

Approved by BOE August 4, 2020

Alpha School District  
Re-Opening Plan  
School Year 2020-2021

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Summary: Alpha Public School will open on a full day schedule with temperature checks for all before entry to the building. By the Governor's order, masks must be worn in the building except when at PE, Music, lunch or eating, and recess. When the masks are allowed to be removed behind desk shields, we will implement that rule. Elementary classes (K-5) will be self-contained except for going to lunch/recess. Middle school teachers will travel to the students' homerooms except for Science and specific Math/Special Education sections. All classrooms will have extraneous furniture removed to allow for maximum distance between desks. This is a "living" document and will be updated as required. The BOE will be notified of all changes.

Forward: As all are aware re-opening the district amid a pandemic is complex. To meet this challenge, we have worked with parents, teachers, Board of Education members, the County Department of Health, and the County Superintendent to create a plan that meets community needs and the state's requirements. This will not be easy. Just as we have banded together since March to create the best learning situations we can for our children and students, we must continue this path for the upcoming school year until restrictions are lifted. Please read the entire document below and contact the school with any questions.

**Temperature Checks:**

- 1) All students must have a temperature check before entering the school building.
  - a. Students will be asked to line up by homeroom at various entrances around the building (see attached map). PLEASE DO NOT ALLOW YOUR CHILDREN TO ARRIVE BEFORE 7:50 AM.
  - b. Classes will be given pre-marked positions to maintain 6 feet in between students.
  - c. Teachers will be checking student temperatures upon their arrival using an infrared thermometer and asking them if they are feeling any symptoms as per the attached list. The teachers will send an email to log in their classroom's attendance and temperatures each day.
  - d. Any student who reports symptoms or has a temperature of 100.4° or higher is required to be separated from the class and brought to the nurse for evaluation. WE WILL DO OUR BEST NOT TO STIGMATIZE OR MAKE THE CHILD FEEL THEY ARE BEING BLAMED FOR NEEDING TO BE SEPARATED. We have set up an isolation room where the school nurse will greet and evaluate the children. Students with a temperature higher than 100.4° will need to be picked up. The nurse will make other decisions as needed. Parents will need to communicate with the school nurse and be prepared to get medical documentation for things like allergies or medication side-effects. The school nurse email address is [nurse@apsedu.org](mailto:nurse@apsedu.org). We will have a new school nurse approved at the August 13<sup>th</sup>, 2020, BOE meeting.

- e. Students must be fever free for 24-72 hours before they can return to school.
- 2) Teachers and staff will have their temperatures checked upon arrival.
  - a. Teachers/staff with a temperature of 100.4° or higher must leave the building.
  - b. Teachers/staff who are feeling symptomatic must report to the isolation room for evaluation.
  - c. Teachers' mail will be delivered to their doors each day to avoid congestion and creating crowds in the staff room.

**Social Distancing in the Classroom, Masks, Barriers, and Lockers:**

- 3) Requirements in the building:
  - a. By the Governor's order, masks must be worn in the building except when at PE, Music, lunch or eating, and recess.
  - b. Students will not be permitted to use lockers. All items will be kept in backpacks/bags.
  - c. Students will be asked to bring backpacks/bags home as classrooms are disinfected nightly.
  - d. Some classrooms are being moved to allow for appropriate distance between desks.
  - e. When the Governor allows masks to be removed behind desk shields, we will use this rule.

**Special Education/504:**

- 4) Student's IEP requirements will be met and modified as necessary on a case-by-case basis.
- 5) Students with related services (OT/PT, Speech) will be conducted in a small group instruction room with desk shields and clear masks. Therapists will clean in-between sessions.
- 6) Students' 504 Plan accommodations will be followed.
- 7) In the event that instruction is remote, all IEP services will be delivered online.

**Physical Education, Lunch, and Recess:**

- 8) PE class precautions:
  - a. Students will not be wearing masks during physical activity.
  - b. Students will NOT change for Physical Education. Locker rooms will be closed.
  - c. Physical Education classes will use games and activities that adhere to social distancing.
  - d. Health classes will take place in homerooms when possible.
  - e. The Gym will have fans running and a door open to allow for outside air to circulate. The open door will have a security gate locked and bolted into the wall from the inside for security purposes.
- 9) Lunch procedures will be as follows:
  - a. Students will be eating in the lunch room.
    - i. Students will be spaced 6 feet apart behind barriers.
    - ii. Homerooms will be seated together.
  - b. Lunches/snacks will be brought from home or ordered upon arrival.
  - c. Students will be socially distant at lunches.
  - d. Students cannot share food.
  - e. Buffet and serving lines are banned by the Department of Health.

