
  - When doing so would inhibit the individual's health, such as when the individual is exposed to extreme heat indoors.
  - When the individual has trouble breathing, is unconscious, incapacitated, or otherwise unable to remove a face covering without assistance.
  - When a student's documented medical condition or disability, as reflected in an Individualized Education Program (IEP) or Educational Plan pursuant to Section 504 of the Rehabilitation Act of 1973, precludes use of a face covering.
  - When the individual is under two (2) years of age.
  - When the individual is engaged in activity that cannot physically be performed while wearing a mask, such as eating or drinking, or playing a musical instrument that would be obstructed by a face covering.
  - When the individual is engaged in high-intensity aerobic or anaerobic activity.
  - When a student is participating in high-intensity physical activities during a physical education class in a well-ventilated location and able to maintain a physical distance of six feet from all other individuals; or
  - When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task.
- Where an individual is seeking a medical exemption from the masking requirement pursuant to the first or third bullet above, documentation from a medical professional supporting this exception is required pursuant to Executive Order No. 253 (updated 9/1/2021).



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Further information on mask-wearing in schools can be found here: [Guidance for COVID-19 Prevention in K-12 Schools](#)



## Appendix D

### Physical Distancing and Cohorting Protocols

Though physical distancing recommendations must not prevent a school from offering full-day, full-time, in person learning to all students for the 2021-2022 school year, LEAs should implement physical distancing measures as an effective COVID-19 prevention strategy to the extent they are equipped to do so while still providing regular school operations to all students and staff in-person. During periods of high community transmission (orange or red) or if vaccine coverage is low, if the maximal social distancing recommendations below cannot be maintained, the superintendent or designee should prioritize other prevention measures including screening testing and cohorting. (Updated 8/2021)

Where possible, the superintendent or designee will establish policies and implement structural interventions to promote physical distancing and small group cohorting. During periods of low or moderate (green or yellow) community transmission, the superintendent or designee will implement physical distancing recommendations to the maximum degree that allows them to offer full in-person learning. During periods of high community transmission, if maximal social distancing recommendations cannot be maintained, the district will prioritize other prevention measures including screening testing and cohorting.

- Within classrooms, maintain 3 feet of physical distancing to the greatest extent practicable, while offering full-time, in-person learning to all students.
- Outside of classrooms including in hallways, locker rooms, indoor and outdoor physical education settings, and school sponsored transportation, maintain physical distancing to the greatest extent practicable.
- As feasible, maintain cohorts or groups of students with dedicated staff who remain together throughout the day, including at recess, lunch times, and while participating in extracurricular activities. Cohorting people who are fully vaccinated and people who are not fully vaccinated into separate cohorts is not recommended. (Updated 9/1/2021)
- Identifying opportunities to maximize physical distancing should be prioritized for the following higher-risk scenarios, especially during periods of high community transmission:



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- In common areas, in spaces where students may gather such as hallways and auditoriums.
- When masks cannot be worn, including cafeterias.
- When masks may be removed, such as during outdoor activities.
- During indoor activities when increased exhalation occurs, such as singing, shouting, band practice, sports, or exercise.



## Appendix E

### Hand Hygiene and Respiratory Etiquette Protocols

- The superintendent or designee should teach and reinforce handwashing with soap and water for at least 20 seconds. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer).
- Encourage students and staff to cover coughs and sneezes with a tissue during those limited instances when the individual may be unmasked (updated 8/2021).
- Used tissues should be thrown in the trash and hand hygiene as outlined above should be performed immediately.
- Maintain adequate supplies including soap, hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer), paper towels, tissues, and no-touch trash cans.
- Assist/observe young children to ensure proper hand washing.



## Appendix F

### Provision of Meals

For meals offered in cafeterias or other group dining areas, where masks may not be worn, superintendent or designee should consider implementing other layered prevention strategies to help mitigate the spread of COVID-19. These strategies include:

- Maximize physical distance as much as possible when moving through the food service line and while eating (especially indoors).
- Considering alternatives to use of group dining areas such as eating in classrooms or outdoors.
- Staggering eating times to allow for greater physical distancing.
- Maintaining student cohorts and limiting mixing between groups, if possible.
- Avoiding offering self-serve food options.
- Discouraging students from sharing meals.
- Encouraging routine cleaning between groups.
- Frequently touched surfaces should be cleaned. Surfaces that come in contact with food should be washed, rinsed, and sanitized before and after meals. Given the data regarding COVID-19 transmission, the use of single-use items, such as disposable utensils, is not necessary during meals.



## Appendix G

### Transportation Protocols

School buses should be considered school property for the purpose of determining the need for prevention strategies.

