

West Morris Regional High School District

Covid Response Restart Plan

Revised 08-17-2020



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Plan Goals

West Morris Regional established three guiding principles to inform the development of a reopening plan for August 2020:

- *Prioritize the health and safety of all of our stakeholders*
- *Ensure a high level of instructional continuity; and*
- *Create a plan durable enough to exist remotely, in full, or in multiple hybrid scenarios*

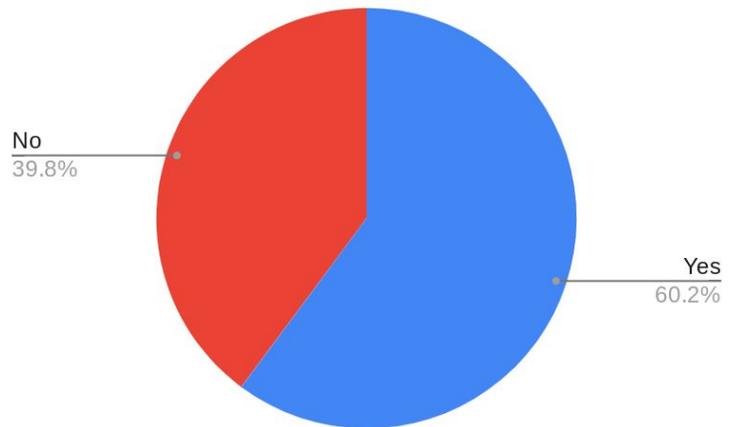
Stakeholder Involvement

- On May 14th, 2020 the Superintendent and various staff members from both schools began discussing/developing reopening plans.
- On June 24, 2020 a committee composed of the Superintendent, Assistant Superintendent, Facilities Manager, Director of Special Education, Technology Coordinator, Technology Integration Specialist, building principals, assistant principals, and teachers from various content areas began formal draft of a reopening plan.
- On July 2, 2020 Surveys were sent to teachers and parents to assess the viability of several reopening scenarios (1730/2,200 families participated).
- On July 7, 2020 the Superintendent reviewed plan options with the BOE.
- On July 10, 2020, in a letter to the WMR community, the Superintendent provided a general overview of the plan.
- On July 20, 2020, the BOE formally approved the Reopening Plan.

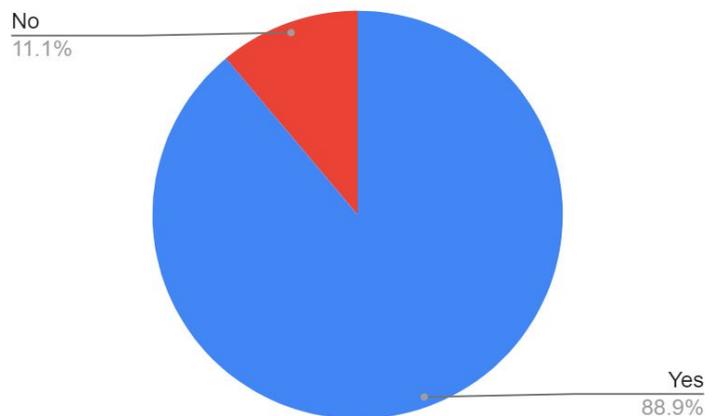
- On July 24, 2020, in a letter to the respective high school communities, the Superintendent/Principals will identify specific cohort configuration, cycle periods, and class schedules.

Results of Parent Survey

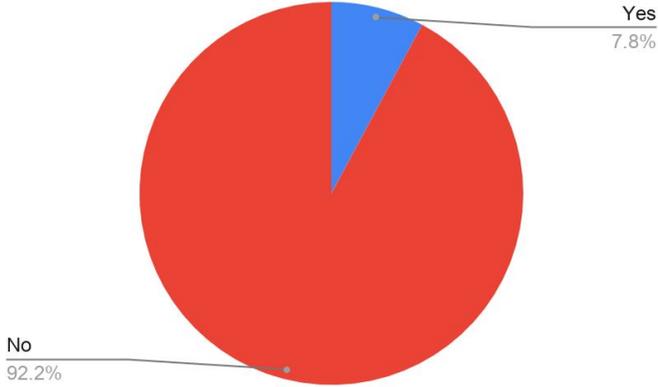
Question 1. "Would you send your child to school this fall in a full enrollment model where social distancing protocols are not feasible, and students wear masks?"



Question 2. "Would you send your child to school this fall in a partial enrollment/rotating cohort model where social distancing protocols are closely approximated, and students wear masks?"

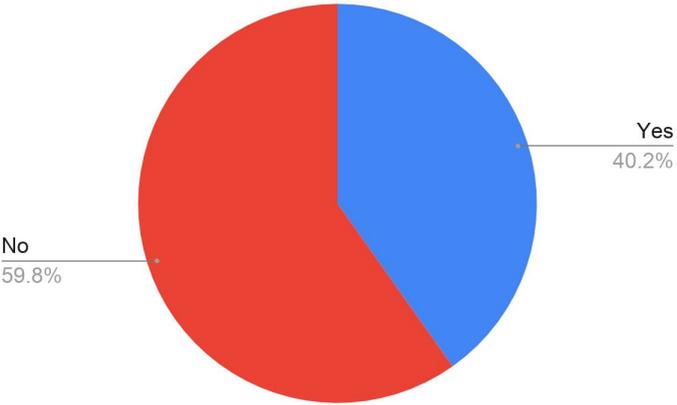


Question 3. “Do you intend to keep your student out of the school building this fall and attend classes remotely no matter the model for reopening?”

