

RESTART & RECOVERY PLAN

Appendix A

Critical Area of Operation #1 - General Health and Safety Guidelines

The Long Branch Public Schools will include in Appendix A the locally developed protocols addressing the anticipated minimum standards as required by the NJDOE Guidance and referenced in the Board's Plan – Section A.1.a., including, but not limited to:

Health and Safety Guidelines

Students and Staff

- Are required to wear face masks unless they have documentation on a medical or behavioral condition that would inhibit the individual's health.
- Will be required to take temperatures at home prior to school each day. If you have a temperature higher than 100.4 or symptoms of COVID-19 students and staff do not report to school that day and notify the School Nurse by phone or email ASAP.
- Wash hands often and for the recommended 20 seconds.
- Stay at least 6 feet apart when moving through the School and workplace.
- All staff will be trained on the process for facility cleaning and best practices. A daily checklist will be used to ensure procedures are followed.

Protocols for High Risk Staff and Students:

It is imperative to provide safeguards for staff and students who are identified as high risk to ensure their health and safety. Where a high risk staff or student cannot safely interact with others even when social distancing and masks are utilized, other accommodations will be considered including physical barriers or assignments to participate in remote only instruction. This instruction could take place in a designated classroom or remote location. Other accommodations would be considered as communicated by a health professional.

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Appendix B

Critical Area of Operation #2 - Classrooms, Testing, and Therapy Rooms

The Long Branch Public Schools will include in Appendix B the locally developed protocols addressing the anticipated minimum standards as required by the NJDOE Guidance and referenced in the Board's Plan – Section A.1.b., including, but not limited to:

- a. Social Distancing in Instructional and Non-Instructional Rooms
- b. Procedures for Hand Sanitizing/Washing

Social Distancing

All instructional and non-instructional rooms in the Long Branch Public District will allow for social distancing to the maximum extent possible. The following are protocols that will be implemented to ensure that this happens:

Instructional Areas

Classrooms

- Class size will be reduced in all schools to maintain guidelines set forth in the NJDOE. *Special populations with reduced class size such as self contained special education classes, will operate with a full class roster while following social distancing standards(in accordance with N.J.A.C 6A:14).
- Students will be seated at least 6 feet apart, where possible. In instructional/therapy settings where the physical space does not allow for social distancing, the following modifications will be put in place:
 - Staff and students will be required to wear face masks and face shields, with the exception of those students whose health would be impaired by doing so. In the event that a child is excused from wearing PPE the instructor/therapists must have a shield and mask/desk shield.
 - Groups of students will be positioned in the same direction.
 - Learning activities will be individualized so that objects are not shared.

Non-Instructional Areas

- Social distancing parameters will be used to determine group sizes.
- During activities or in rooms that do not allow for social distancing, the following modifications will take place:
 - Staff and students will be required to wear face masks and face shields, with the exception of those students whose health would be impaired by doing so. In the event that a child is excused from wearing PPE the instructor/therapists must have a shield and mask/desk shield.

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- Physical barriers will be used.
- Use of shared objects will be limited, when possible. When not possible, the equipment will be cleared between activities.

Additional Considerations

- Hand sanitizing dispensers (with at least 60% alcohol) will be placed and maintained in each classroom, at entrances and exits, near eating areas, and hand washing capabilities in bathrooms.
- In the event hand sanitizing dispensers/hand soap needs to be refilled the building secretary will be notified and will facilitate the refilling with the building custodian.
- Classrooms that have existing handwashing stations, will have soap, water, and alcohol-based sanitizers (with at least 60% alcohol).
- A school-wide initiative where students are required to wash/sanitize their hands for at least 20 seconds at regular intervals (upon entering each room) during the school day and always before and after eating. Handwashing with soap is required after blowing their nose, coughing, sneezing, after using the bathroom.

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Appendix C

Critical Area of Operation #3 – Transportation

The Long Branch Public Schools will include in Appendix C the locally developed protocols addressing the anticipated minimum standards as required by the NJDOE Guidance and referenced in the Board's Plan – Section A.1.c., including, but not limited to:

- **Student Transportation**

The Long Branch Public Schools are committed to maintaining social distancing practices whenever possible on buses. All students should have their temperature taken at home to ensure no fever prior to leaving the house. Students will be required to wear a facemask upon entering and during transportation to and from school and all events. Additionally students will be encouraged not to engage in direct contact with other students and whenever possible stay six (6) feet from other students and staff while entering and exiting the bus. The Long Branch Public Schools have required all bus companies to adopt best practices for cleaning and disinfecting all vehicles used to transport students. All district owned busses will be sanitized with an EPA approved solution after each route.

- **Social Distancing on School Buses:**

When social distancing is not possible to achieve on school buses all the minimum standards shall apply:

- Face masks will be required at all times.
- Student use of cell phones is prohibited while on the school bus.
- Students will board and disembark school buses based on the first-in, last out method. Students will be seated beginning at the back-most available rows. Students will disembark the school bus beginning with the front-most rows.

- **School Bus Ventilation**

- Windows will remain open weather permitting

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Appendix D

Critical Area of Operation #4 - Student Flow, Entry, Exit, and Common Areas

The Long Branch Public Schools will include in Appendix D the locally developed protocols addressing the anticipated minimum standards as required by the NJDOE Guidance and referenced in the Board's Plan – Section A.1.d., including, but not limited to:

- a. Location of Student and Staff Screening
- b. Social Distancing in Entrances, Exits, and Common Areas

Screening Locations

Students

- All parents/guardians will receive an email **each morning** with a report button that guides them through medical screening questions and a tab to enter their child's temperature. An email will be sent for each child from the email provided in the most recent survey. The quick survey takes about 15 seconds per child. The school will receive a list of students immediately.
- Parents will be required to conduct temperature checks prior to students arriving at school. If the child's temperature is 100.4 °F or greater they cannot attend school that day. Students may return after 24 hours if fever free without fever reducing medications.
- Students will be rescreened at locations that will be located at school entrances. All students will be rescreened at the building entrance prior to entering the building. Any student who shows symptoms will be escorted to an isolation room where a medical professional will conduct further screening. In the event that a student symptoms are confirmed, the parent will be contacted to pick up the child from school and keep them home until the symptoms subside.

