

# LEA Plan for Safe Return to In-Person Instruction and Continuity of Services

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LEA Name: Monmouth County Vocational School District

Date: June 4, 2021

Date Revised:

## I. Maintaining Health & 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 & Correct Wearing of Masks

- School staff, students and visitors are required to wear face coverings unless doing so would: inhibit the individual's health; the individual is under the age of two; the individual is in extreme heat outdoors; the individual is in water, the student's documented medical condition, or disability as reflected in an Individualized education Program (IEP), precludes the use of a face covering.
- Students and staff may wear cloth masks, but coverings like bandanas, gaiters, towels or scarves are not allowed.
  - The mask should be worn over the nose and mouth and be secured under the chin, fitting snugly against the sides of the face.
  - Students must wear a face covering that covers both the nose and mouth and fits snugly against the sides of a person's face with little or no gaps at all times to ensure their own safety and the safety of other students and staff.
  - Face coverings that have exhalation valves or vents should not be worn. These allow virus particles to escape. Also, any masks intended for healthcare workers, including N95 respirators or surgical masks should not be worn.
  - Wearing cloth masks does not replace the need to continue frequent hand washing, avoiding touching the face, and practicing social distancing, which are our best tools to help prevent the spread of illness.
  - If a visitor refuses to wear a face covering for non-medical reasons and if such covering cannot be provided to the individual at the point of entry, the visitor's entry to the school/district facility will be denied.
  - Accommodations for students who are unable to wear a face covering should be addressed according to that student's need and in accordance with all applicable laws and regulations. According to the CDC, "the use of face coverings is particularly important in settings where people are close to each other or where social distancing is difficult to maintain."
  - Therefore, a face covering is not required when the instructional staff member is providing virtual instruction from a classroom when no other people besides the instructional staff member are physically present in the classroom. Instructional staff must continue to wear a face covering when sharing a classroom with a colleague, traveling the hallways and

visiting common spaces such as bathrooms, faculty offices, and the main office.

- Students must wear the face covering at all times when on school grounds or district-provided transportation, unless the student is involved in an approved activity when a face covering would not be appropriate (i.e., eating, drinking, physical education class)
- If a student or staff member qualifies for an exemption from wearing a mask, proper documentation (i.e., doctor's note, etc.) must be provided to verify the need. In such instances, a less restrictive option will be sought if possible.
- All face coverings must comply with the District's dress code requirements. This means that face coverings cannot have inappropriate images or messages (e.g., drugs, violence, profanity, etc.). There are no restrictions on patterns or colors.
- In accordance with policy #5511 Dress & Grooming, students not conforming to the dress code shall be disciplined by the building administrator, in accordance with other Board policies.
- A face covering can be temporarily removed while eating or drinking and when participating in indoor physical exercise—such as in a gym or fitness center—where the level of exertion makes wearing a face covering difficult, as long as social distancing can be maintained at all times.
- ***Please note: The requirement for wearing masks will be re-assessed based on CDC, NJDOH, and NJDOE guidelines.***

## B. Physical Distancing

- Student Flow
  - Physical guides such as tape/signage will help ensure that staff and students remain at least 3-6 feet apart in lines and at other times to create one-way routines in hallways. ***The distance required will depend on the recommendations from the CDC.***
  - Release from classrooms will be staggered to minimize the number of students in the hallway at the same time.
- Entry & Exit
  - Arrival and drop off times will be staggered.
  - Hand sanitizer will be provided near school entrances.
  - Additional entry/exit points may need to be established to ensure a balance of social distancing and security protocols.
  - Visitors shall submit to the screening procedures and may be required to wear a face covering depending on the guidance from CDC, NJDOH and NJDOE.
- Social Distancing in Entrances, Exits and Common Areas
  - When physical barriers are not possible, the district will provide signs, tape marks, or other visual cues such as decals or colored tape on the floor to show where to stand and in which direction to walk. ***The District will adhere to CDC guidance as we prepare to safely reopen in September.***
  - If physical distancing cannot be maintained in line waiting to enter or exit, face coverings must be worn.
  - Depending on the risk level will determine the social distancing protocols:

- Orange/High Risk: Recommend 6-feet physical distancing between students to the maximum extent practicable with strict adherence to mask-wearing.
- Yellow/ Moderate Risk: Minimum of 3-feet physical distancing between students should be maintained in classrooms with strict adherence to mask-wearing.
- Green/ Low Risk: Minimum of 3-feet physical distancing between students should be maintained in classrooms with strict adherence to mask-wearing.

*Students have been cohorted in the past to limit exposure and contact. As of May 2021, cohorts have been collapsed. If cohorting is necessary in the future, MCVSD will organize students into an A cohort (Monday/Tuesday/alternating Wednesdays) and B cohort (Thursday/Friday/alternating Wednesdays).*

#### C. Handwashing & Respiratory Etiquette

- Hand sanitizers (at least 60% alcohol) will be in each classroom and hand-sanitizing stations with alcohol-based hand sanitizer will be at the entrances and exits of the buildings and near the lunchroom and restrooms.
- Students should wash hands for at least 20 seconds at regular intervals, including before and after eating, after using the restroom and after blowing their nose/coughing/sneezing.
- Signs are displayed reminding students to wash hands or use hand sanitizer every time they touch their mouth/nose and after blowing their nose.
- Health teachers and nurses will review proper hygiene and respiratory etiquette with students.

#### D. Cleaning & Maintaining Healthy Facilities, Improving Ventilation

- Evenings - Every night the building will be cleaned and disinfected to include classroom desks and chairs, handles on equipment, buttons on machines, computer keyboards, phones, touchscreens, vacuuming, and mopping. Teacher desks should be kept clear of personal objects. Teachers should store staplers, books, pens, equipment, teaching materials, etc., in drawers and cabinets at the end of the day, every day. Office occupants should wipe down their desks and office touch points every day, and not invite others into their offices. The day custodian can disinfect these rooms before the end of his/her shift. Where this is not possible, the evening custodian(s) will add these offices to their rotation.
- During the School Day - After the students and staff have entered the building, all entrance touch point surfaces will be sanitized. Bathrooms will be sanitized once during his/her shift. This entails sanitizing all bathroom touch points, cleaning visible messes, and checking dispensers.
- Checklists for cleaning classrooms, labs, bathrooms, touch points are listed in the plan's Appendix. High touch points will be cleaned and disinfected at least once daily.
- Free-standing sanitizers and wipe dispensers will be available in the hallways, receiving areas, classrooms, cafeteria, etc. The day custodian is responsible for checking and restocking the hand sanitizer dispensers and the bathroom soap dispensers. Hand sanitizer and soap are kept with

the custodial supplies. Hand sanitizer stations should be at all entrances, exits and easy to access in common areas.

- Surfaces must be cleaned before being disinfected. This is a two-step process. Cleaning with soap and water to remove dirt and germs, and then surfaces will be disinfected. EPA approved disinfectants will be used with appropriate tools (Bioesque spray and Aktive wipes).
- Water bottle filling stations will remain available and will be cleaned and disinfected every night and throughout the school day.
- Disinfecting wipes (Aktive wipes) will be ordered by the day custodian and provided to the faculty. Teachers should be responsible for wiping down their desk throughout the day, and the classroom door knobs and other common touch points in the classroom.
- High School students should be allowed to monitor their own social distancing when using the restroom. Allowing students to use the restroom during class will minimize the number of students using the restrooms between classes. We will reevaluate the situation by building if social distancing is not being followed.
- Depending on the circumstances, the whole school building or only the infected rooms will be closed for 24 hours, when necessary. Backpack sprayers will be used to coat surfaces with disinfectant after surfaces have been washed with soap and water. While cleaning and disinfecting, rooms will be vented where possible. All surfaces, including but not limited to, high volume touch points, desks, chairs, handles, switches and equipment will be treated.
- The maintenance staff will closely monitor the HVAC systems for proper air flow, and will continue to replace the air filters once per month, which is an increase from the manufacturer's specifications. Also, where possible, we may upgrade to MERV 13 filters where appropriate. They remove smaller contaminants. Dampers will be adjusted to increase outside air into the building where possible.
- Custodians have been trained under the direction of the Buildings & Grounds Supervisor using the Process for Cleaning for Healthy Schools System.
- Signage acts as a constant reminder of best practices and is a key in implementing our plan. Signs are posted in highly visible locations to promote everyday protective measures and describe how to stop the spread of germs.