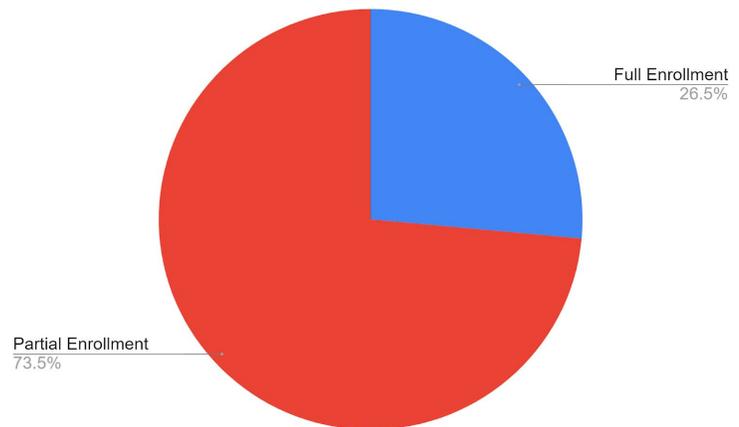


Results of Teacher Survey

Question 1. “Are you comfortable teaching this fall in a full enrollment model where social distancing protocols are not feasible, and students wear masks?”



Question 2. “Which model (full enrollment or partial enrollment) do you feel more comfortable with?”



Research Consulted

School administrators and the Reopening Committee referred to the following resources when developing the district’s Reopening Plan:

- [The Road Back: NJDOE](#)
- [CDC Guidelines](#)
- [OSHA Guidance on Returning to Work](#)
- [NJEA Education Recovery Plan](#)
- [Harvard Healthy Buildings Program](#)
- [Maryland’s Recovery Plan for Education](#)
- [AASA Central Guiding Principles and Action Steps](#)

Hygiene and Personal Protective Equipment

- Ample soap, water, paper towels, wipes, and hand sanitizer will be provided for employees and students to use multiple times throughout the day. Custodians will disinfect the entire building everyday, with an emphasis on areas where students congregate.
- Teachers will remind students to wash their hands frequently throughout the day, to apply hand sanitizer, and to avoid touching their faces.

- High traffic areas and frequently touched surfaces will be identified and cleaned multiple times throughout the day.
- Signage will be posted to remind students and employees to wash their hands frequently for at least twenty seconds.
- All employees will be required to wear a face covering while working on campus. Face coverings must be worn at all times, except when working alone in a classroom or in a private office.
- Students will be required to wear a face covering when on a school bus/van.
- The West Morris Regional High School District accepts the State's recommendation that students wear masks. Students will be required to wear a face covering at all times except during lunch. This includes when entering or exiting the school building, walking in the hallways, using the lavatory, and in the classroom receiving instruction. Distance learning remains an option for students who cannot comply with this requirement.
- The West Morris Regional High School District accepts the CDC's recommendation that masks with exhalation valves or vents are not acceptable forms of face coverings for students or staff, as they can allow respiratory droplets to reach others and potentially spread COVID-19.
- The West Morris Regional High School District accepts the local health departments' recommendation that gaiters and bandanas are not acceptable face coverings for students or staff.
- Plastic face shields may also be used but only in conjunction with a face covering (mask), not as a direct replacement.

Social Distancing

- Approximately six feet of social distancing will be the standard for occupancy in indoor spaces.
- Floors in the main office and other key areas where students or staff congregate will be clearly marked to indicate appropriate social distancing.
- Signage will be posted to remind students and employees to maintain a distance of six feet at all times while on campus.

- Signs will be posted to indicate the traffic flow in hallways where the width prohibits proper social distancing.
- Meetings will be held remotely whenever possible.
- Alternating stalls will be taped off to minimize the number of students in the bathroom at any one time, promoting social distancing.

Demographics

The West Morris Regional High School District is composed of two high schools. Mendham High School serves the communities of Mendham Township, Mendham Borough, Chester Township, and Chester Borough. Central High School serves residents of Washington Township. Approximately 2,250 students are scheduled to attend the two high schools in the fall of 2020. The district utilizes a full year four-day rotational calendar in which students' schedules include eight class periods but only six classes meet each day. All students eat during a unit lunch. The nature of this schedule is featured prominently in the District Reopening Plan.

All students in grades 9 - 12 have Chromebooks. Less than one percent are eligible for free lunch, one percent are English Language Learners, and fifteen percent require special education services. The number of homeless students does not meet the threshold of a reportable level. Hotspots are provided to students who do not have internet access at home. World Language teachers will contact parents/guardians of ELL students to provide directions and to assess access to necessary resources.

Equitable Access to Instruction for All Students

Every student in the West Morris Regional High School District has remote Internet access and a Chromebook for personal use which is brought home daily. Students who do not have Internet access at home are provided a district-issued hotspot. Counselors will gather information to identify students needing access.

Technology

All students are issued a 2 in 1 Chromebook to utilize throughout their tenure with the district. Teachers have at their disposal both a Chromebook and 2 in 1 Windows Surface Book. The Surface Book is equipped with a high-quality webcam, the ability to convert from laptop to tablet mode, and a touchscreen supporting digital inking. Software is installed for the express purpose of using the device as a digital whiteboard with screen recording capabilities. The district employs an online learning management system (PowerSchool Learning) in conjunction with G-Suite for Education to post and collect assignments. Students access curriculum-aligned resources, assignments, and applications to create content from anywhere at any time.

Foundational components conducive to the success of the district's reopening plan include the following:

- *District classrooms are outfitted with state-of-the-art projection systems, speakers for sound enhancement, and Chrome OS desktops with dedicated webcams to support distance learning.*
- *Creation of "digital learning resources" housed in PowerSchool Learning. The "digital learning resource" repositories are a shared collection of lessons, activities, labs, assessments, videos, articles, and other teaching materials designed to replace traditional textbooks. Since departments review these materials on a continual basis, items are modified, changed, and replaced to ensure teachers and students always have access to the most up-to-date, relevant, and best resources to facilitate teaching and learning.*
- *Assignments and requisite materials are posted to PowerSchool Learning. In addition, all class resources including but not limited to videos, audio files, documents, presentations, notes, activities, and assessments are made available online.*
- *Leveraging the features of Google Classroom and PowerSchool Learning, teachers have the ability to provide electronic feedback in the form of comments, rubrics, and grades.*
- *Distance learning classes are conducted within the district (Mendham to Central, Central to Mendham) to overcome scheduling conflicts. This arrangement has*

been successful for the last three years. Each high school is equipped with several “huddle spaces” that are designed for distance learning.