Staff

- All staff will receive an email **each morning** with a report button that guides them through medical screening questions and a tab to enter their temperature. The quick survey takes about 15 seconds and can also be done on the Crisis Go app as well. This must be done before entering the workspace.

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- Staff screening locations will be located at staff entrances. All staff will be screened at the building entrance prior to entering the building. Any staff who shows symptoms will be escorted to an isolation room where a medical professional will conduct further screening. In the event that symptoms are confirmed, the staff member will be asked to leave and not return until symptoms subside.

Social Distancing

Entrances/Exits

- Signs and physical markings on sidewalks will be provided to help ensure that staff and students remain at least 6 feet apart at all entrances.
- Safe School Personnel will be present to monitor/enforce social distancing during arrival dismissal.
- Face masks will be required while students and staff are in school and while riding the bus.

Student Flow in Common Areas

- Signs and physical marking be provided on floors and walls in hallways and stairwells to ensure that staff and students remain at least 6 feet apart.
- Students and staff will be required to wear face masks at all times.
- Staff will dismiss students in small groups during transitions to allow for proper social distancing.
- School staff will be present to monitor/enforce social distancing during transitions.
- In hallways that do not allow for social distancing, “one way routes” will be utilized.

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Appendix E

Critical Area of Operation #5 - Screening, PPE, and Response to Students and Staff Presenting Symptoms

The Long Branch Public Schools will include in Appendix E the locally developed protocols addressing the anticipated minimum standards as required by the NJDOE Guidance and referenced in the Board's Plan - Section A.1.e., including, but not limited to:

Screening Procedures for Students and Staff

If sick and/or symptomatic:

- Stay home for at least 72 hours
- Seek medical attention

If sick or is symptomatic during work hours (probable case):

- The school restart team shall establish an isolation area.
- The isolation space shall be safely and respectfully distant from others.
- If a staff member presents a temperature of **100.4 or greater they must be sent home immediately.**
- Follow current CDC guidelines shall be followed
- Document and monitor symptoms and stages of illness

Protocols for Symptomatic Students and Staff

Students

- Students are excluded from school with a temperature of **100.4 or greater.** Students may return to school after **24 hours if fever free without medication and NO other symptoms.**
- Students who have a temperature of **100.4 and any of the following COVID symptoms (see below) are excluded for a minimum of 72 hours. A doctor's note upon return to school is recommended.**
- It is the Parents'/Guardians' responsibility to ensure their child is healthy to attend school. Parents/Guardians are required to sign a district form verifying that their child
- Parents/Guardians shall monitor their child's temperature prior to boarding the school bus each day.
 - If the child's temperature is **100.4 or greater**, the child must be kept home.

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- At no time shall a child who is unwell or showing signs of illness be sent to school.
- If the Parent/Guardian responds “yes” to any of the following questions, the child shall not be sent to school:
 - Have you had flu-like symptoms (fever, shortness of breath, cough)?
 - Has anyone that you live with had flu-like symptoms or tested positive for Covid-19 to your knowledge?
 - Have you taken any fever reducing medications in the past 24 hours (Tylenol, Advil, Motrin, etc.)?

Staff

- Staff members are excluded from school with a temperature of **100.4 or greater**. Staff may return to school after **24 hours** if **they only had a fever and no other symptoms. They must be fever free without medication and NO other symptoms.**
- Staff members who have a temperature of **100.4** and **any of the following COVID symptoms (see below) are excluded for a minimum of 72 hours. A doctor’s note upon return to school is recommended.**

A letter will be sent home with students advising parents/guardians of COVID-19 symptoms, contacting their primary care provider and care at home instructions. Information will be universal among all Schools.

Symptoms

- May appear 2-14 days after exposure
- Symptoms may include per CDC:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea

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CORONAVIRUS SYMPTOM CHECKLIST

Do you have any of the symptoms listed below? Does your child have any symptoms listed below?	YES	NO
Fever - 100.4 or higher		
If you answered YES: Stay home until fever free without the use of medications for 24 hours and monitor for symptoms. Contact your physician if needed.		
Do you have a fever with any of the symptoms listed below? Does your child have a fever with any of the symptoms below?		
Cough or shortness of breath or difficulty breathing?		
Other symptoms such as: muscle ache, fatigue, headache, sore throat, runny nose, congestion, vomiting, diarrhea, loss of appetite, drowsiness, or new loss of smell/taste?		
Have you traveled in the last 14 days to an area on the current travel advisory list?		
Have you had close contact (6 feet or less) with a person who has had a cough and/fever AND has travelled to a restricted area?		
Have you been in contact with someone with a confirmed or presumed case of COVID-19?		

Personal Protective Equipment (PPE)

- Will be provided with district-issued face coverings. Additional disposable face coverings will be available in the case that a face covering becomes contaminated
- Will be issued a face shield in addition to the face covering to be utilized in situations where social distancing cannot be maintained and/or the possibility of contact with bodily fluids. Face shields can be cleaned and disinfected daily by the person utilizing the face shield. Sharing face shields is not permitted.
- Gloves will be provided and should be worn according to normal protocols such as medical screening and toileting.

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Protocols for Face Coverings

- Staff and visitors will be required to wear masks **at all times** when students are present.
- Students shall wear masks at all times. ***If a students' IEP/504 indicates that a face covering is not to be worn due to a disabling or medical condition, the student will be provided with accommodations.***

Isolation Room

- Each school will have a dedicated isolation room to be used in the event a student or staff member needs to be temporarily quarantined for additional medical screening.
- If adequate space is not possible in certain cases a barrier may be used. If a barrier is warranted, (dependent upon the size of the room), a curtain could be hung from the ceiling to provide privacy.