- f. Students will individually receive their pre-ordered lunch/snack.
  - g. Students will wash their hands after eating.
- 10) Recess precautions:
- a. Students **MUST NOT** bring toys, activities from home.
  - b. Students will enjoy recess by homeroom. Each homeroom will have a section of the playground where they will begin recess and then be rotated.
  - c. Middle school students will be offered a socializing section where they will be expected to be socially distant and wear masks.
  - d. Unfortunately, due to cleaning requirements the playground slide, monkey bars, etc. will not be able to be used. These pieces of equipment will be cleaned in accordance with Department of Health guidelines for community use after school and on the weekends.
  - e. Students will be provided with balls, jump ropes, larger 4 square courts, and whatever else that we can create to allow the students to play while remaining socially distant.
  - f. Indoor recesses are too large to have everyone in the gym. Some will be in the gym while some classes are in their homerooms. This will be rotated.

**Emergency Closing:**

- 11) If the school needs to be closed for emergency cleaning, contact tracing, weather, or other reason, classes will be held online via the Google Classroom and/or other video conferencing software. This will be live instruction during school hours. This will count as a school day. All students are expected to attend.

**Hallways, Bathrooms, and Class Movement:**

- 12) All bathroom doors will be propped open. Students will be asked to wait in the hall if more than 3 people are in a bathroom. The hallways will be marked with 6 ft labels.
- 13) K-5 classes will remain in their classrooms except for PE and lunch/recess. Art, Music, Health, and Library/Technology will travel to them.
- 14) When classes must use hallways, walking routes and schedules will be staggered to minimize the number of people in the hallway at one time.
- 15) Bathrooms will be cleaned frequently throughout the day.
- 16) Classrooms with a bathroom will have extra cleaning supplies to clean as needed.

**Dismissal, Clubs, Afterschool Activities:**

- 17) Students will be dismissed through the doors he or she enters in the morning.
- 18) We will not begin the year with clubs or afterschool activities. We would like to conduct these activities in smaller groups once we know we can clean the appropriate spaces and conduct programs socially distant.

**Bus:**

- 19) We have two bus routes: One for our preschool class and one for our unsafe walking route.
  - a. The preschool bus has few enough students to socially distance. Temperatures will be taken before boarding the bus, and parents will be asked about symptoms.
  - b. The unsafe walking route will have an adult on the bus to check temperatures and ask about symptoms before boarding.
    - i. The first student to board the bus will take the seat furthest to the rear. Students will fill in as they are picked up.
    - ii. Siblings and/or same household students may occupy seats together.
  - c. All students on a bus must wear a mask.

**Symptoms, Fever, or Possible/Probable Case of COVID-19:**

- 20) A staff member who has a temperature of 100.4° or higher or symptoms will return home until 24-72 hours after no longer being symptomatic.
- 21) A student who has a temperature of 100.4° or higher or symptoms on arrival or during the school day will return home until 24-72 hours after no longer being symptomatic.
- 22) If anyone is determined to have been possibly exposed (defined as being in close proximity to someone with COVID-19 for more than 10 minutes), they are considered by the Department of Health to be a probable case and have to quarantine for 14 days.
  - a. The classroom of the probable case may also have to quarantine for 14 days (depends on the result of contact tracing).
  - b. Quarantined classrooms will switch to online learning.
- 23) If a probable case is determined to exist before 10:00 am on any school day, an early dismissal schedule will go into effect for the entire school. The building may/will be closed for 24 hours for cleaning and contact tracing.
  - a. When the building is closed for cleaning and/or contact tracing, all classes will be held online until building re-entry is allowed.
  - b. It is possible through contact tracing to have multiple classrooms undergo 14-day quarantine due to siblings or bus exposure.
- 24) If your child(ren) are quarantined by childcare services (day care, aftercare, etc.), they may not report to school unless there is a doctor's note and a negative COVID-19 test.

**Quarantine for Travel:**

- 25) New Jersey has designated certain states a Corona Virus "hot spot" and is recommending 14-day quarantine after returning from those areas. If a family travels to one of these states, students will not be allowed back into school until the 14-day quarantine period is lifted.

**School Nurse Emergency:**

- 26) In the event that the school nurse is required to be quarantined or be absent without a substitute, school will be conducted remotely. The school cannot operate under this plan without a school nurse.