- Masks must be worn by all passengers on buses, regardless of vaccination status per CDC's Federal Order.
- "If occupancy allows, maximize physical distance between students. To maximize space when distancing, schools may consider seating students from the same household together (updated 9/1/2021)"
- Open windows to increase airflow in buses and other transportation, if possible.
- Regularly clean high touch surfaces on school buses at least twice daily.

For more information about cleaning and disinfecting school buses or other transport vehicles, read CDC's guidance for bus transit operators.





## Appendix H

### Cleaning, Disinfection, and Airflow

#### Limit Use of Shared Supplies and Equipment

- Ensure adequate supplies (i.e., classroom supplies, equipment) to minimize sharing of high-touch materials or limit use of supplies and equipment by one group of students at a time and clean and disinfect routinely and preferably between use.
- Encourage hand hygiene practices between use of shared items.
- Discourage use of shared items that cannot be cleaned and disinfected.

#### Cleaning and Disinfection

The superintendent or designee should follow standard procedures for routine cleaning and disinfecting with an EPA-registered product for use against SARSCoV-2. This means at least daily cleaning and disinfecting surfaces and objects that are touched often, such as desks, countertops, doorknobs, computer keyboards, hands-on learning items, faucet handles, phones, and toys.

- If a person exhibits COVID-19 compatible symptoms or tests positive for COVID-19 within 24 hours of being in the school building, school staff should clean and disinfect the spaces occupied by the person. Once the area has been appropriately disinfected, it can be re-opened for use.
  - Close off areas used by the person who is sick or positive and do not use those areas until after cleaning and disinfecting.
  - Wait as long as possible (at least several hours) after the person has exited a space before cleaning and disinfecting.
  - Open doors and windows and use fans or HVAC settings to increase air circulation in the area.
  - Use products from EPA List according to the instructions on the product label.



- Wear a mask and gloves while cleaning and disinfecting.

The effectiveness of alternative surface disinfection methods, such as ultrasonic waves, high intensity UV radiation, and LED blue light against the virus that causes COVID-19 has not been fully established. The use of such methods to clean and disinfect is discouraged at this time.

CDC does not recommend the use of sanitizing tunnels (tunnel that sprays disinfectant when a person walks through it). Currently, there is no evidence that sanitizing tunnels are effective in reducing the spread of COVID-19. Chemicals used in sanitizing tunnels could cause skin, eye, or respiratory irritation or injury.

In most cases, fogging, fumigation, and wide-area or electrostatic spraying is not recommended as a primary method of surface disinfection and has several safety risks to consider.

### Improving Airflow

Improve airflow to the extent possible to increase circulation of outdoor air, increase the delivery of clean air, and dilute potential contaminants. The district has Heating, Ventilation and Air Conditioning Systems that provide the recommended airflow. If a unit is not working properly, several strategies may be used:

- Bring in as much outdoor air as possible.
- If safe to do so, open windows and doors. Even just cracking open a window or door helps increase outdoor airflow, which helps reduce the potential concentration of virus particles in the air. If it gets too cold or hot, adjust the thermostat.
- Do not open windows or doors if doing so poses a safety or health risk (such as falling, exposure to extreme temperatures, or triggering asthma symptoms), or if doing so would otherwise pose a security risk.
- Use child-safe fans to increase the effectiveness of open windows.
  - Safely secure fans in a window to blow potentially contaminated air out and pull new air in through other open windows and doors.
  - Use fans to increase the effectiveness of open windows. Position fans securely and carefully in/ near windows so as not to induce potentially contaminated airflow directly from one person over another (strategic window fan placement in exhaust mode can



help draw fresh air into the room via other open windows and doors without generating strong room air currents).

- Use exhaust fans in restrooms and kitchens.
- Consider having activities, classes, or lunches outdoors when circumstances allow.
- Open windows in buses and other transportation, if doing so does not pose a safety risk. Even just cracking windows open a few inches improves air circulation.

School districts interested in purchasing air purifiers for their schools are encouraged to review NJDOH's Guidance on Air Cleaning Devices for New Jersey Schools. See the NJDOH Environmental Health webpage for Tips to Improve Indoor Ventilation and Maintaining Healthy Indoor Air Quality in Public School Buildings.



## Appendix I

### Screening, Exclusion, and Response to Symptomatic Students and Staff Members

#### Parental Screening

Parents/caregivers should be strongly encouraged to monitor their children for signs of illness every day as they are the front line for assessing illness in their children. Students who are sick should not attend school. The superintendent or designee should strictly enforce exclusion criteria for both students and staff (section 3.3 Exclusion).