Response to confirmed Covid-19 cases:

Conclusion of investigation	During the investigation	Post investigation: <i>These timelines are subject to change as new guidance is provided.</i>
One confirmed case	Close classroom, transition to remote learning for impacted cohort	Students and staff in close contact, as determined by the City health department, must self quarantine for 14 days.
At least 2 cases linked together in school, different classrooms	Close classrooms and impacted offices, transition all in contact to remote learning	Students and staff in close contact, as determined by the City health department, must self quarantine for 14 days
More than 2 cases linked together in school; DIFFERENT CLASSROOMS	Close impacted wing/area transition impacted students and staff to remote learning	Classroom of each case remain closed and quarantined, additional school members are quarantined based on where the exposure was in the school
More than 2 cases linked together by circumstances outside of school;	Close respective areas and transition impacted students and staff to remote learning	Classroom of each case remain closed and quarantined, additional

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DIFFERENT SETTING SOURCE		school members are quarantined based on where the exposure was in the school investigation, classrooms remain closed for 14 days
More than 2 cases not linked but exposure confirmed for each outside of school setting	Close impacted areas and transition to remote learning	Classroom/wing of each case remain closed and quarantined, additional school members are quarantined based on where the exposure was in the school
Multiple cases identified unable to be determined through tracing.	Close school entire building and transition to remote learning	Remote learning for all students

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Appendix F

Critical Area of Operation #6 - Contact Tracing

The Long Branch Public Schools developed protocols addressing the anticipated minimum standards as required by the NJDOE Guidance and referenced in the Board's Plan – Section A.1.f.

- **Contract Tracing**
 - Procedures will be set up to coordinate with local health officials to exchange information regarding COVID-19
 - CrisisGo has implemented a new feature that will assist with student and staff whereabouts during each school day. We will use this feature to aid in this process.
 - <https://www.cdc.gov/coronavirus/2019-ncov/php/open-america/contact-tracing-re-sources.html>
 - Our student information system, Genesis, will be used to identify family members in other schools and this information will be shared with the local health official.
 - The school nurses, as liaisons to the school Pandemic Response team, will communicate with the district head nurse and Asst. Superintendent for PPS to provide information as needed.

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Appendix G

Critical Area of Operation #7 - Facilities Cleaning Practices

The Long Branch Public Schools developed protocols addressing the anticipated minimum standards as required by the NJDOE Guidance and referenced in the Board's Plan – Section A.1.g.

Facility Cleaning Practices :

- The Long Branch Public Schools have been continually maintaining a deep cleaning concept for the district since the onset of the virus, to include sanitizing, disinfecting, and using an ultraviolet process to insure our staff and children are safe.
- Custodial staff will continue to maintain all facilities to their highest levels to help prevent the spread of the virus, additionally any area that is being used during the school day will get additional resources applied to the areas.
- Medical grade cleaner will be used to disinfect all areas of the school after working hours.
- The district has purchased an additional 39 electrostatic sprayers that will follow a 10 minute dwell time for all areas to be disinfected.
- Training will be provided for use of hydrogen peroxide as a cleaning solution in heavy touch areas.
- Training to the custodial staff will be provided on use of electrostatic sprayers.
- Training will be trained on the chemicals they are using and techniques to ensure cleanliness.
- Hand sanitizer has been purchased.
- Bathrooms and high touch areas will be cleaned routinely.
- We will continue to adhere to existing required facilities cleaning practices and procedures, and any new specific requirements of the local health department as they arise. We have developed a schedule for increased routine cleaning and disinfecting, especially of frequently touched surfaces and objects, and sanitize bathrooms daily and between use as much as possible.

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Appendix H

Critical Area of Operation #8 – Meals

The Long Branch Public Schools will include in Appendix H the locally developed protocols addressing the anticipated minimum standards as required by the NJDOE Guidance and referenced in the Board's Plan – Section A.1.h.

Meals:

- The Long Branch Board of Education is committed to serving nutritious meals to all children regardless of their financial status.
- Box (Grab and Go) meals will be provided for all children who want them either at school or available for home.
- Service in school will depend on the ability to serve children under reduced restrictions when masks are no longer required..
- All children eligible for meals will pick up 10 meals (five breakfasts and five lunches) through a drive through location or through meals sent home on/delivered every Wednesday.
- Meals for the first week of school will be distributed on Thursday and Friday.

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Appendix I

Critical Area of Operation #9 – Recess/Physical Education

The Long Branch Public Schools will include in Appendix I the locally developed protocols addressing the anticipated minimum standards as required by the NJDOE Guidance and referenced in the Board's Plan – Section A.1.i.

The Long Branch Public School District has completed an inventory of outdoor spaces which includes athletic fields, green spaces and open space. The following protocols and procedures will be put into place to ensure the health safety of all students during Recess and Physical Education.

- All outdoor spaces to be utilized for recess/physical education have been identified.
- Class schedules will be staggered, allowing for at least six feet of open space between groups.
- Boundaries (flags, cones, tape, or other signs) will be utilized to delineate specific areas to be used

Grades PreK - 5

- Use of playground equipment is prohibited.
- Activities will be limited to low aerobic exercise (walking, yoga, stretching, non-contact games and activities, sports history, etc.)
- Weather permitting all activities will be conducted outside.
- In the event of inclement weather all structured recess and physical activity will be remote after dismissal.

Grades 6-12

- Use of locker rooms is prohibited.
- Students will be encouraged to come to school dressed appropriately for physical education activities.
- Activities will be limited to low aerobic exercise (walking, yoga, stretching, non-contact games and activities, sports history, etc.)
- Weather permitting all activities will be conducted outside.