#### E. Contact Tracing in Combination with Isolation & Quarantine

- Contact tracing is the process used to identify those who have come into contact with people who have tested positive for many contagious diseases, including COVID-19. It is a long-standing practice and is an integral function of local health departments to prevent the spread of infectious disease.
- All procedures will adhere to applicable federal and state law and regulations regarding privacy and the confidentiality of records.
- The school nurse and the building principal are the designated staff liaisons responsible for providing notifications and carrying out other components of the Board's contact tracing policy/protocols.

- The District will collaborate with the local health department and engage our school nurses to educate the broader school community on the importance of contact tracing. All contact tracing will be conducted by the Monmouth County Health Department and affiliates in collaboration with our school nurse and district administration.
- The District procedure for reporting a positive case of COVID-19 for anyone who has come in contact with or has themselves tested positive for COVID-19 will be as follows:
  - Contact the school nurse and/or principal to report the situation.
  - Make the Superintendent and Assistant Superintendent aware of the situation.
  - District Administration will contact the NJDOE County Office and the Monmouth County Health Department and affiliates and consult with them for the next steps to take about informing the school and community.
  - The school nurse and the school administrators will assist the Monmouth County Health Department and affiliates with their contact tracing procedures by providing any necessary information such as student/staff schedules, bus lists, seating charts, daily attendance, and other information as needed.
  - Alert the head custodian if there was exposure within the school building and enable the district emergency cleaning process to ensure proper and effective sanitation of the school facility. The extent of cleaning/sanitization will be determined on the severity of the exposure and may be isolated to only certain locations in the buildings based on the risk of exposure. Whenever possible the classroom and work areas where the student or staff member was located should be closed off for at least 24 hours (if possible) prior to being cleaned and disinfected. In some events the District may have to engage in an emergency school closure to properly and thoroughly sanitize the facility as determined by the school Superintendent in collaboration with the Monmouth County Health Department and affiliates.
  - If necessary, the school community will be alerted as determined appropriate by the Monmouth County Health Department.

### **MCVSD - MCDOH Reporting Protocols**

#### **Initial Close Contact Case Reporting:**

When there is a positive case, the principal (and any other needed staff member) will meet with the school nurse

Each party that needs to keep notes should (i.e., tracking spreadsheet)

- The District Head Nurse and Assistant Superintendent will be notified of a positive case.
- **An initial phone call should be made to the health department in order to decide the next steps**
  - **We have found that this will, at times, affect the outcome of the investigation (date of symptoms, date of the positive test, etc.)**
  - The team will then determine the types of interactions the positive Case may have had with other persons in the building (Begin Case Investigation)