The superintendent or designee will educate parents about the importance of monitoring symptoms and keeping children home while ill. Schools can use existing outreach systems to provide reminders to staff and families to check for symptoms before leaving for school.

The superintendent or designee should provide clear and accessible directions to parents/caregivers and students for reporting symptoms and reasons for absences.

#### Response to Symptomatic Students and Staff

Parents and staff members are required to notify the school nurse if the student or close contact has a suspected or confirmed case of COVID.

Schools should ensure that procedures are in place to identify and respond to a student or staff member who becomes ill with COVID-19 symptoms.

- Designate an area or room away from others to isolate individuals who become ill with COVID-19 symptoms while at school.
- Consider an area separate from the nurse's office to be used for routine visits such as medication administration, injuries, and non-COVID-19 related visits.
- Ensure there is enough space for multiple people placed at least three feet apart.
- Ensure that hygiene supplies are available, including additional cloth masks, facial tissues, and alcohol-based hand sanitizer.
- School nurses should use Standard and Transmission-Based Precautions based on the care and tasks required.
- Staff assigned to supervise students waiting to be picked up do not need to be healthcare personnel but should follow physical distancing guidelines.
- Follow guidance in Appendix H: Cleaning, Disinfection and Airflow.

#### Exclusion



## Definition of COVID-19 Compatible Symptoms

Parents should not send students to school when sick. For school settings, NJDOH recommends that students with the following symptoms be promptly isolated from others and excluded from school:

- At least two of the following symptoms: fever (measure or subjective), chills, rigors (shivers), myalgia (muscle aches), headache, sore throat, nausea or vomiting, diarrhea, fatigue, congestion, or runny nose; OR
- At least one of the following symptoms: cough, shortness of breath, difficulty breathing, new olfactory disorder, or new taste disorder.

For students with chronic illness, only new symptoms or symptoms worse than baseline should be used to fulfill symptom-based exclusion criteria.

## When Illness Occurs in the School Setting

Children and staff with COVID-19 symptoms should be separated away from others until they can be sent home. Ask ill student (or parent/guardian) and staff whether they have had potential exposure to COVID-19 in the past 14 days meeting the definition of a close contact.

- Individuals should be sent home and referred to a healthcare provider. Persons with COVID-19-compatible symptoms should undergo COVID-19 testing.
  - If community transmission is low, ill individuals without potential exposure to COVID-19 should follow the NJDOH School Exclusion List to determine when they may return to school. No public health notification is needed UNLESS there is an unusual increase in the number of persons who are ill (over normal levels), which might indicate an outbreak.
  - If ill students have potential COVID-19 exposure OR if community transmission is moderate or high, they should continue to be excluded according to the COVID-19 Exclusion Criteria.
- Schools with testing capacity may test ill staff and students with parental consent.
  - Ill individuals who test positive shall be reported to the LHD and contact tracing should begin.
  - Ill individuals that test negative shall be referred to a healthcare provider, who may consider additional COVID-19 testing.
- The school nurse should notify LHDs when students or staff:



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- Are ill and have potential COVID-19 exposure.
- When they see an increase in the number of persons with COVID-19 compatible symptoms.
- Test positive for COVID-19 (when in-school testing is performed).
- The school nurse should be prepared to provide the following information when consulting with the LHD:
  - Contact information for the ill persons.
  - The date the ill person developed symptoms, tested positive for COVID-19 (if known), and was last in the building.
  - Types of interactions (close contacts, length of contact) the person may have had with other persons in the building or in other locations.
  - Names, addresses, and telephone numbers for ill person's close contacts in the school.
  - Vaccination status if known
  - Any other information to assist with the determination of next steps.
- The school nurse shall report weekly student and staff case counts, as well as information on student/staff censuses and vaccination rates for students/staff, to NJDOH through the Surveillance for Influenza and COVID-19 (SIC) Module in CDRSS (updated 9/1/2021).
  - Registration and training on the data elements to report, timelines, and instructions on using the surveillance module can be found at <https://cdrs.doh.state.nj.us/cdrss/common/cdrssTrainingNotes>

Regardless of vaccination status, if a student or staff experiences COVID-compatible symptoms, they should isolate themselves from others, be clinically evaluated for COVID-19, and tested for SARS-CoV-2.

### Exclusion

COVID-19 exclusion criteria for persons who have COVID-19 compatible symptoms or who test positive for COVID-19:

- Ill individuals with COVID-19 compatible symptoms who have not been tested or individuals who tested positive for COVID-19 should stay home until at least 10 days have passed since symptom onset and at least 24 hours have passed



after resolution of fever without fever reducing medications and improvement in symptoms.