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Appendix J

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

The Long Branch Public Schools will include in Appendix J the locally developed protocols addressing the anticipated minimum standards as required by the NJDOE Guidance and referenced in the Board's Plan – Section A.1.j.

Field Trips

- Field trips will be limited to virtual experiences.

Extracurricular Activities

- To allow for the proper cleaning and disinfecting of district buildings after school hours, all extracurricular activities (tutoring, mentoring, clubs and committees) will be held remotely. A schedule of activities will be provided to all students enrolled in extracurricular activities, along with the appropriate materials for them to participate in virtual learning sessions.

Use of Facilities Outside of School Hours

- The use of district buildings to community organizations will be limited and only on the Superintendent's authority following the current guidelines by the Governor. These organizations must follow all district health and safety protocols. Outside organizations must complete all district forms and acknowledge that they will comply with all district health and safety protocols outlined in the documents.

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Appendix K

Academic, Social, and Behavioral Supports

The Long Branch Public Schools will include in Appendix K supplemental materials, evidence, and further explanations of the elements listed in the Academic, Social, and Behavioral Supports section in the Board's Plan – Section A.2.a. through A.2.e.

a. Social Emotional Learning (SEL) and School Culture and Climate

SEL will be critical in re-engaging students, supporting adults, rebuilding relationships, and creating a foundation for academic learning.

SEL and Wellness for Staff

Project AWARE (*Assistance for Wellness and Resilience in Education*)

Honest self-reflection and meaningful conversations have the power to change lives and build communities. We are all now focused on restoring our lives personally and professionally. **Wellness Circles** will provide opportunities to experience both.

- small groups to provide social and emotional and trauma-informed supports to all staff
- Summer topics:
 - Self-awareness and care
 - Bridging Back to the Field
 - Bridging Back to the Students
- Session to continue through the school year

Multi-Tiered Systems of Support (MTSS)

MTSS is a systematic approach to prevention, intervention, and enrichment in grades Pre-K through twelve for academics and behavior that offers educators and families a mechanism to identify individual students who need extra support.

Instructional supports

Adhering to the guidelines of the NJTSS students are identified by academic data and referral for additional tiered support and interventions. Students' growth is continuously monitored and plans revised to provide the best interventions and support for the student.

Behavioral interventions and supports

- Behavioral instruction is provided to all student in all settings and consists of district and school expectations, rules and procedures
- Students exhibit behavioral and/or social concerns and receive interventions.

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- PIRT and I&RS teams include a BCBA consultant and CST members
- Screening measure are in place it identify students
- Behavioral interventions plans are developed and monitored

b. Wraparound Supports

Wraparound services differ from traditional school-based services in their comprehensive approach to addressing the academic, behavioral, and social-emotional needs of students with interventions both inside and outside of the school environment.

Not Being Utilized

Being Developed by School Officials

Currently Being Utilized

The Long Branch Public School District will continue to provide wraparound supports to families. The district has a range of supports through partnerships with diverse organizations that help to meet the needs of the school community. Supports include but are not limited to mental health assistance, social emotional supports, housing, and financial assistance.

c. Food Service and Distribution

School meals are critical to student health and well-being, especially for low-income students. The NJDOE considers it a moral imperative to ensure the seamless and continuous feeding of students during all phases of school reopening.

Not Being Utilized

Being Developed by School Officials

Currently Being Utilized

- The Long Branch Board of Education is committed to serving nutritious meals to all children regardless of their financial status.
- Box (Grab and Go) meals will be provided for all children who want them either at school or available for home.
- Service in school will depend on the ability to serve children under reduced restrictions when masks are no longer required..
- All children eligible for meals will pick up 10 meals (five breakfasts and five lunches) through a drive through location or through meals sent home on/delivered every Wednesday.

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- Meals for the first week of school will be distributed on Thursday and Friday.

d. Quality Child Care

Child care will be needed as schools reopen, particularly in instances where modified school schedules may increase the likelihood that families who otherwise would not utilize child care will now require it.

Not Being Utilized

Being Developed by School Officials

Currently Being Utilized

Working with the district contracted provider, childcare will be offered to all families following the guidelines below:

- Each certified site will be used to keep students socially distant while in extended care.
- On Wednesday's all hybrid students (PK-5) registered with KCE will be eligible for whole day childcare at a rate designated by the contracted provider. Only one building will be utilized for childcare on this day.
- All district protocols and procedures as outlined in this plan in Appendices A,B,D,E are to be strictly enforced by the contracted childcare provider.

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Appendix L

Restart Committee

The district created a comprehensive Restart Committee (a district committee and school level committees) to coordinate the overall reopening plan and to create and review the relevant qualitative data from the recent family and staff surveys. These Committees included district- and school-level administrators, school board members, local education association representatives, educators, parents, and students. We also established school-based Pandemic Response Teams to centralize, expedite, and implement COVID-19-related decision-making. Each school team has a liaison that reports to district-level administrators to ensure coordinated actions across the district. Pandemic Response Teams include a cross section of administrators, teachers and staff, and parents and should represent a cross-section of the school community including its gender and racial diversity.

The Restart Committee will work closely with the school Pandemic Response Teams, health departments, and others in municipal and county government to develop a plan to address the ten Critical Areas of Operation.

1. General Health and Safety Guidelines – In all stages and phases of pandemic response and recovery, our schools will comply with Center for Disease Control (CDC), state, and local guidelines. Our schools must also provide reasonable accommodations for staff and students at higher risk for severe illness and promote behaviors that reduce spread, such as social distancing, frequent hand washing, and the use of face coverings.
2. Classrooms, Testing, and Therapy Rooms – Our schools and district will allow for social distancing to the maximum extent possible. Face coverings are now required at all times. We will minimize use of shared objects, ensure indoor facilities have adequate ventilation, prepare and maintain hand sanitizing stations, and ensure students wash hands frequently.
3. Transportation – Our district will maintain social distancing practices on buses to the maximum extent practicable and adopt best practices for cleaning and disinfecting all vehicles used for transporting students. All students will be required to wear a mask.
4. Student Flow, Entry, Exit, and Common Areas – Our district has purchased 3500 decals and 1650 posters to establish the process and location for student and staff health screenings. These will help serve as a physical guide to help ensure that staff and students remain at least six feet apart.