Hybrid Model and Cohorts

Adhering to social distancing guidelines, the district will assign each student to one of three cohorts. Cohorts comprise one-third of each school’s student body, with the ability to transition to one-half if conditions permit. Additional plans will be developed for transitioning to all students attending school in person or entirely remote depending on current circumstances.

Teacher training for hybrid instruction will be offered throughout the month of August, as well as during the August 23 and 24 professional development days. A description and a schedule for training can be found [here](#).

Cohorts will be determined as follows:

- *Students will be assigned to a cohort identified as Cohort 1, Cohort 2, and Cohort 3. Administrator discretion will be used to create student cohorts.*
- *Each cohort will contain approximately the same number of students, one-third of the student population. All students in the same cohort will report for face-to-face instruction during the same 4-day cycle and likewise will participate in eLearning during the same cycle(s).*
- *As conditions within the community improve, cohort size may increase from one-third to one-half of the student body, with each cohort alternating between face-to-face instruction for one 4-day cycle followed by one 4 day cycle of remote eLearning.*

Daily Schedule for Hybrid Instruction

The WMRHSD plans to restart school using a hybrid schedule with one-third of its students and all staff in the building at the same time. The district calendar provides for 181 days of instruction (wmrhd.org). Students will receive instruction both face-to-face and remotely on a rotating basis. This schedule consists of a 4-day rotation of

face-to-face instruction, following a built-in 10 to 12 day quarantine for each cohort. The *HYBRID* daily bell schedule is as follows:

Buses Arrive	7:00 - 7:15
Session A	8:00 - 8:45
Homeroom	8:45 - 8:55
Session B	9:10 - 9:55
Session C	10:10 - 10:55
Lunch	10:55 - 11:45
Session D	11:45 - 12:30
Session E	12:45 - 1:30
Session F	1:45 - 2:30
Buses Depart	2:35 - 2:40

Plans have been developed for transitioning to a traditional model in which schools operate normally with all students and staff present at the same time, as well as for remote operation in which all students and staff are at home with the buildings closed.

Calendar/Cohort Cycles

The school year will begin with professional development for teachers followed by one day of in-person instruction for each cohort before commencing with the four day rotating drop schedule. Cohort A will attend school during the first cycle, while cohorts B and C will engage in asynchronous learning activities. At the conclusion of the first cycle, cohort B will attend school in person with cohorts A and C attending remotely. This pattern will continue while conditions are monitored to possibly switch to larger cohorts , all in-person, or remote learning.

Hybrid Instruction

The instructional model will be a four-day rotating schedule: (Day 1, Day 2, Day 3, Day 4). Each student cohort will rotate through a face-to-face cycle of four days followed by

two 4-day cycles of eLearning at home. There will be three cohorts of students for every class. Attendance will be taken using the GoGuardian online monitoring application for students participating remotely and to monitor their online engagement.

Teachers will post assignments to their Powerschool Learning pages and will stream lessons live for students who are learning remotely. The live stream link/nickname will be available prior to the start of class in PowerSchool Learning and or Google Classroom. Teachers will follow the procedures outlined below to successfully deliver instruction both face-to-face and online:

- *Initiate the Google Meet video stream on the Chrome OS device connected to the classroom projector. The teacher will then join from both their laptop and the new TV monitor positioned near the front of the classroom.*
- *Students who are learning remotely will then be able to connect and view their classmates who are participating in the classroom live face-to-face.*
- *The projector will be utilized to share content: websites, documents, videos, audio clips, and other pertinent information. TV monitors are available for the express purpose of displaying a grid of students learning remotely and serve as a vehicle to facilitate chat between students and the instructor.*
- *Any content the teacher wishes to share can either be presented directly from the Chrome OS device connected to the projector or wirelessly from their laptop to the Google Meet.*
- *Remote students can ask questions through the Google Meet chat or “live” by unmuting their microphones.*
- ***Teachers who are working remotely due to extenuating circumstances will join the Google Meet from home and connect to the Chrome OS device and projector in their assigned classroom.*

Passing Time, Ingress and Egress

- Passing time will be increased from 5 to 15 minutes to allow students to simultaneously move from one class to another and to maintain appropriate social distancing.
- Students will adhere to hallway traffic patterns demarcated on the floor, moving in one direction where possible, and maintain appropriate social distancing at all

times. This will increase the time required for students and teachers to arrive at their destination, necessitating the change in passing time.

Lunch

Given that one-third to one-half of the students will be in attendance each day, they will be directed to follow social distancing rules with one to two students per lunch table. Alternate locations will be available for students to eat lunch, including lunch tables and chairs outside. Adequate time will be allowed for tables to be cleaned after lunch before reuse.

Students may purchase or bring their lunch, and lunch will be provided both in school and at home for those who qualify for free and reduced meals. Students receiving free and reduced meals who are in school with their cohort will be able to pick up breakfast and lunch discretely. Students eligible for free and reduced meals who are learning remotely will have lunch and breakfast dropped off via a school van and driver on a schedule of at least twice each four day cycle with shelf stable items.

Kitchen and Food Safety

Promptonian staff must complete a review course consistent with [ServSafe](#) standards on proper food handling techniques and avoiding the spread of illness. Each school district has at least one certified ServSafe Food Manager. Kitchens will be cleaned and sanitized daily. Buffet style serving will not be permitted. Employees will be required to regularly wash their hands, including before and after food preparation and before and after serving. Gloves will be used in accordance with ServSafe standard but are not a substitute for regular hand washing. Soap, water, and cleaning products will be regularly available.

Tracking of Meals

Given the low percentage of students eligible for free and reduced lunch, the district does not apply for reimbursement of meals.

Bathroom Procedures

In order to maintain social distancing, there will be limited capacity for all multi-user bathrooms.

Signage will demarcate which stalls and sinks are available for use, in order to avoid overcrowding and to maintain social distance. Floor stickers will be placed six feet apart to indicate where students should stand while waiting to enter the bathroom.

Students must wear masks while inside the bathroom. Soap, water, hand sanitizer, and paper towels will be available inside the bathroom at all times, and will be replenished throughout the school day.