- Persons who test positive for COVID-19 but who are asymptomatic should stay home for 10 days from the positive test result.
- An alternate diagnosis (including a positive strep test or influenza swab) without a negative COVID-19 test is not acceptable for individuals who meet COVID-19 exclusion criteria to return to school earlier than the timeframes above.

**Exception:** During periods of low community transmission, ill individuals excluded for COVID-19 compatible symptoms who are not tested **and do not have a known COVID-19 exposure** may follow NJDOH School Exclusion List to determine when they may return to school (updated 8/2021).

The COVID-19 Exclusion List described in NJDOH guidance for Local health departments can be used to determine the need for and duration of school exclusion based on the level of COVID-19 community transmission in their region. In order to facilitate rapid diagnosis and limit unnecessary school exclusion, the superintendent may consider implementing school-based diagnostic testing for students and staff (updated 9/1/2021).

### COVID-19 Exclusion Criteria for Close Contacts

CDC released guidance with options to shorten the quarantine time period following exposure to a confirmed positive case. While CDC and NJDOH continue to endorse 14 days as the preferred quarantine period – and thus the preferred school exclusion period – regardless of the community transmission level, it is recognized that any quarantine shorter than 14 days balances reduced burden against a small possibility of spreading the virus. Additional information is described in NJDOH quarantine guidance.

Unvaccinated students or staff who have household members experiencing COVID-19 symptoms and meet COVID-19 Exclusion Criteria should also be excluded from school. If the symptomatic household member tests positive for COVID-19, the student/staff member will need to quarantine (updated 9/1/2021).

To that end, excluded individuals who are close contacts of staff or students who tested positive for COVID-19 may be considered for a reduced exclusion period based on community transmission levels as follows:



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High (orange or red) exposed close contacts should be excluded from school for 14 days.

Moderate or Low (yellow or green) exposed close contacts should be excluded from school for 10 days (or 7 days with negative test results collected at 5-7 days) Unvaccinated staff members are required to obtain a covid test collected at 5-7 days.

Exposed close contacts who are fully vaccinated and have no COVID-like symptoms:

- Do not need to quarantine or be excluded from school but are required to be tested between 3-5 days following an exposure to someone with suspected or confirmed COVID-19.
- Should still monitor for symptoms of COVID-19 for 14 days following an exposure.
- If they experience symptoms, they should isolate themselves from others, be clinically evaluated for COVID-19, including SARS-CoV-2 testing and inform their health care provider of their vaccination status at the time of presentation to care.

### Remote Instruction/180-Day Requirement

Pursuant to N.J.S.A. 18A:7F-9, schools must be in session for 180 days to receive state aid. The statute requires that school facilities be provided for at least 180 days during the school year. Section (b) notes that where a district is required to close the schools of the district for more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive and/or recommendation by the appropriate health agency or officer to institute a public health-related closure, days of virtual or remote instruction commensurate with in-person instruction will count towards the district's 180-day requirement.

The superintendent or designee may be confronted with the incidence of COVID-19 positive cases amongst staff and/or students. If superintendent or designee is required to exclude a student, group of students, a class, or multiple classes as a result of the scenarios listed above, while the school itself remains open for in-person instruction, the superintendent or designee should be prepared to offer virtual or remote instruction to those students in a manner commensurate with in-





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person instruction to the extent possible. In circumstances when the school facilities remain open and in-person instruction continues in those classrooms that are not required to quarantine, those days in session will also count towards the district's 180-day requirement in accordance with N.J.S.A. 18A:7F-9.2

Students with underlying health conditions that may make them more susceptible to or exacerbate the symptoms of COVID-19 may be eligible for home instruction per the process outlined at N.J.A.C. 6A:16-10.1 or as required by the student's Individualized Education Plan (IEP) or 504 plan.



## Appendix J

### Contact Tracing

Contact tracing is a strategy used to determine the source of an infection and how it is spreading. Finding people who are close contacts of a person who has tested positive for COVID-19, and therefore at higher risk of becoming infected themselves, can help prevent further spread of the virus (updated 8/2021).



## Appendix K

### Testing

**The school district may include in Appendix K the locally developed protocols to:**

When schools implement testing combined with key prevention strategies, they can detect new cases to prevent outbreaks, reduce the risk of further transmission, and protect students, teachers, and staff from COVID-19.