- The rule is within 6 feet for 15 cumulative minutes over a 24-hour period
- **Step 1:** Interview Staff Members
  - Don't forget about related services - counselors, etc.
    - Make sure to think outside of the box in your initial planning to ensure we cover all bases
  - Determine who was within 6 feet for 15 cumulative minutes over a 24-hour period
    - If Yes - On Quarantine List
    - If No - Can Resume Duty
- **Step 2:** Ask Staff Members about Close Contacts in the Building/Classes
  - Review Class Seating Charts for close proximity seating
  - Any other student within 6 feet for 15 cumulative minutes over a 24-hour period is on Quarantine List
  - Determine quarantine list from classrooms
  - Notify principals of siblings
- **Step 3:** Examine Bus Schedule
  - Review the impacted student's transportation arrangement.
  - Contact bus companies if needed
- **Step 4:** Contact the District Head Nurse and the Assistant Superintendent with details from the investigation.
  - Staff Concerns
  - Student Concerns
    - Classrooms
    - Transportation
  - **Deliverables:** [NJDOE Student/Staff Report Form](#)
- **Step 5:** Principal or School Nurse: Contact Health Department with Information from Contact Tracing
  - **Deliverables:** [MCDOH Form](#), [line list](#), Doctor's Note/Copy of Lab Report
- **Step 6:** Communication Plan
  - Correspondence to the school community
  - Correspondence to the staff
  - Discussion with any staff immediately impacted.
  - Plan for sub coverage if staff identified as close contact and needs to quarantine
- **Step 7:** Principal or Nurse: Contact Parents of close contacts via phone call
  - Things to Convey:
    - Your child was a close contact of a COVID-19 positive
      - 6 feet for 15 cumulative minutes over a 24-hour period
    - We are supplying your information to the health department
      - Expect contact from the health department
    - Close contacts must quarantine for 14 days from the last date of exposure
    - Convey the specific date of return as confirmed by the health department
    - Let parents/guardians know that you have to keep private information private and confidential information confidential
    - Answer any other questions you can
- **Step 8:** Notify sending district if the positive student participates in extracurricular activities
  - Things to convey:
    - Date of Exposure (Activity positive case participated in)
    - Testing Date and facility name
    - The onset of symptoms date
    - The quarantine Release date for close contacts at home school

Adequate information and training will be provided to District staff as necessary to enable staff to carry out responsibilities assigned to them under the Board's contract tracing policy/protocols.

#### F. Diagnostic & Screening Testing

- Students and visitors shall be screened for entry into the school building.
- Each building will include designated entrances and exits in their individual building-level plan.
- At the designated entrances, the screeners must screen students for signs of COVID-19 illness prior to being permitted to enter the school.
- Parents/guardians and staff shall complete a daily questionnaire prior to arriving at the school building to confirm students and staff are free of COVID-19 symptoms. This daily questionnaire will also be used by the District to screen for a history of exposure to COVID-19.
- Parents/guardians are encouraged to be on alert for signs of illness in their children and to keep them home when they are sick.
- Staff are required to self-screen prior to coming to work and not to attempt to enter the school building/District facility if they have any COVID-19 symptoms. Red Light status will be denied building access.
- Daily health checks must be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations.
- Screening procedures shall take into account student with disabilities and accommodations that may be needed in the screening process for those students and staff.
- Isolate and remove any students, staff, or individuals if symptoms are related to COVID-19.
- Results must be documented when signs/symptoms of COVID-19 are observed. These results are considered medical records and must be kept confidential according to the applicable laws.

#### **Screening Method for Students and Staff.**

- Check the student's "Green Light/Red Light" survey results.
  - All students and staff will be screened for signs and symptoms of COVID-19 daily by using a "Traffic Light Survey" via Type Form.
  - This is an online survey that students, parents, faculty, and visitors will complete daily for COVID symptoms and contact tracing monitoring.
  - After The Survey is completed it will provide one of two results: a "Green Light" which will then be used to gain access into school each morning during monitoring procedure.
  - If the student/employee/visitor answers yes to [COVID symptoms](#) (fever, cough, headache, chill, etc.) a "Red Light" will appear on their device. Anyone with a Red Light will be denied access to the building. The Nurse will evaluate all "Red Light" results and address the student/staff/visitor individually.
  - All "Red Light" codes will automatically be diverted to the Nurse and Principal via email for follow up and contact tracing protocols.
  - Visitors to the buildings will be given a device or may use their personal cell phone to complete the survey prior to being admitted into the facility.
  - A daily system analysis of all screened persons will be sent to the District office daily for record keeping and review.