Signage indicating proper hand hygiene will be posted inside the bathrooms.

Bathrooms will be cleaned and sanitized throughout the day and after school hours.

Classroom Arrangement

- Classroom occupancy will be limited to the number of students that can be seated with optimal distance between them.
- All student desks must be facing the same direction.
- Table groups with students facing one another are not permitted.

Special Education/Delivery of Special Services

Being Successful Program students, ASPIRE, and Life Skills students will attend school every day, not on the rotating alphabetical cohort cycle. Individual medical concerns will be considered. In addition to services provided in school, the following procedures will be followed should students be learning remotely.

All teachers have a laptop to deliver instruction and a Chromebook to monitor student attendance, participation, and to respond to student questions. Special education teachers, guidance counselors, and/or special services/Child Study Team members will communicate with and assist students who have 504s/IEPs in their classes as they may have challenges related to these types of learning activities. Collaborative teachers will

join and conduct live stream classes as well as monitor student participation via GoGuardian, providing feedback to students. Instructional aides have been issued Chromebooks and will join class sessions to monitor student attendance, on-task participation, check for student understanding, and to answer questions. Case managers will monitor student progress, communicating with parents via email, phone, and virtual meetings. Child Study Teams will conduct parent meetings via Google Meet and by phone. Document cameras may be used by home instructors to provide instruction for students previously assigned to home instruction. The district has one medically fragile student and will continue to offer the services of a private duty nurse to the family.

Special education teachers have access to IXL for all LLD and OCR students and can use this tool as an additional resource to deliver instruction, reinforce skills, and move instruction forward in the areas of English, Math, Science, and History.

Related service providers have indicated that they can provide assignments to reinforce skills while students are home. They are currently developing measurement tools and plans to communicate with families. Related service providers (all vendors) will be asked to communicate with families to provide support and answer questions related to their assigned activities at their scheduled weekly frequency.

Child Study Team members will work on scoring and report writing and will continue to develop draft IEPs for upcoming meetings. IEP meetings will be held through the Google Meet platform. Parents will be invited to dial in through an invitation. Required IEP team members will be on the call as well district World Language Teachers, should an interpreter be required.

All appropriate meetings will be held with the exception of re-evaluation meetings where the testing has not yet been completed. These meetings will be delayed and held at the CST's earliest opportunity upon the reopening of school. This matter has been discussed with district legal counsel and it is understood that the circumstances don't allow for CST testing of students during this time of social distancing due to COVID-19, leaving those IEP's and the district technically non-compliant. The district, along with all others in NJ, are hopeful the DOE will provide greater guidance on the meeting timelines outlined in 6A:14 with clarification related to the standard districts are being held to, in this area. Child Study Team members will be available during the designated window of instruction to provide support to students, teachers, and field any concerns related to the implementation of the IEP from families under these circumstances.

The Child Study Team is maintaining close contact with OOD placements. The district, through the CST and office of Special Education, will remain in contact with the OOD placements during school closure and check for updates as time passes.

English Language Learners

To maintain continuity of instruction, English Language Learners will attend school every day, not on the rotating cohort cycle. ESL teachers will offer English language instruction via our eLearning model. ESL teachers and WL supervisor will coordinate with ELL content area teachers to make sure ELLs understand assignments and provide assistance when necessary. ESL teachers will monitor ELL progress and contact guidance counselors as needed. Teachers will provide alternate resources to students as needed.

Counseling Services

Counselors will continue to schedule both in person and remote meetings with students to assist with academic, social, and emotional challenges. Counselors will be available for students for both live and remote drop-in visits as needed by students. The Student Assistance Counselor will continue to deliver programming and be available to assist with student needs.

Transitions Between All In, Hybrid, and Remote Scenarios

Students will receive their cohort assignments well in advance of the start of the school year and prior to transitioning between cohort configurations/models. School calendars for each cohort will also be distributed and posted to the website for parent, student, and teacher planning purposes. School Messenger and Naviance will be used to inform parents of transitions among one-third, one-half, full, or remote models. No instructional

days are expected to be lost when making transitions. The Transportation Supervisor and food service providers will be notified in order to make adjustments for the delivery of free lunches to eligible students.