In some schools, school-based healthcare professionals (e.g., school nurses) may perform SARS-CoV-2 antigen testing in school-based health centers if they are trained in specimen collection, conducting the test per manufacturer's instructions, and after obtaining a Clinical Laboratory Improvement Amendments (CLIA) certificate of waiver. Some school-based healthcare professionals may also be able to perform specimen collection to send to a laboratory for testing, if trained in specimen collection, but without having a CLIA certificate of waiver. It is important that school-based healthcare professionals have access to, and training on the proper use of personal protective equipment (PPE). For more detailed and updated guidance on conducting screening testing, schools should refer to the NJDOH "Public Health Recommendations for Implementing COVID-19 Screening Testing in K-12 Schools" document (updated 9/1/2021).

**Diagnostic Testing** At all levels of community transmission, NJDOH recommends that schools work with their local health departments to identify rapid viral testing options in their community for the testing of symptomatic individuals and asymptomatic individuals who were exposed to someone with COVID-19. Results of all testing must be reported to public health authorities by the entity conducting the testing (updated 9/1/2021).



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## Appendix L

### Student and Staff Member Travel



## Appendix M

### Visitors

During a period of low to moderate (green and yellow) community spread, visitors and volunteers may be allowed in the buildings if they remain socially distant and wear masks. Visitors will not be allowed in spaces that are difficult to socially distance, such as classrooms.

During periods of high community spread (orange and red), visitors and volunteers will not be allowed to enter the buildings.



## Appendix N

### Use of Facilities

During a period of low to moderate community spread, the use of facilities by outside groups may be allowed in the buildings if they remain socially distant and wear masks in accordance with board policy.

During periods of high community spread (orange and red), the use of facilities by outside groups will not be allowed.



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### SCHOOL EMPLOYEE VACCINATION REQUIREMENTS

#### 1648.13 SCHOOL EMPLOYEE VACCINATION REQUIREMENTS

**[See POLICY ALERT No. 225]**

In accordance with Executive Order No. 253 signed by the Governor of New Jersey on August 23, 2021, the Board shall adopt and maintain a policy that requires all covered workers to either provide adequate proof that they have been fully vaccinated or submit to COVID-19 testing at a minimum of one to two times each week.

This requirement shall take effect on October 18, 2021, at which time any covered workers that have not provided adequate proof to the school district that they are fully vaccinated must submit to COVID-19 testing at a minimum of one to two times each week on an ongoing basis until fully vaccinated.

For purposes of Executive Order 253 and this Policy, "covered workers" shall include all individuals employed by the Board of Education, both full and part-time, including, but not limited to, administrators; teachers; educational support professionals; individuals providing food, custodial, and administrative support services; substitute teachers, whether employed directly by the Board of Education or otherwise contracted; contractors; providers; and any other individuals performing work in the school district whose job duties require them to make regular visits to the school district, including volunteers. Covered workers do not include individuals who visit the school district only to provide one-time or limited duration repairs, services, or construction.

A covered worker shall be considered "fully vaccinated" for COVID-19 two weeks or more after they have received the second dose in a two-dose series or two weeks or more after they have received a single-dose vaccine. Individuals will only be considered fully vaccinated after they have received a COVID-19 vaccine that is currently authorized for Emergency Use Authorization (EUA) by the United States Food and Drug Administration (FDA) or the World Health Organization (WHO), or that are approved for use by the same.

Workers who are not fully vaccinated, or for whom vaccination status is unknown, or who have not provided sufficient proof of documentation, shall be considered unvaccinated in accordance with the provisions of Executive Order 253.

Covered workers shall demonstrate proof of full vaccination status by presenting any of the following documents if they list COVID-19 vaccines currently



## SCHOOL EMPLOYEE VACCINATION REQUIREMENTS

authorized for EUA by the FDA or the WHO, or that are approved for use by the same, along with an administration date for each dose:

1. The Centers for Disease Control and Prevention (CDC) COVID-19 Vaccination Card issued to the vaccine recipient by the vaccination site, or an electronic or physical copy of the same;
2. Official record from the New Jersey Immunization Information System (NJIS) or other State immunization registry;
3. A record from a health care provider's portal/medical record system on official letterhead signed by a licensed physician, nurse practitioner, physician's assistant, registered nurse, or pharmacist;
4. A military immunization or health record from the United States Armed Forces; or
5. Docket mobile phone application record or any State specific application that produces a digital health record.

The Board of Education's collection of vaccination information from covered workers shall comport with all Federal and State laws, including, but not limited to, the Americans with Disabilities Act, that regulate the collection and storage of that information.

In an effort to maintain an extra layer of safety for all members of the school community, all covered worker must undergo screening testing at a minimum of once per week.