**Visitors:**

- 27) While Alpha School understands that people must come to the building to pick up their child(ren) or similar, we must discourage in-person visits during the pandemic.
  - a. Parents are encouraged to get all forms, information through the school's website or email.
  - b. All visitors must enter through Door #1.
    - i. At the top of the steps, visitors/students must use the infrared thermometer to take their temperature.
    - ii. This must be shown through the window to the person admitting them through the second set of doors.
    - iii. Anyone with a temperature of 100.4° or higher or the appearance of symptoms will not be allowed in.

**Remote Learning Option:**

- 28) Governor Murphy mandated that all schools must have a remote learning option. Parents who do not wish to send his or her child(ren) to school can have them access classes remotely.
- 29) Parents who wish their child(ren) to attend remotely must:
  - a. Turn in the Remote Learning Request Form by 8/21/2020. The form will be mailed home to all and will also be downloadable by 8/5/2020.
  - b. Arrange for pickup of Chromebooks and other coursework materials. This may need to be done several times throughout the school year.
  - c. Be prepared to print out learning materials from home.
  - d. Parents must take responsibility for district-owned hardware at home.
  - e. Assist their child(ren) if they cannot independently log on to platforms, navigate interfaces, or use a computer.
    - i. Teachers may not be available on demand to deal with technical issues.
- 30) Teachers will live stream each class from their classroom.
  - a. Attendance will be noted each time a child logs into a class (PE will be done separately).
  - b. Students will not be counted as present unless all classes each day are attended.
  - c. Parents will receive a limited list of platforms the school will use at the start of the academic year.
- 31) Grades will NOT be modified as they were for the emergency closure in the Spring. Standard assessments and grades will be given for all classes including Special Area instruction.
- 32) Special Education students may need IEPs modified to accommodate remote format.
- 33) Parents who wish to have their child(ren) return to in-person instruction must submit their request in writing to the CSA two weeks prior to planned re-entry date.
- 34) Students with related services in their IEPs will receive them remotely.

**Social and Emotional Support/H.I.B.:**

- 35) The guidance counselor will continue to monitor and support in group and individual settings.
  - a. "Lunch Bunch" will not take place as spacing without masks and barriers is too great of a risk.

- b. The guidance counselor will utilize open spaces to socially distance students as well as have them behind desk barriers.
  - c. Classroom activities will still take place.
  - d. “Caught Being Good” and similar activities will take place in the classroom to avoid students congregating in one location and minimize travel in the hall.
  - e. Individual counseling.
- 36) Harassment, Intimidation and Bullying investigations will all take place in accordance with current Board of Education policies and NJ State regulations.

**Cleaning Protocols:**

- 37) Classrooms will have hand sanitizing or hand washing stations depending on whether the classroom has a sink.
- 38) When students leave the cafeteria, tables and barriers will be cleaned.
- 39) The Science room and any room that will house multiple classrooms will be cleaned in between classes.
- 40) The classrooms and common areas will be cleaned nightly.

**Community Outreach:**

- 41) The school’s website will have a page titled Reopening Plan before the school year starts with drafts and the final BOE approved plan.
- 42) We will add a page titled Remote Learning Resources before school begins.
- a. This page will have video tutorials, explanations, links, etc. to aid parents in their child(ren)’s remote instruction.
  - b. Resources for cleaning and maintaining masks will be posted here as well.
- 43) Households will be surveyed to establish needs with connecting to the internet including but not limited to:
- a. Automated phone call that asks those without internet to contact the school.
  - b. A letter mailed home with a form for requesting online learning instructing those without reliable internet to contact the school.
  - c. Using social media accounts to let the community know that those without internet should be contacting the school.

**Masks and Classroom Discipline:**

- 44) Masks are essential and not optional except in documented medical cases.
- 45) Masks follow the same rules as the school dress code in terms of look, logo, or message.
- 46) Teachers will develop individual classroom rules regarding consequences for those students who are insubordinate and do not follow this rule. Consequences will include but not be limited to:
- a. Verbal correction
  - b. Reprimand
  - c. Lunch detention
  - d. Phone call to parent(s) and/or guardians
  - e. Temporary removal from classroom setting

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47) Students do not respond to progressive, age-appropriate classroom discipline cannot remain in the building.

