

**Restart and Recovery Plan  
to Reopen Schools**

**Career Center  
Monmouth County  
Vocational School District**

**Fall 2020**

# Career Center

## Ten Critical Areas of Operation

### **Critical Area #1: General Health and Safety Guidelines;**

#### Protocol for High Risk Staff Members

1. Will be ensured mechanisms to secure PPE prior to opening and maintenance of ongoing supplies, in accordance with their specific PPE needs pursuant to the requirements of their position/duties.
2. Will be provided considerations for the need for additional cleaning to ensure continuous disinfecting of classrooms and therapy rooms that the employee will utilize during the performance of their duties.
3. Will be provided considerations for the need for heightened monitoring and frequent hand washing and hand sanitizing.
4. Reasonable accommodations will be provided for individuals that the CDC identifies as having a higher risk for severe illness from COVID-19, including older adults (65 years and older) and individuals with disabilities or serious underlying medical conditions, which may include:
  - a. Chronic lung disease or asthma (moderate to severe)
  - b. Serious heart conditions
  - c. Immunocompromised
  - d. Severe obesity (body mass index, or BMI, of 40 or higher)
  - e. Diabetes
  - f. Chronic kidney disease undergoing dialysis
  - g. Liver disease
5. Accommodations will be made on an individual basis in conjunction with consultation from health care professionals, which may include the staff member's primary physician and the School district physician. Depending upon individual circumstances and particular diagnosis, a staff member may or may not have the ability to continue employment as a virtual distance learning instructor, or other remote employment title, in accordance with a staff member's employment duties/responsibilities.

#### Protocol for High Risk Students

1. Students identified as medically fragile students and/or students with complex disabilities will be provided the following:
  - a. Mechanisms to secure PPE prior to opening and maintenance of ongoing supplies.
  - b. Consideration of the need for additional cleaning staff to ensure continuous disinfecting of classrooms that service students with complex disabilities where multiple tools are used for communication, mobility and instruction (CC).
  - c. Consideration of the need for heightened monitoring and frequent handwashing.
  - d. Students have the ability to request for full-time remote learning.
2. Reasonable accommodations will be provided for individuals that the CDC identifies as having a higher risk for severe illness from COVID-19, including individuals with disabilities or serious underlying medical conditions, which may include:
  - a. Chronic lung disease or asthma (moderate to severe)
  - b. Serious heart conditions
  - c. Immunocompromised
  - d. Severe obesity (body mass index, or BMI, of 40 or higher)
  - e. Diabetes

- f. Chronic kidney disease undergoing dialysis
  - g. Liver disease
  - h. Medically fragile students with Individualized Education Programs (IEPs)
  - i. Students with complex disabilities with Individualized Education Programs (IEPs)
  - j. Students who require accommodations in accordance with the Section
3. 504 of the Rehabilitation Act of 1973 (504 Plan). Outreach to the parents or guardians of all students identified as medically fragile and/or students with complex disabilities will be performed by the school nurse and guidance counselor to coordinate all aspects of the students medical care and treatment as well as development, and coordination, with other appropriate disciplines for the implementation of needed accommodations.
  4. Accommodations will be made on an individual basis in conjunction with consultation/ orders from health care professionals, which will include the student's primary physician. Depending upon the individual circumstances and particular diagnosis, a student may have the option to attend remote learning for a length of time specified by their primary physician and /or a length of time requested by parent or guardian.

### **Critical Area #2: Classrooms, Testing, and Therapy Rooms;**

1. Do you have any specific needs for ventilation in your building(s)?
  - a. No. All indoor facilities will have adequate ventilation, including operational heating and ventilation systems where appropriate. Recirculated air must have a fresh air component, windows will be opened, if practical, if air conditioning is not provided, and filter(s) for A/C units must be maintained and changed according to manufacturer recommendations.
2. Where do you anticipate having hand sanitizer stations around your building(s)?
  - a. In each classroom (for staff and older children who can safely use hand sanitizer).
  - b. At entrances and exits of buildings.
  - c. In classroom bathrooms.
3. How will you promote handwashing and general hygiene?
  - a. Signage throughout the building.
  - b. Handwashing/Hygiene will be formally integrated into daily routines as the day begins and day ends, akin to putting personal belongings away at the beginning of the day and shop clean-up at the end of the day.

### **Critical Area #3: Transportation**

1. Transportation is the sole responsibility of the sending district to coordinate, facilitate and adhere to NJ DOH and CDC guidelines.
2. Career Center staff will monitor students disembarking and boarding buses according to NJ DOH and CDC guidelines with respect to social distancing.