#### G. Efforts to Provide Vaccinations to Educators, Other Staff and Students

Working alongside the County Commissioners and Monmouth County Board of Health, MCVSD was able to schedule vaccination shots for any staff member who wanted one. The District provided release time for staff members who registered for a vaccination. The District feels confident that all staff members were able to receive a COVID vaccination who requested one.

### II. Ensuring Continuity of Service

#### A. Addressing Academic Needs:

After reviewing benchmark data, as well as placement test and diagnostic data, MCVSD identified learning loss related to specific content areas and skills. As a result, MCVSD will provide an array of summer learning acceleration courses for students in the following areas: Algebra I, Geometry, English, culinary, engineering, computer science and science labs skills. Instructors have also been collaborating with their building level PLCs to vertically align curriculum to address the learning gaps and deficiencies in preparation for the 21-22 school year. Instructors will continue screening to identify the largest learning gaps and address these through intensified core instruction; group instruction/high dosage tutoring

#### Addressing Social, Emotional & Mental Health Needs:

- The Director of Student Services' SEL Plan can be viewed [here](#).
- [School Reentry Considerations: Supporting Student Social & Emotional Learning & Mental & Behavioral Health Amidst COVID](#)
- In order to create a positive learning environment where students, families, staff, and the community are re-engaged and reconnected Social and Emotional Learning (SEL) along with student and staff support, will be essential components in returning to school either in person, remotely, or hybrid. SEL is a process of developing student and adult social and emotional competencies and the Monmouth County Vocational School district will incorporate these competencies throughout all programs. Even within a school community, individual students and staff may continue to experience different stressors that could affect their personal sense of safety and ability to learn. Using existing structures with multi tiered systems of support will help leverage planning and delivery to address the varying mental health needs students will present with.
- The District Psychologist has created a repository of [SEL activities](#) for staff members and will collaborate with instructors to provide PD on SEL and trauma-informed practices.
- MCVSD will hire an SEL coach to work with the district's Student Assistance Coordinator, School Psychologist and guidance departments to implement the Character Strong curriculum, a curriculum that teaches the whole child and improves student's life readiness. This curricula provides vertically aligned lessons that teach SEL and character, side-by-side. It addresses the SEL competencies and character development.
- To support staff, MCVSD will provide training on identifying students who may be experiencing challenges with SEL and mental health. In addition, the District will host parent sessions to help them navigate back to normalcy. MCVSD will work with the Society for the Prevention of Teen suicide to implement Lifelines, which is a comprehensive program focused on suicide prevention, intervention, and postvention. The District will also provide a series of 5 wellness workshops for staff over the course of the 21-22 school year.

Appendix

I. Classroom Cleaning Checklist

Date: \_\_\_\_\_

Area	Mon	Tue.	Wed.	Thurs.	Fri	Sat.	Sun.
Door Knobs Handles							
Stair Rails							
Desks and Chairs							
Lunchroom Tables and Chairs							
Countertops							
Exposed Surfaces							
Light Switches							
Handles on Equipment							
Buttons on Vending Machines							
Buttons on Elevators							
Shared Remote Controls							
Shared Work Spaces							
Telephones							
Computer Keyboards and Mice							

*Please initial next to each area listed after inspection.*

## II. Bathroom Cleaning Checklist

Date: \_\_\_\_\_

Area	5:00am	8:00am	11:00am	2:00pm	5:00pm	8:00pm	11:00pm
<i>Floor</i>							
<b>Sinks</b>							
<b>Mirrors</b>							
<b>Toilet Paper</b>							
<b>Toilets</b>							
<b>Urinals</b>							
<b>Dryers</b>							
<b>Towels</b>							
<b>Trash</b>							
<b>Other</b>							

*Please initial next to each area listed after inspection.*