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5. Screening, PPE, and Response to Students and Staff Presenting Symptoms – LBPS will implement procedures to safely and respectfully screen students and employees for symptoms of and history of exposure to COVID-19. Students and staff with symptoms related to COVID-19 will be safely and respectfully isolated from others. If we become aware of an individual who has spent time in a district facility and tests positive for COVID-19, the school administrator will notify the office of the Superintendent, who will notify local health officials, staff, and families of a confirmed case while maintaining confidentiality.
6. Contact Tracing – 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. All school district administrators, school safety specialists, counselors, and any other staff deemed appropriate by the school district, will be provided with information regarding the role of contact tracing in keeping school communities safe from the spread of contagious disease. We will collaborate with the local health department and engage our school nurses to develop contact tracing policies and procedures, as well as educate the broader school community on the importance of contact tracing.
7. Facilities Cleaning Practices – We will continue to adhere to existing required facilities cleaning practices and procedures, and any new specific requirements of the local health department as they arise. We have developed a schedule for increased routine cleaning and disinfecting, especially of frequently touched surfaces and objects, and sanitize bathrooms daily and between use as much as possible.
8. Meals – Due to the recent standard of ‘masks at all times’ students will be provided with meals to eat before arrival and will be given meals to take home. This will continue until phase 2 (removal of masks when socially distant). Cafeterias or other group dining areas will not be in use during phase 1.
9. Recess/Physical Education – Each school has a layout of outdoor spaces and will designate areas for learning and play to ensure separation between students. Recess schedules will be staggered by groups and staff. Playground equipment and shared equipment will not be utilized during phase 1. All locker rooms will be closed and students will be encouraged to wear comfortable clothing and safe footwear to school so they can participate in physical education classes without needing to change.
10. Extracurricular Activities and Use of Facilities Outside of School Hours – All extracurricular activities will be postponed or will operate remotely.

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The NJDOE requires us, LBPS, to create reopening plans that must account for resuming in-person instruction in some capacity. All of our scheduling decisions were informed by careful evaluation of the health and safety standards and the most up to date guidance from the New Jersey Department of Health (NJDOH), as well the stakeholder input on the needs of all students and the realities of each unique district. School district procedures for attendance and instructional time may require modifications for the 2020-2021 school year.

Staffing – We plan to clearly communicate with teachers regarding expectations and support for student learning. Our reopening plan and decision-making throughout the school year will consider the unique needs of each staff member, such as access to technology, social and emotional health, and child care concerns. Staff roles will expand to accommodate new health and safety regulations.

We plan to leverage staff to assist with monitoring student movement, hallway traffic, and maintain safety according to guidelines. Instructional and non-instructional staff schedules will also include designated time to support school building logistics required to maintain health and safety requirements.

Athletics – The New Jersey State Interscholastic Athletic Association (NJSIAA) has established a COVID-19 Medical Advisory Task Force (MATF) responsible for providing guidance to allow New Jersey high school student-athletes to return to athletics as soon and as safely as possible. The NJSIAA is also convening a Sports Advisory Task Force that will be comprised of athletic directors from across the State and that will be charged with reviewing State and local health guidelines, as well as NJDOE guidance, regarding the 2020-2021 school year to determine, among other things, the extent to which changes may be needed for each interscholastic sports season. LBPSs strive to share our scheduling plans with staff, families, and students on August 7, at least 4 weeks before the start of the school year (September 8), in order to allow families to plan child care and work arrangements.

Policy and Funding The COVID-19 pandemic has created a variety of fiscal challenges related to the delivery of instruction and related services to students. Readyng facilities, purchasing supplies, and transporting and feeding students will look drastically different in the upcoming school year than in past years. Policy and funding considerations include:

Purchasing – We have purchased items not needed in the past (e.g., personal protective equipment or cleaning supplies) and have experienced an increase in demand for previously purchased goods and services.

Reserve Accounts, Transfers, and Cashflow – To the greatest extent possible, we have processed expenditures using various line accounts to meet unanticipated costs and to manage

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our cash flow. We plan to use funds on deposit in our emergency reserve accounts to finance some of the unanticipated expenses that arose as a result of the COVID-19 pandemic. Obviously, we need the Commissioner's approval to make a withdrawal from this account.

Additionally, we are mindful that certain budget actions require the Commissioner's approval. These requirements are statutory and cannot be waived by the NJDOE, and we will not presume that such approval will be automatic.

Costs and Contracting – We actively participate in the federal E-rate program, which provides schools and libraries with funding support for high-speed broadband connectivity and internal connections equipment. Further we use cooperative contracts available from the State of New Jersey, New Jersey School Boards Association, County Cooperative Contracts, and County Educational Services Commissions to procure technology and connectivity services.

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Appendix M

Pandemic Response Teams

The Long Branch Public Schools will include in Appendix M the locally developed protocols addressing the anticipated minimum standards as required by the NJDOE Guidance and referenced in the Board's Plan - Section B.2.

The Pandemic Response Team is responsible to centralize, expedite, and implement Covid-19 related decision making.