The Board of Education will provide all covered workers on-site COVID-19 test(s), the school district may similarly elect to administer or provide access to either an antigen or molecular test.

If the covered worker is not working on-site in the school district during a week when testing would otherwise be required, the Superintendent or designee may not require the worker to submit to testing for that week.

The Board of Education shall track test results required by Executive Order 253 and must report those results to the local public health department.





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### SCHOOL EMPLOYEE VACCINATION REQUIREMENTS

Nothing in Executive Order 253 and this Policy shall prevent a Board of Education from revising this Policy to include additional or stricter requirements, as long as such revisions comport with the minimum requirements of Executive Order 253.

Executive Order 253 authorizes the Commissioner of the Department of Health (DOH) to issue a directive supplementing the requirements outlined in Executive Order 253, which may include, but not be limited to, any requirements for reporting vaccination and testing data to the DOH. Actions taken by the Commissioner of the DOH pursuant to Executive Order 253 shall not be subject to the requirements of the Administrative Procedure Act, N.J.S.A. 52:14B-1 et seq.

This Policy shall be supplemented by Policy 1648.11 – Appendix A, which shall include the school district's protocols implementing the provisions of this Policy.

The Superintendent is authorized to implement revisions to provisions in this Policy based on any subsequent Executive Orders or any additional mandates that affect any provisions of this Policy. Any such revisions in this Policy shall be submitted by the Superintendent to the Board of Education for ratification if the Board cannot approve such revisions before the effective date.

Executive Order 253 – August 23, 2021

Adopted: 20 October 2021





# Waterford Township August 2023-June 2024



## August

29-31 Professional Development Day

Aug. 2023						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

0(3)

## September

1 & 4 Labor Day  
5 First Day for Students

## October

9 Columbus Day

## November

6 Fall Break- Staff & Students  
7 Election Day  
8 Veteran's Day Observed  
9-10 NJEA Convention  
22 Early Dismissal- Staff & Students  
23 & 24 Thanksgiving Recess

Sept. 2023						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

19(19)

## December

6-7 Early Dismissal- Parent Conferences  
8 Professional Development Day  
22 Early Dismissal- Staff & Students  
25-1 Winter Recess

## January

2 School Reopens  
15 Martin Luther King, Jr. Day

## February

16 Professional Development Day  
19 Presidents' Day

## March

28 Early Dismissal- Staff & Students  
29 Spring Recess

## April

1-5 Spring Recess

## May

27 Memorial Day

## June

11-14 Early Dismissal-Teacher PLC  
17 Early Dismissal Last Day of School-Students/Staff

Juneteenth Observed

Jan. 2024						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

21(21)

Feb. 2024						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

19(20)

Mar. 2024						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28*	29	30
31						

20(20)

Apr. 2024						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

17(17)

May 2024						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

22(22)

June 2024						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11*	12*	13*	14*	15
16	17*	18	19	20	21	22
23	24	25	26	27	28	29
30						

11(11)

	=School Closed
*	=Early Dismissal

Numbers represent student days(teacher days)

Calendar Subject to revision due to emergency closing of school. In the event of a school closing, each day up to 3 days will be added to the end of the school calendar. For every day more than 3, days will be made up during Spring Break.

Approved by the Board of Education: February 15, 2023

## Safe Return Plan 2022-2023

**LEA Name: Waterford Township School District**

**Date: June 22, 2021**

**Date Revised: December 21, 2022**

### 1. Maintaining Health and Safety

For each mitigation strategy listed below (A–H), please describe how the LEA will maintain the health and safety of students, educators, and other staff and the extent to which it has adopted policies, and a description of any such policies, on each of the following safety recommendations established by the CDC.

#### **A. Universal and correct wearing of masks**

Staff will continue to follow district directives and protocols for themselves and their students, which are driven by NJDOH, NJDOE, Camden County DOE, Camden County DOH, and CDC guidance.

**NJDOH recommends that schools/ECE require masks in the following circumstances:**

- **During periods of elevated community transmission** masks may be required.
- **During an active outbreak** – during an outbreak or a general increase in cases, schools/ECE should consult with their LHD as to whether short-term universal masking or masking in affected classrooms should be required to control the outbreak/increase in cases.
- **After returning from isolation** – students and staff who return to school during days 6-10 of isolation should be required to mask.
- **After a COVID-19 exposure** - exposed individuals, including those not needing to quarantine, should wear a well-fitting mask for 10 days from last exposure.
- **When illness occurs in school/ECE** – students or staff who become ill with symptoms consistent with COVID-19 while in school or care should wear a mask until they leave the premises.