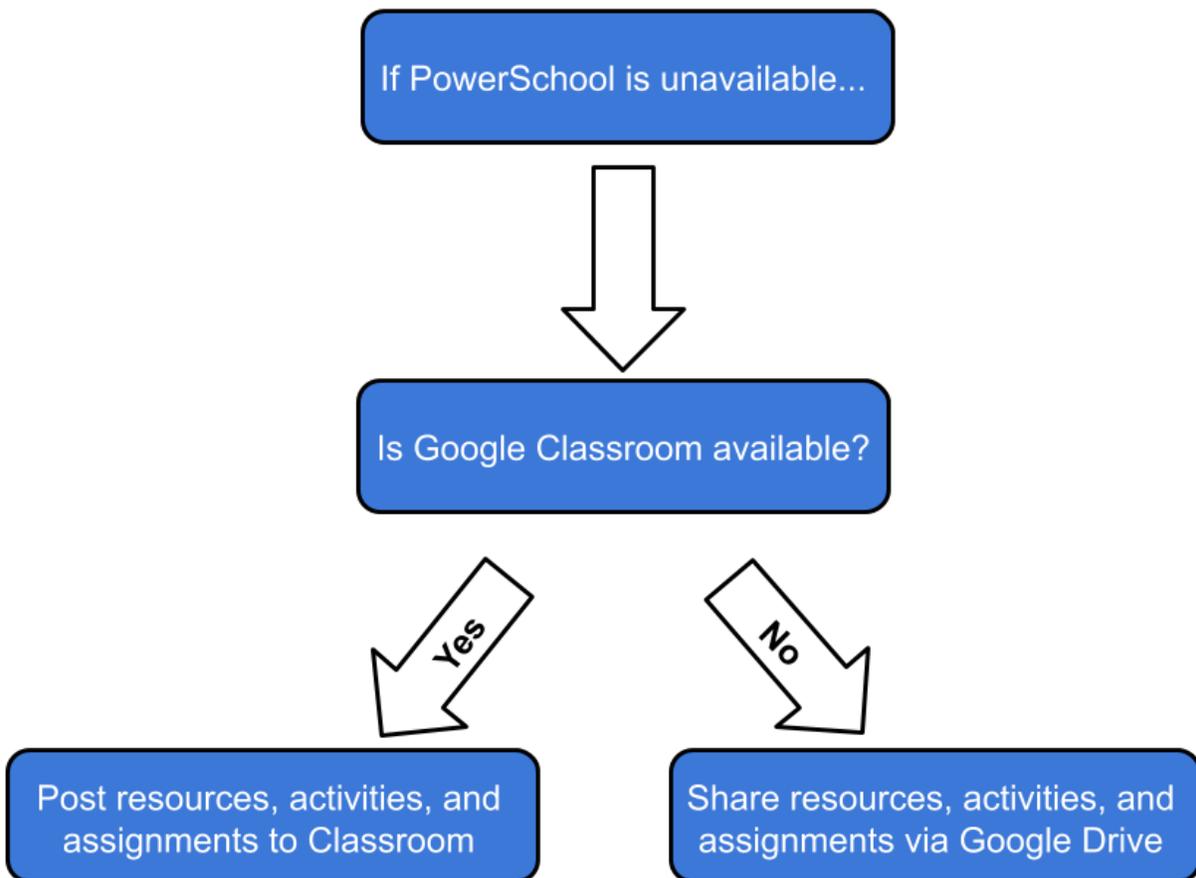
Fully Remote Instruction

Regardless of whether schools remain open and staffed or are forced to close, students and teachers will continue to follow the school calendar as well as the bell and modified rotating schedule adhering to the procedures outlined below:

- *Teachers will schedule GoGuardian sessions at the beginning of each week for individual classes. Students will join the GoGuardian session to assist the district with tracking attendance and time on task as well as providing an avenue for students to remotely chat with their teachers.*
- *In accordance with the modified schedule below, each teacher will conduct “live” sessions using YouTube’s built-in streaming feature. The stream will be broadcast privately on the teacher’s YouTube channel as well as linked on PowerSchool Learning.*
- *For all other class periods, students will continue to join scheduled GoGuardian sessions, however, assigned tasks distributed via PowerSchool Learning will be completed independently. Teachers will continue to be available via GoGuardian’s built-in chat to answer questions.*
- *When appropriate, some teachers will utilize Google Hangouts Meet unidirectionally to share their screen with students, especially in math or science.*
- *Physical education teachers will provide guidance on the types of activities that students may complete. For example, the teacher may lead a yoga activity or pre-record a video demonstrating a workout routine. Students will record their activities via a Google Form embedded in PowerSchool Learning. Students will note the type of physical activity they completed, and the time they started and stopped exercising. Health classes will follow the same delivery procedures outlined in this document.*
- *Attendance will continue to be recorded through PowerSchool. Teachers will use the GoGuardian session report as an indication of whether students were present each class period.*
- *Electronic feedback will be provided by teachers using PowerSchool Learning and/or Google Classroom.*
- *Upon return to school, students will be responsible for the content and skills covered during the school closure.*
- *Content area supervisors will monitor assignments, classwork, and streamed sessions to ensure compliance and continuity of instruction and to provide assistance to teachers.*
- *Code of conduct violations will be documented. School administrators will address infractions on a case by case basis, with the possibility of consequences upon returning to school.*

Alternative Means for eLearning Delivery

In the event that PowerSchool Learning is unavailable, teachers will shift to posting announcements, assignments, and class materials to Google Classroom. If Google Classroom is unavailable, teachers will share assignments and class materials through Google Drive.



Class Meeting Schedule

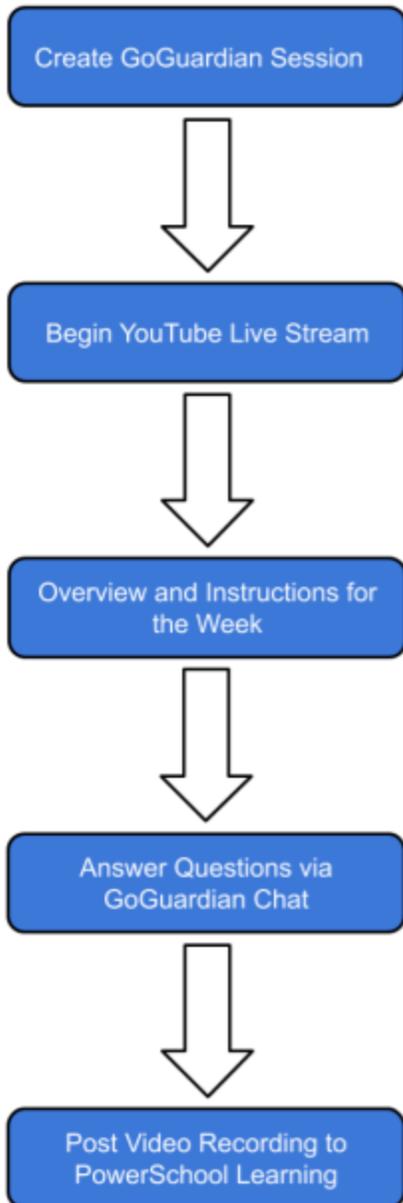
If the West Morris Regional High School District must close, the rotating schedule picks up at whichever day is indicated on the rotational calendar, utilizing the time schedule below.