**COVID Response Team:**

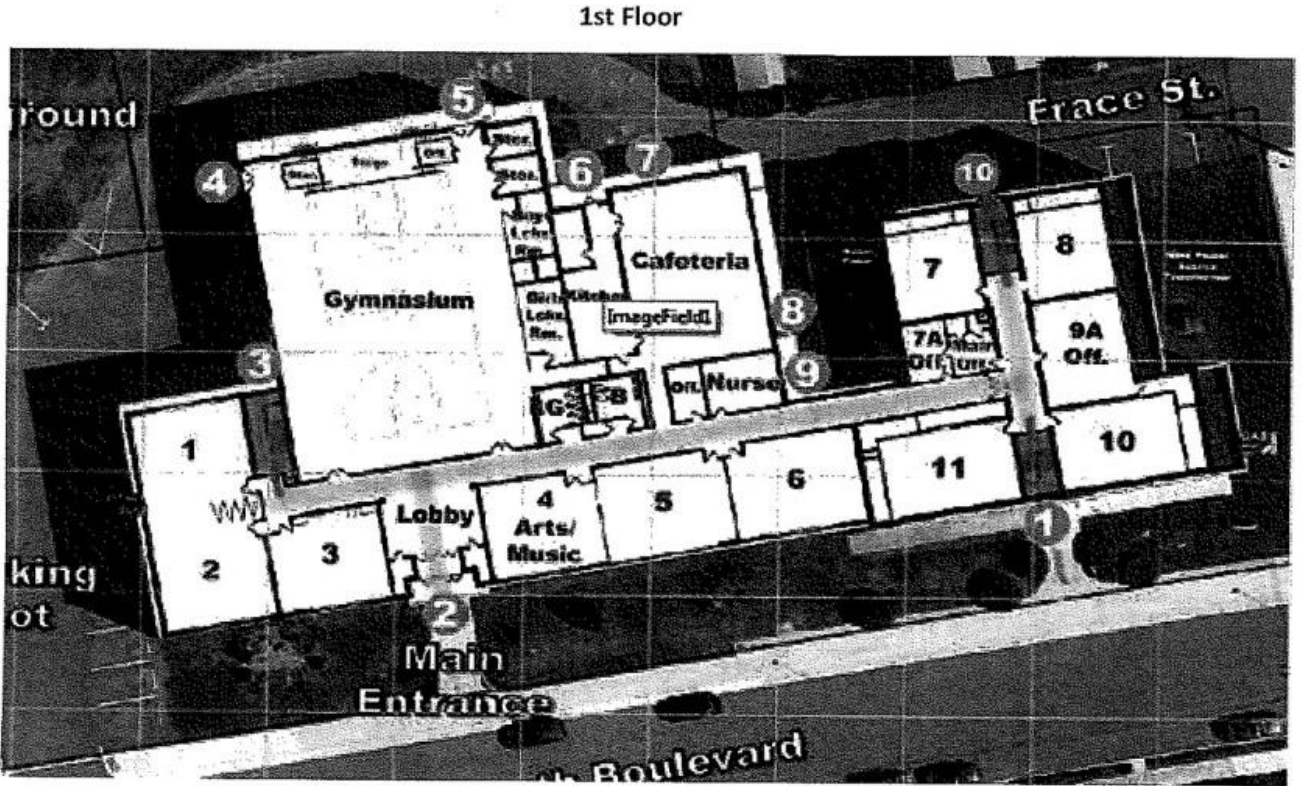
To ensure that stakeholders continue to have a voice in the ever-changing requirements of operating a school during a pandemic, the re-opening committee will continue as the COVID Response Team. This committee consists of parents, BOE members, teachers, the Head of Buildings and Grounds, a food service representative, and school administration.



**List of Symptoms Requiring Evaluation in Isolation Room or May Require Staff/Student to Be Sent Home Until No Longer Symptomatic:**

- 1) A fever of 100.4° or higher
- 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

# Student Daily Entrances and Exits



Entrance Number	Homeroom Teacher/Grade
1	D'Aprile - Grade 2, Phillips - Grade 3*, Payne - Grade 8, Bickert - Grade 4, Kelliher - Grade 4
2	Weiss - Kindergarten, Smith - Grade 1, Linfante - Grade 5
3	Laustsen - Grade 8, Kaminski - Grade 6, Kern - Grade 6
7	Breakfast starting at 7:50 am
10	Farnsworth - Grade 3*, Davis - Grade 7
*	Pre-K enters through Entrance #2 at 9:00 am

All doors used for entrance and exit are locked and monitored and can only be opened by a staff member with electronic access.

Mrs. Farnsworth's Grade 3 class entering and exiting from Door #10 can be picked up and dropped off along the sidewalk on Schley Ave.