#### **B. Physical distancing (e.g., including use of cohorts/podding)**

The district will make a reasonable effort to comply with Federal, State, and local guidance for physical distancing measures when applicable.

#### **C. Handwashing and respiratory etiquette**

Students will continue to wash hands before and after lunch, physical education classes, and recess. Hand sanitizer will be provided and available for students and staff in each classroom, cafeteria, front office, and in the hallways. Staff will continue to reinforce respiratory etiquette behaviors, including but not limited to: frequent hand-washing, for at least 20 seconds; use of hand sanitizer, when it is not possible to wash hands; staying home when sick; knowing how COVID-19 and other airborne illnesses spread; and covering the mouth and nose with a tissue or elbow when coughing/sneezing.

#### **D. Cleaning and maintaining healthy facilities, including improving ventilation**

The district contracted with TTI to provide cleaning protocols for custodians prior to opening in 2020-2021. The Supervisor of Facilities and Maintenance will update the Cleaning/Disinfectant Manual. All custodial staff will be trained on the procedures and expectations prior to the start of the school year. High-touch surface areas will be cleaned throughout the day through scheduled cleaning. Bathrooms

will be cleaned after each scheduled hygiene class has used them. A schedule of these times will be provided to each building custodian. The use of water fountains will be prohibited unless filling a water bottle.

Hand sanitizer will be provided to each classroom. The custodian will routinely check hand sanitizer stations for refill. All staff members will be provided hand sanitizer and wipes at the start of the school year. Refills will be available upon request.

**E. Contact tracing in combination with isolation and quarantine, in collaboration with the State, local, territorial, or Tribal health departments.**

The district will contact the Department of Health when there is a positive case of COVID19. The **superintendent** and/or designee(s) will work closely with the Camden County Health Department to support any efforts towards identifying students/staff necessary to facilitate contact tracing for confirmed COVID-19 cases that impact the district/school community. Follow CDC/DOH guidelines as applicable for isolation and quarantine requirements.

Parents should not send students to school/ECE when sick. For school/ECE settings, NJDOH recommends that students with the following symptoms be promptly isolated from others and excluded from school/ECE:

- **At least two of the following symptoms:** fever (measure or subjective), chills, rigors (shivers), myalgia (muscle aches), headache, sore throat, nausea or vomiting, diarrhea, fatigue, congestion or runny nose; OR
- **At least one of the following symptoms:** new or worsening cough, shortness of breath, difficulty breathing, new olfactory disorder, new taste disorder.
- For students with chronic illness, only new symptoms, or symptoms worse than baseline should be used to fulfill symptom-based exclusion criteria.

COVID-19 exclusion (isolation) criteria for persons who have COVID-19 compatible symptoms or who test positive for COVID-19:

Individuals regardless of vaccination status who test positive, individuals with confirmed COVID-19 within the past 90 days who have COVID-19 symptoms and who test positive, and individuals with COVID-19 symptoms who have not been tested and do not have an alternative diagnosis from their healthcare provider should:

- Stay home for at least 5 full days after the onset of symptoms or if asymptomatic after the positive test (day of symptoms is day 0; if asymptomatic, day the test was performed is day 0).
- If they have no symptoms or symptoms are resolving after 5 days and are fever-free (without the use of fever-reducing medication) for 24 hours, they can leave their home and should;
  - Wear a mask when around others at home and in public (indoors and outdoors) for an additional 5 days. For these additional 5 days, schools/ECE should have a plan to ensure adequate distance during those activities (i.e., eating) when mask wearing is not possible. Time without a mask being worn should be kept to a minimum possible.
  - On days 6-10, limit participation in extracurricular activities to only those activities where masks can be worn consistently and correctly.

Masks should be worn in school/ECE on days 6-10. Those students who are unable or unwilling to mask should stay home for the full 10 days and not return to school/ECE until day

**F. Diagnostic and screening testing:**

The District will continue to recommend the use of the Parent Screening Tool encouraging parents to keep his/her child home when they exhibit COVID-like symptoms.

**G. Efforts to provide vaccinations to educators, other staff, and students, if eligible**

School nurses maintain a list and copy of vaccine cards for vaccinated staff.

**H. Appropriate accommodations for children with disabilities with respect to the health and safety policies**

The district will continue to monitor the needs of children with disabilities adhering to the Special Education Code. Implementation of services will return to as they were prior to the pandemic. An array of services from special education self-contained to pull-out resource/support, and an inclusion setting will be provided in an effort to provide the least restrictive environment for the students.