Fully Remote Rotating Schedule*

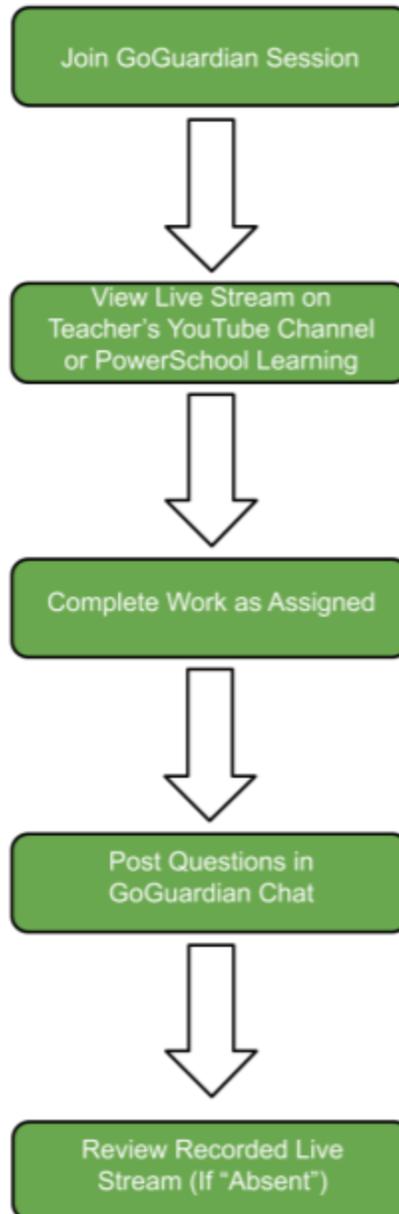
	Day 4	Day 3	Day 2	Day 1
9:00am - 9:45am	Period 4	Period 3	Period 2	Period 1
9:53am - 10:38am	Period 1	Period 4	Period 3	Period 2
10:46am - 11:31am	Period 2	Period 1	Period 4	Period 3
(LUNCH)				
12:04pm - 12:49pm	Period 8	Period 7	Period 6	Period 5
12:57pm - 1:42pm	Period 5	Period 8	Period 7	Period 6
1:50pm - 2:35pm	Period 6	Period 5	Period 8	Period 7
	<i>*45-minute classes w/ 33 minute lunch & 8 minutes between classes</i>			
	<i>*Blue denotes a live stream. Green represents periods for independent/teacher monitored work.</i>			

Live Streamed Class Meeting Workflow

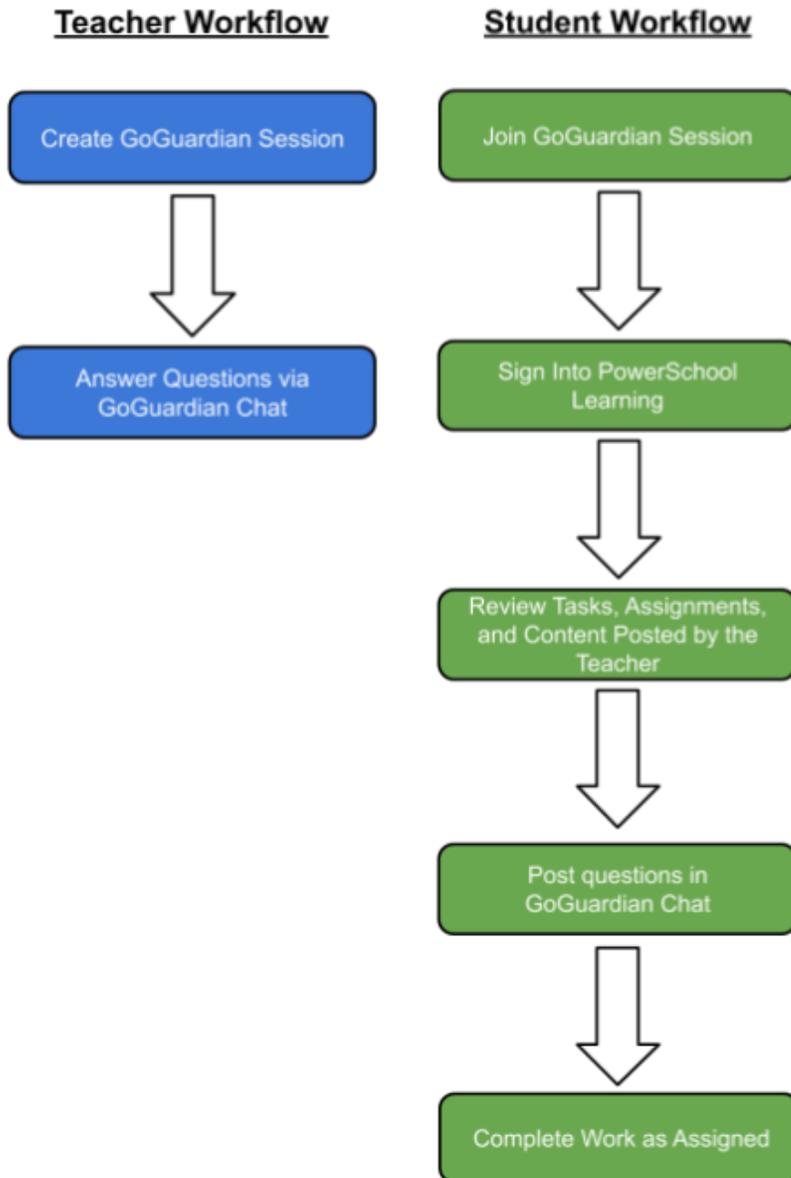
Teacher Workflow



Student Workflow



Self-Guided Class Meeting Workflow



Field Trips and Assemblies

There will be few (if any) in-person field trips or large assemblies during the 2020-2021 school year. Reaching or approaching maximum occupancy in gyms or auditoriums is prohibited.

Health, Physical Education, and Locker Rooms

Students will not be permitted to use the locker room for changing clothes for physical education classes. Students are encouraged to wear comfortable clothes and sneakers for participation in physical education classes.