- All recommended/required positions are reflected in the composition of the teams below.
- The School Principal and/or designee will be the building level liaison.
- The teams will meet regularly and provide the central office staff and community with timely updates and any/all recommendations for protocol revisions
- The composition of the team and responsibilities are below:

Each School Team should be comprised of: (can be the same members from existing Crisis and/or School Safety Teams)

School Principal
Teachers (representing each grade level)
Child Study Team members
School Counselor
Supervisor
School Nurse
Custodian
Parents

Each School's Pandemic Response Team shall:

- Oversee the implementation of the district's reopening plan, particularly health and safety measures, and providing safety and crisis leadership.
- Adjusting or amending school health and safety protocols as needed.
- Provide staff with needed support and training.
- Review school level data regarding health and safety measures and the presence of Covid-19 and reporting that data to the district as required.
- Developing and implementing procedures to foster and maintain safe and supportive school climates as necessitated by the challenges of Covid-19.
- Providing necessary communication to the school community and to the district.
- Creating pathways for community, family, and student voices to continuously inform the Teams' decision-making.

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Appendix N

Scheduling of Students

The Long Branch Public Schools will include in Appendix N the locally developed protocols addressing the anticipated minimum standards as required by the NJDOE Guidance and referenced in the Board's Plan – Section B.3., including, but not limited to:

- a. School Day
- b. Educational Program

Beginning in September, the Long Branch School District will operate using a hybrid model for instruction. The district will survey parents and based on responses, students will be divided evenly into two cohorts (A,B). This will allow for schools to be at 50% capacity two days a week, Monday and Tuesday, for Cohort A and 50% capacity two days a week, Thursday and Friday for Cohort B. Wednesday all students will operate on a full remote schedule. The hybrid model is outlined below.

For this section:

LIVE Instruction denotes online session with an educator (not videotaped)

Asynchronous Learning denotes independent learning that the child is to conduct on their own.

Early Childhood: Cohort A

Day	Time	Instructional Activities
Monday Tuesday	9:20 - 1:15	Cohort A: In Person Instruction (<i>students attend sessions in the school building</i>)
Day	Time	Instructional Activities
Wednesday Thursday Friday	9:20 - 9:35	LIVE Instruction: Whole Group Morning Activities
	9:35 - 9:50	LIVE Instruction: Whole Group Mathematics Activities
	10:00 - 10:30	LIVE Instruction: Mathematics (Small Group, targeted instruction)
	10:30 - 11:00	Break/Free Play
	11:00 - 11:15	LIVE Instruction: Whole Group Literacy Activities
	11:25 - 11:55	LIVE Instruction: Language Arts Literacy & Graphics Practice (Small group, targeted instruction)

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	12:00 - 12:30	Break/Free Play
	12:30 - 1:00	Asynchronous Learning
	1:00 - 1:15	OPTIONAL LIVE Instruction: SEL Activities

Early Childhood: Cohort B: 50% capacity

Day	Time	Instructional Activities
Monday	9:20 - 9:35	LIVE Instruction: Whole Group Morning Activities
Tuesday	9:35 - 9:50	LIVE Instruction: Whole Group Mathematics Activities
Wednesday	10:00 - 10:30	LIVE Instruction: Mathematics (Small Group, targeted instruction)
	10:30 - 11:00	Break/Free Play
	11:00 - 11:15	LIVE Instruction: Whole Group Literacy Activities
	11:25 - 11:55	LIVE Instruction: Language Arts Literacy & Graphics Practice (Small group, targeted instruction)
	12:00 - 12:30	Break/Free Play
	12:30 - 1:00	Asynchronous Learning
	1:00 - 1:15	OPTIONAL LIVE Instruction: SEL Activities
Day	Time	Instructional Activities
Thursday	9:20 - 1:15	Cohort B: In Person Instruction (<i>students attend sessions in the school building</i>)
Friday		

Kindergarten - 2: Cohort A (50% capacity)

Day	Time	Instructional Activities
Monday	8:45 - 12:40	Cohort A: In Person Instruction (<i>students attend sessions in the school building</i>)
Tuesday		
Day	Time	Instructional Activities
Wednesday	8:45 - 9:00	LIVE Instruction: Whole Group Morning Activities

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Thursday Friday	9:00 - 9:20	LIVE Instruction: Whole Group English Language Arts Literacy
	9:30 - 10:20	LIVE Instruction: English Language Arts (Small group, targeted instruction)
	10:20 - 10:40	Break/Free Play
	10:40 - 11:00	LIVE Instruction: Whole Group Mathematics Activities
	11:10 - 12:00	LIVE Instruction: Mathematics (Small group, targeted instruction)
	12:00 - 12:20	Asynchronous Learning
	12:20 - 12:40	OPTIONAL LIVE Instruction: SEL Activities

Cohort B (50% capacity)

Day	Time	Instructional Activities
Monday Tuesday Wednesday	8:45 - 9:00	LIVE Instruction: Whole Group Morning Activities
	9:00 - 9:20	LIVE Instruction: Whole Group English Language Arts Literacy
	9:30 - 10:20	LIVE Instruction: English Language Arts (Small group, targeted instruction)
	10:20 - 10:40	Break/Free Play
	10:40 - 11:00	LIVE Instruction: Whole Group Mathematics Activities
	11:10 - 12:00	LIVE Instruction: Mathematics (Small group, targeted instruction)
	12:00 - 12:20	Asynchronous Learning
	12:20 - 12:40	OPTIONAL LIVE Instruction: SEL Activities
Day	Time	Instructional Activities
Thursday Friday	8:45 - 12:40	Cohort B: In Person Instruction (<i>students attend sessions in the school building</i>)

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Grades 3 - 5: Cohort A (50% capacity)

This is a sample schedule, actual times may differ according to student grade level.