### **Critical Area #4: Common Areas, Student Flow**

- Where will you locate your student screening area?
  - Student screening area will be between the double doors leading into the Career Center West Wing from the northside entrance.
- Where will you hold students before releasing them to their homerooms?
  - Students will be held in the Career Center West Wing Commons. The West Wing can fit approximately 125 chairs/students, seperated 6 feet apart. Students will remain in the

West Wing until the 7:30/11:30 bells and will be released to class in a staggered manner to ensure social distancing while moving in hallway to class.

- Do you anticipate using locker rooms? If so, how will you maintain social distancing requirements?
  - Locker rooms will be used in the appropriate vocational programs. The instructor(s) will regulate and monitor the locker room access and usage to ensure all social distancing procedures are followed.
- How do you anticipate staggering AM & PM dismissal to avoid congestion in the hallways?
  - AM/PM students do not dismiss and arrive at the same time.
  - However, at dismissal, AM and PM students will be dismissed in a staggered manner to ensure social distancing in the hallways, out of the building and onto the appropriate school bus.
- What modifications will you make to class transitions (CTE science/math should use push-in model)?
  - CTESA (Supplemental Academics) will be 100% virtual. Students will engage and complete the CTESA workload during the 3 remote learning days. Class transitions are not a consideration

#### **Critical Area #5: Screening, PPE, and Response to Students and Staff Presenting Symptoms;**

- Who do you anticipate completing the screening? Morning monitors? Agency nurses?
  - Lisa Franciosi, School Nurse
  - Nathan Kraemer, Career Center Principal
  - Lou Certo, Career Center Assistant Principal
  - Two morning monitors will assist in supervision and student flow. TBD
- Where will you locate students who are suspected of COVID-19 symptoms?
  - Upon screening, if a student is suspected of COVID-19 symptoms, that student will not be allowed to enter the building through the West Wing. The student will be escorted to the front of the Career Center to enter the building and access the isolation room: room 012 in the front office.

#### **Critical Area #6: Contact Tracing;**

- Who is the delegate to communicate with the local health department?
  - Lisa Franciosi, Career Center School Nurse

#### **Critical Area #7: Facilities Cleaning Practices;**

- How do you anticipate cleaning and disinfecting frequently touched surfaces and objects during the day?
  - In classrooms during the school day, teaching staff will be provided with a spray bottle of a non-toxic plant-based disinfectant to be applied to the surfaces used by students after each class period. Students will be provided with a dry, non-chemical wipe to wipe down their workstation or desk if the applied disinfectant has not already dried. The day custodian will focus disinfecting efforts on all touchpoints in the common areas such as, door hardware, dispenser buttons and restrooms.
- How do you anticipate cleaning and disinfecting student and staff restrooms?

- Bathroom touchpoints such as fixture handles, door latches, flush valves, sinks, and mirrors will be sanitized throughout the day. The bathrooms will be closed for full disinfection once during the day custodians' 8-hour shift. It is preferable that this occurs near or at mid-day. All bathrooms will be disinfected again each evening.

**Critical Area #8: Meals;**

- What is your plan to accommodate staff lunch?
  - The Career Center does not have students present from 10:20 to 11:30. 10:50 to 11:20 is the staff lunch period and will not require additional accommodations.

**Critical Area #9: Recess/Physical Education**

1. Not applicable

**Critical Area #10: Field Trips, Extra-Curricular Activities, and Use of Facilities Outside School Hours;**

1. Do you anticipate having any field trips, in-person extracurricular activities, or outside use of your facilities?
  - a. All fields trips and off-site activities will be postponed until further notice.
2. If your program has a mentorship or clinical experience, how do you anticipate meeting that requirement?
  - a. Not applicable
3. If you have a unique program (e.g., boat trips), how do you plan to follow MCVSD health and safety guidelines?
  - a. Not applicable

**Critical Area Unique to the Career Center: Student Breaks and Live Store operations - Supermarket, School Store, Bakery and Food Service.**

1. Permitting students to engage in scheduled breaks to patronize the Career Center live store operations in the **Supermarket** and **School Store** is currently being discussed to ensure compliance with CDC and NJDOH requirements as it applies to social distancing and contact tracing.
  - a. The goal is to maintain the live operations but within strictly enforced standards and procedures.
2. Permitting outside school persons as well as students to engage in scheduled breaks to patronize the Career Center live store operations in the **Food Service** and **Bakery** is currently being discussed to ensure compliance with CDC and NJDOH requirements as it applies to social distancing and contact tracing.
  - a. Primary concern to address is the sale and distribution of prepared foods.
3. Until a procedure/policy is developed, vetted and approved, students will not be permitted to patronize any of the live stores at the Career Center.