Transportation

Buses will run at limited capacity, and social distancing practices will be maintained to the maximum extent practicable. Students will be required to wear face coverings/masks in order to ride the bus. Bus drivers will receive instruction on how to properly wipe down high touch areas between bus runs. Transportation Policy Number 3541.33 includes the following:

Board Policy 3541.33 Transportation Safety Includes the following:

Bus Procedures to Reduce the Spread of Contagion

- A. Bus drivers and riders will wear masks when entering, exiting, and riding the school bus. When possible, passengers will practice social distancing while on the school bus. Hand sanitizer will be made available at the school bus entrance for use when boarding.
- B. Drivers should practice all safety actions and protocols as indicated for other staff, including hand hygiene and face coverings.
- C. Students must wear face coverings while riding on the bus. Accommodations for students who are unable to wear face coverings should be consistent with the

student's IEP. For adults, accommodations shall be consistent with those provided by the school district for staff and others;

D. Bus drivers will be reminded to implement certain personal hygiene actions (e.g., frequent hand washing) and be afforded the opportunity to do so (such as having sufficient time between routes);

E. District vehicles will be cleaned and sanitized including seats, rails, and high touch surfaces before each run.

F. Contracted transportation providers shall be required to clean and sanitize seats, rails and highly touched surfaces before each run. The district shall collaborate with the contracted service provider to develop these procedures and ensure that they are consistently followed. The contracted service provider shall collaborate with the district in establishing cleaning/sanitation protocols that are consistent with social distancing practices. The contracted service provider shall ensure that employees are fully trained in the implementation of the established protocols:

G. All personnel responsible for cleaning school buses shall document the cleaning/sanitizing measures taken. Personnel are required to:

1. Demonstrate an understanding of the established protocols that must be taken to properly clean and sanitize the bus; and
2. Provide a certification that, before the route commenced, the required process was completed as required.

H. These procedures will include a minimum of two stages: cleaning, which removes dirt and germs from surfaces; and disinfecting, which kills germs on surfaces that remain after cleaning.

I. The procedures will identify sanitizing agents that may be used and will be limited to products included on the U.S. Environmental Protection Agency's list of products that have been shown to be effective against COVID-19;

Professional Development

Health-Related Training

All West Morris Regional staff must be trained in COVID-19 procedures for the 2020-2021 school year. Training will take place before students report in late August. Training topics must include but are not limited to:

- a. *Wearing a face covering*
- b. *How to safely put on and take off a face covering*
- c. *Limitations of a face covering*
- d. *The importance of hand hygiene*
- e. *Social distancing*

Instructional/Pedagogical Training

Multiple opportunities will be offered now, at the beginning of school, and throughout the year to support teachers as they facilitate learning in a hybrid instructional model. Prior to the first two inservice days in August, teachers can avail themselves of the following **OPTIONAL** professional learning opportunities:

- *Small group trainings to review/practice using the technology available in all classrooms*
- *WMRHSD Technology Support site with distance learning resources specific to English, Mathematics, History, Science, and World Languages.*
- *Virtual meet and greets to discuss essential applications for each content area*
- *Comprehensive video walk-through of new and existing classroom equipment designed for distance learning*
- *Updated Remote Learning Guide with a dedicated section covering the hybrid instructional model*

All teachers will be required to participate in the professional learning activities planned for the first two inservice days at the end of August. These will include but are not limited to:

- *An overview of the classroom technology necessary to facilitate a hybrid instructional model (face-to-face and eLearning)*
- *Small group and individual practice sessions in assigned classrooms*
- *Installation and overview of virtual whiteboard applications*
- *Mini-edcamp highlighting applications specific to each content area (formative assessments, content creation, collaboration, and critical thinking).*

Throughout the remainder of the school year, the Instructional Technology Specialist in concert with the district's Teacher Trainers will offer live drop-in support, virtual office hours, and mini workshops to ensure all teachers have the necessary tools and skillset to be successful in any teaching scenario.

Identification and Isolation of Sick Employees/Students

- West Morris Regional High School District will develop a Board of Education Policy for the identification and isolation of sick individuals who have contracted or have been exposed to COVID-19.
- Prior to reporting to school, all staff and students are required to check their own temperature using the WMRHSD mobile app. Students and staff must login each morning to complete a simple self-evaluation. If an individual has a temperature of 100.4°F or above, they cannot report. Any individual in question should monitor their symptoms, consider getting tested for COVID-19, and may not return to school until they are free of a temperature (without the assistance of fever-reducing medicine) and free of symptoms for at least 24 hours (revised CDC recommendation).
- No staff member or student may report to school if they have had close contact with someone confirmed as having COVID-19 in the past fourteen (14) days, or are themselves experiencing symptoms of respiratory illness, including a cough,

shortness of breath, difficulty breathing, and or a temperature of 100.4°F or above.

- If a staff member becomes ill while at work, he or she must notify their supervisor or building principal immediately and will be sent home to seek appropriate medical treatment. The staff member may not return to work until they are symptom free and fever free for 24 hours.
- If a student or staff member contracts COVID-19, the district will immediately notify the local Department of Health and will assist them with providing information for contact tracing.
- Board Policy 5141.3 Health Examinations and Immunizations contains more information on procedures related to screening and positive cases.

Office Procedures

- In order to maintain social distancing practices, students are advised to schedule an appointment with office staff whenever possible.
- All forms will be accessible to parents, students, and teachers digitally to minimize human-to-human contact.
- Locations for drop-off/pick-up of necessary items will be established to avoid human-to-human contact.
- Every effort should be made to minimize unnecessary visits to the school.

Visitors to the School

- Visitors to the school are not permitted to enter the building without a face covering.
- Visitors will be required to sign in with personal identification, address, and phone number to facilitate contact tracing.
- When possible, meetings with parents will be conducted remotely (IEP, attendance, discipline, guidance, etc.)

- In-person guest speakers are not allowed and are encouraged to present remotely.
- College admissions representatives will meet remotely with students.
- All delivery personnel must call the main office and arrange to leave deliveries outside at the loading dock or other designated area, determined by the head custodian or the building principal.

Facilities

Regular cleaning schedules will be developed with records maintained documenting completion. A resource manual for cleaning and sanitizing procedures is maintained.

Ventilation/Air Circulation:

- Teachers and staff are encouraged to open windows in their classrooms whenever possible.
- Classroom doors should be propped open whenever possible to create a clean air exchange.
- Proper ventilation in classrooms means air is moving in and out via open windows and doors. Air should not be recirculated with air conditioners in a closed classroom environment. Doors and windows should be open while the air conditioning is running.
- Filters on air conditioners will be changed frequently to ensure that clean air is being recirculated, however, doors and windows should still be open while the air conditioning is running.
- Unit ventilators in classrooms should not be blocked and should be running at all times to provide moving air as required.