Day	Time	Instructional Activities
Monday Tuesday	7:50 - 12:30	Cohort A: In Person Instruction (<i>students attend sessions in the school building</i>)
Day	Time	Instructional Activities
Wednesday Thursday Friday	7:50 - 8:40	LIVE Instruction: Whole Group Mathematics Activities
	8:50 - 9:40	*LIVE Instruction: Mathematics (Small group, targeted instruction) & Asynchronous Learning (Standards-based targeted independent instructional activities)
	9:45 - 10:20	Specials
	10:20 - 10:40	Break
	10:40 - 11:30	LIVE Instruction: Whole Group English Language Arts Activities
	11:40 - 12:30	*LIVE Instruction: English Language Arts (Small group, targeted instruction) & Asynchronous Learning (Standards-based targeted independent instructional activities)

Cohort B (50% capacity)

Day	Time	Instructional Activities
Wednesday Thursday Friday	7:50 - 8:40	LIVE Instruction: Whole Group Mathematics Activities
	8:50 - 9:40	*LIVE Instruction: Mathematics (Small group, targeted instruction) & Asynchronous Learning (Standards-based targeted independent instructional activities)
	9:45 - 10:20	Specials
	10:20 - 10:40	Break
	10:40 - 11:30	LIVE Instruction: Whole Group English Language Arts Activities
	11:40 - 12:30	*LIVE Instruction: English Language Arts (Small group, targeted instruction) & Asynchronous Learning (Standards-based targeted independent instructional activities)

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		independent instructional activities)
Day	Time	Instructional Activities
Thursday Friday	7:50 - 12:30	Cohort B: In Person Instruction (<i>students attend sessions in the school building</i>)

Grades 6 - 8: Cohort A (50% capacity)

This is a sample student schedule, actual courses will differ according to student grade level. Time allotted for lunch periods in student schedules will be an Enrichment/Encore period.

Time	Monday	Tuesday	Wednesday (All Periods, Abbreviated Time)	Thursday Day 1	Friday Day 2
8:00 - 1:04	Cohort A: In Person Instruction (<i>students attend sessions in the school building</i>)		Period 1	Period 1	Period 5
			Period 2		
			Period 3	Period 2	Period 6
			Period 4		
			Period 5	Period 3	Period 7
			Period 6		
			Period 7	Period 4	Period 8
			Period 8		

Cohort B (50% capacity)

Time	Monday Day 1	Tuesday Day 2	Wednesday (All Periods, Abbreviated Time)	Thursday	Friday
8:00 - 1:04	Period 1	Period 5	Period 1	Cohort B: In Person Instruction (<i>students attend sessions in the school building</i>)	
			Period 2		
	Period 2	Period 6	Period 3		

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			Period 4	
	Period 3	Period 7	Period 5	
			Period 6	
	Period 4	Period 8	Period 7	
			Period 8	

Grades 9-12: Cohort A (50% capacity)

This is a sample student schedule, actual courses will differ according to student grade level and course selection. Time allotted for lunch periods in student schedules will be an Independent Study/Enrichment/Encore period.

Time	Monday	Tuesday	Wednesday (All Periods, Abbreviated Time)	Thursday Day 1	Friday Day 2
7:30 - 12:00	Cohort A: Face-to-Face Instruction		Period 1	Period 1	Period 5
			Period 2		
			Period 3	Period 2	Period 6
			Period 4		
			Period 5	Period 3	Period 7
			Period 6		
			Period 7	Period 4	Period 8
			Period 8		

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Cohort B (50% capacity)

Time	Monday Day 1	Tuesday Day 2	Wednesday (All Periods, Abbreviated Time)	Thursday	Friday
7:30 - 12:00	Period 1	Period 5	Period 1	Cohort B: In Person Instruction (<i>students attend sessions in the school building</i>)	
			Period 2		
	Period 2	Period 6	Period 3		
			Period 4		
	Period 3	Period 7	Period 5		
			Period 6		
	Period 4	Period 8	Period 7		
			Period 8		

Distance Learning Experience: For Parents Selecting the Option of a Full-time Remote Learning Experience

In accordance with The Road Back Restart and Recovery Plan for Education released July 24, 2020, a full remote option will be available to district families who follow the guidelines set forth. The following procedures have been established:

1. District families will submit a survey to the district in writing by August 15, 2020 their decision.
2. Acknowledgement of remote learning will be sent to families along with a district issued waiver informing parents that they must commit to a full marking period.
3. Prior to the start of school, parents will be provided with all necessary information and materials for remote learning.

School Day & Educational Program

In grades pre-kindergarten through twelve, the school day will consist of 240 minutes (4 hours) of daily synchronous and asynchronous learning. Following best practice and research from the American Academy of Pediatrics, screen time has been limited and the remote learning experience will consist of online instruction as well as innovative hands-on activities.

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For this section:

LIVE Instruction denotes online sessions with an educator (not videotaped).

Asynchronous Learning denotes independent learning that the child is to conduct on their own.

Early Childhood (preschool)

Time	Instructional Activities
9:20 - 9:35	LIVE Instruction: Whole Group Morning Activities
9:35 - 9:50	LIVE Instruction: Whole Group Mathematics Activities
10:00 - 10:30	LIVE Instruction: Mathematics (Small Group, targeted instruction)
10:30 - 11:00	Break/Free Play
11:00 - 11:15	LIVE Instruction: Whole Group Literacy Activities
11:25 - 11:55	LIVE Instruction: Language Arts Literacy & Graphics Practice (Small group, targeted instruction)
12:00 - 12:30	Break/Free Play
12:30 - 1:00	Asynchronous Learning
1:00 - 1:15	OPTIONAL LIVE Instruction: SEL Activities

Total Screen Time: 95 minutes

Kindergarten - Grade 2

Time	Instructional Activities
8:45 - 9:00	LIVE Instruction: Whole Group Morning Activities
9:00 - 9:20	LIVE Instruction: Whole Group English Language Arts Literacy
9:30 - 10:20	LIVE Instruction: English Language Arts (Small group, targeted instruction)
10:20 - 10:40	Break/Free Play
10:40 - 11:00	LIVE Instruction: Whole Group Mathematics Activities
11:10 - 12:00	LIVE Instruction: Mathematics (Small group, targeted instruction)

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12:00 - 12:20	Asynchronous Learning
12:20 - 12:40	OPTIONAL LIVE Instruction: SEL Activities

Total Screen Time: 115 minutes

Grades 3 - 5

Time	Instructional Activities
7:50 - 8:40	LIVE Instruction: Whole Group Mathematics Activities
8:50 - 9:40	*LIVE Instruction: Mathematics (Small group, targeted instruction) & Asynchronous Learning (Standards-based targeted independent instructional activities)
9:45 - 10:20	Specials
10:20 - 10:40	Break
10:40 - 11:30	LIVE Instruction: Whole Group English Language Arts Activities
11:40 - 12:30	*LIVE Instruction: English Language Arts (Small group, targeted instruction) & Asynchronous Learning (Standards-based targeted independent instructional activities)

Total Screen Time: 175 minutes

Grades 6 - 8

This is a sample student schedule, actual courses will differ according to student grade level.