## 2. Ensuring Continuity of Services

**A. Describe how the LEA will ensure continuity of services, including but not limited to services to address students' academic needs and students' and staff's social, emotional, mental health, and other needs, which may include student health and food services. (1000-character limit)**

**Academic Needs:**

A variety of academic support will be provided to **continue** to close the learning gap for students during the 2022-2023 school year and beyond. Each grade level will have an additional teacher to reduce the number of students in the classroom in an effort to provide support to the classroom teacher. Students have been identified for Response to Intervention (Rti) intense intervention and small group instruction in ELA and Mathematics. The district will offer a summer program and after school intervention programs for students exhibiting a loss of learning.

**Social/Emotional & Mental Health:**

A Social & Emotional Learning Enrichment has been added to the enrichment schedule to provide additional support to our students. Although wellness check-ins will be infused into the schedule to continue to engage students in discussion about healthy hygiene and habits, the additional enrichment class will provide further social/emotional support for the students.

## 3. Public Comment

**A. Describe how the LEA sought public comment on its plan, and how it took those public comment into account in the development of its plan. Note, the ARP requires that LEAs seek public comment for each 60-day revision to the plan. (1000-character limit)**

Waterford Township will continue to provide the school community with frequent communication via Zoom, Google surveys, and written communication in an effort to engage the stakeholders. The district prides itself on being responsive to the stakeholders and community at large. The district has gone to great lengths to accommodate families and staff during this challenging time, however it is the district's desire to remain focused on educating students as the pandemic has created incredible challenges for our students academically, socially, and emotionally.

**B. Describe how the LEA ensured that the plan is in an understandable and uniform format; is to the extent practicable written in a language that parents can understand or, if not practicable to provide written translations to a parent with limited English proficiency, will be orally translated for such a parent; and upon request by a parent who is an individual with a disability as defined by the ADA, will be provided in an alternative format accessible to that parent. (1000-character limit)**

The plan will be posted on the district website in written and presentation form. An explanation of the plan will be delivered to the community at a Zoom meeting in which all stakeholders will be invited to participate. Public comment and questions will be addressed at this time as well.

**C. Briefly describe any guidance professional learning and technical assistance opportunities the LEA will make available to its schools. (0 of 1000 maximum characters used)**

The district will utilize its in-service days in September and November to provide any additional/necessary PD and technical assistance opportunities, as well as time during grade level and building meetings.

## Formal Observation/Evaluation Rubric – Permanent Teacher Substitute

Name: \_\_\_\_\_ Date of Observation: \_\_\_\_\_  
 Evaluator: \_\_\_\_\_ Location of Observation: \_\_\_\_\_  
 Teacher/Grade Substitute Covering: \_\_\_\_\_

Classroom Procedures / Management	Highly Effective	Effective	Improvement Needed	Unsatisfactory
Facilitates a classroom environment that is conducive to learning				
Accurate reporting of student attendance				
Effectively enforces routines and schedules				
Encourages active student participation				
Demonstrates fairness				
Appropriately reinforces pupil effort and accomplishments				
Demonstrates age-appropriate classroom management; is actively involved in classroom supervision				
Takes appropriate steps to ensure student safety				
Leaves room in a neat and orderly manner				
<b>Instructional Effectiveness</b>	<b>Highly Effective</b>	<b>Effective</b>	<b>Improvement Needed</b>	<b>Unsatisfactory</b>
Follows/implements teacher's lesson plans				
Introduces lesson(s) well, specifying lesson(s) purpose				
Engages students in learning				
Adjusts pace and difficulty of lessons as needed				
Summarizes main points and brings closure to lesson(s)				
Provides clear directions to allow students to apply what was learned				
Facilitates guided practice by circulating through classroom				
<b>Communication</b>	<b>Highly Effective</b>	<b>Effective</b>	<b>Improvement Needed</b>	<b>Unsatisfactory</b>
Communicates effectively with students and staff				
Seeks assistance when necessary and appropriate				
Leaves clear communications for absent staff member				
Maintains good rapport with students and staff				

General	Highly Effective	Effective	Improvement Needed	Unsatisfactory
Maintains a positive and pleasant attitude				
Demonstrates flexibility and cooperation				
Exhibits tact and self-control				
Demonstrates punctuality, arrives on time				
Gives proper notice and follows procedures when absent				
Dresses appropriately and in accordance with Board of Education policy				
Is familiar with and adheres to all WTSD policies				
Performs all required duties (lunch duty, bus duty, etc.)				

**Evaluator Comments:** \_\_\_\_\_

**Evaluator Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Employee Comments:** \_\_\_\_\_

**Employee Signature** \_\_\_\_\_

**Date** \_\_\_\_\_