Library Materials

All library materials will be held for 72 hours before being returned to the shelves.

Title I Funds

The district does not receive Title I funds but is identifying and maintaining records for application of and receipt of CARES funding.

Pandemic Response Teams

The district will create two Pandemic Responses Teams, one at each school building. The Pandemic Response Teams will report directly to the district-wide Pandemic Response Taskforce, which will oversee the operation of and communication between the teams.

Each Pandemic Response Team shall include central office administrators, building administrators, teachers, nurses, parents, support staff, and other community members as deemed necessary. The primary purpose of the pandemic response teams will be to assist in centralizing, expediting and implementing COVID-19 related decision-making, as outlined in this plan.

Pandemic Response Teams will meet three times initially, and approximately once a month during the school year, unless circumstances require additional frequency, and will respond to school and community level conditions, as related to COVID-19.

Athletics

For all West Morris Regional athletic events and practices, student athletes will strictly adhere to the NJSIAA protocols in the NJSIAA ***Return to Play*** plan. The NJSIAA has delayed the opening of the fall season by nearly one month.

General Health and Safety

West Morris Regional will provide reasonable accommodations for students and staff who have a higher risk for COVID-19, including older adults and those with serious comorbidities.

Policies

- 1250 Visitors
- 3510 Operation and Maintenance of Plant
- 3541.33 Transportation Safety
- 5141.2 Illness
- 5141.3 Health Examinations and Immunizations

Appendix

District Calendar

West Morris Regional High School District 2020-2021 School Calendar

AUGUST 2020						
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					

SEPTEMBER 2020						
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OCTOBER 2020						
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NOVEMBER 2020						
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DECEMBER 2020						
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JANUARY 2021						
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24	25	26	27	28	29	30
31						

August 2020	
24-25	Professional Development Days - Teachers Report
26	FIRST DAY OF SCHOOL - Students Report

September 2020	
7	Labor Day - No School
28	Yom Kippur - No School

October 2020	
14	Delayed Opening - *Freshmen & Seniors Only

November 2020	
5-6	NJEA Convention - No School
25	1/2 Day - Thanksgiving Break
26-27	Thanksgiving - No School

December 2020	
23	1/2 Day - Winter Break
24	Winter Break - No School
25	Christmas Day - No School
28-31	Winter Break - No School

January 2021	
1	New Year's Day - No School
18	Martin Luther King Day - No School for Students Professional Development Day - Teachers Report

February 2021	
15	President's Day - No School

March 2021	
29-31	Spring Break - No School

April 2021	
1	Spring Break - No School
2	Good Friday - No School

May 2021	
31	Memorial Day - No School

June 2021	
10	GRADUATION DAY - Last Day of School

FEBRUARY 2021						
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28						

MARCH 2021						
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APRIL 2021						
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MAY 2021						
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30	31					

JUNE 2021						
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JULY 2021						
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25	26	27	28	29	30	31

Note: Calendar includes 5 emergency closing days, 3 professional development days and 161 days for students. If additional emergency closing days are needed, they will be taken from Spring Break, starting with March 30 and continue forward.

Board Approved: **November 12, 2018**
December Descriptors Corrected 11/14/18

Board Policy 5141.3 Health Examinations and Immunizations - Excerpt

A. Screening and Personal Protective Equipment (PPE)

1. Staff and students shall be required to wear masks when being admitted to the school;
2. The district will require all individuals entering the buildings each to certify that individuals have a temperature less than 100° F and do not exhibit signs and symptoms of COVID-19 listed below.
3. Health checks must be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations;
4. Results must be documented when signs/symptoms of COVID-19 are observed;
5. Screening procedures shall take into account students with disabilities and accommodations that may be needed in the screening process for those students;

B. Procedures for symptomatic staff and students:

1. The school principal shall establish an isolation space;
2. Students and staff with symptoms related to COVID-19 shall be safely and respectfully isolated from others. Students should remain in isolation with continued supervision and care until picked up by an authorized adult;
3. The current Communicable Disease Service guidance for illness reporting shall be followed;
4. If a staff member becomes aware that an individual who has spent time in a district facility tests positive for COVID-19, the staff members shall notify the principal and the school nurse. The school nurse shall immediately notify local health officials, staff, and families of a confirmed case while maintaining confidentiality;

C. Preparations for when someone tests positive for COVID-19:

1. The school principal shall establish an isolation space;

2. Students and staff with symptoms related to COVID-19 shall be safely and respectfully taken to the designated isolation space and isolated from others. Students should remain in isolation with continued supervision and care until picked up by an authorized adult;
3. The current Communicable Disease Service guidance for illness reporting shall be followed;
4. Readmittance to school shall be consistent with Department of Health guidance and information for schools and Department of Health/Communicable Disease Service's Quick Reference Guidance on Discontinuation of Transmission-Based Precautions and Home Isolation for Persons Diagnosed with COVID-19;
5. Contact tracing shall be initiated at the direction of and in conjunction with the local health department, which may include accessing records of groups/cohorts, assigned staff, and daily attendance.

D. Protocols to address a positive case:

Students and employees may be asked to leave or not come into school if they test positive for COVID-19 or exhibit one or more of the symptoms of COVID-19, based on CDC guidance, that is not otherwise explained:

1. A fever of 100° F or greater;
2. Cough;
3. Shortness of breath or difficulty breathing;
4. Chills;
5. Repeated shaking with chills;
6. Muscle pain;
7. Headache;
8. Sore throat;
9. New loss of taste or smell;
10. Fatigue;
11. Congestion or runny nose;

12. Nausea or vomiting;

13. Diarrhea.

Parent/Guardian Notice

In accordance with federal law, the Protection of Pupil Rights Amendment (PPRA), parents/guardians shall be notified annually of the opportunity for the parent/guardian to opt the student out of any non-emergency, invasive physical examination or screening that is:

- A. Required as a condition of attendance;
- B. Administered by the school and scheduled by the school in advance; and
- C. Not necessary to protect the immediate health and safety of the student, or of other students.