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 - 10:00	Period 1	Period 3	Period 1	Period 1	Period 6
			Period 2		
			Period 3		
10:00 - 12:00	Period 2	Period 4	Period 4	Period 2	Period 4
			Period 5		Period 4
		Period 5	Period 6		Period 5

Total Screen Time: 200

Grades 9-12

This is a sample student schedule, actual courses will differ according to student grade level and course selection.

Two hour periods include synchronous and asynchronous learning.

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Time	Monday Period 1 & 2	Tuesday Period 3 & 4	Wednesday	Thursday 5 & 6	Friday 7 & 8
7:30-9:30	Period 1	Period 3	Period 1	Period 5	Period 7
			Period 2		
			Period 3		
			Period 4		
			Period 5		
9:30 - 11:30	Period 2	Period 4	Period 6	Period 6	Period 8
			Period 7		
			Period 8		
11:30 12:00	Daily Asynchronous learning				

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Appendix O

Staffing

The Long Branch Public Schools will include in Appendix O the locally developed protocols addressing the anticipated minimum standards as required by the NJDOE Guidance and referenced in the Board's Plan – Sections B.4., B.5., and B.6.

Staffing

Long Branch Public Schools will continue to maintain open communication with the LBSEA, LBFT, LBPDA and LBSCA to clearly communicate the expectations and support for staff and students. The Long Branch Public School Reopening Plan considers the unique needs of each staff member, such as access to technology, social and emotional health, and child care concerns. Staff roles have been expanded to accommodate new health and safety regulations. Long Branch Public Schools has developed a plan to monitor student movement, hallway traffic, and maintain safety according to guidelines. Instructional and non-instructional staff schedules may also include designated time to support school building logistics required to maintain health and safety requirements.

Certification

- **Educator Preparation Programs and Certification**
 - **CE Guidance**-Candidates seeking initial teaching certificate(s) that require the passage of test(s) of basic skills and subject matter knowledge may be eligible for the Temporary Certificate of Eligibility (Temporary CE), allowing them to work in New Jersey public schools until **July 31, 2021**, by which time they must have taken and passed the required test(s) for the certificate sought to continue employment.
 - **Temporary CE Requirements**-To be issued a Temporary CE, candidates must meet all requirements for the Certificate of Eligibility for subject area endorsement sought, other than the subject matter knowledge and basic skills test(s), at the time of application
 - Hold a bachelor's degree.
 - Pass the Physiology and Hygiene Exam.
 - Demonstrate required overall cumulative Grade Point Average.
 - Demonstrate required number of appropriate content course credits for the endorsement sought. Endorsement areas are listed on the [Certification and Induction webpage](#).
 - Pay the \$190.00 application fee.

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- **Temporary Provisional Certification Requirements**-A candidate who was issued a Temporary CE must be issued a Temporary Provisional Certificate within 60 days of beginning work as a teacher at a New Jersey School
 - Hold a Temporary CE.
 - Enroll in or demonstrate completion of a preparation program.
 - Complete 50 hours of preservice as per educator preparation program requirements.
 - Attain an offer of employment at a New Jersey school.
 - District will enroll candidates into the provisional teacher process in the Provisional Licensure Registration Management System (PLRMS).
- Temporary CE candidates who do not pass the assessments and apply for certification before July 31, 2021 when their certification expires must start the certification process over and seek a regular CE. Candidates must pay for the new CE if they do not convert before July 31, 2021. Candidates can complete their preparation program at the discretion of the program.
- [Regulations](#)
- **Performance Assessment Requirements For Certification**
 - **edTPA Flexibilities**
 - **Applying for CEAS or CE provisional teachers applying for a standard certification**-will be granted a waiver of the performance assessment requirement for a CEAS, if they meet all other requirements. The NJDOE is providing temporary flexibility for approved educator preparation programs to, in lieu of the performance assessment, recommend candidates for a CEAS/standard certification after verifying their preparedness to teach.
 - [Regulatory References](#)

Mentoring

The LBPS mentoring program will provide nontenured teachers with an induction to the teaching profession and to the school district community through differentiated support based on the teachers' individual needs. As part of the induction, nontenured *novice* provisional teachers who hold a Certificate of Eligibility (CE) or Certificate of Eligibility with Advanced Standing (CEAS) will receive one-to-one mentoring. Mentors will employ various methods to continue to support their novice provisional teachers through this period. LBPS will conduct a three (3) day orientation for all new staff and their mentors at the end of August.

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Requirement Reminders

- Novice provisional teachers will receive the equivalent of at least 30 total weeks of mentoring.
- CE holders will receive at least eight weeks of one-to-one meetings with their mentors virtually/in person .
- CEAS holders must receive at least four weeks of one-to-one meetings with their mentors virtually/in person.
- mentoring observations should remain confidential and non-evaluative
- [Long Branch Public Schools Mentoring Manual](#)

Flexibilities

- A school district may count mentoring provided during the State's mandated closure of schools to students towards the 30-week minimum required under J.A.C. 6A:9C-5.1.
- Based on the novice teacher's level of preparedness and the degree of support provided during closure, districts may determine that when schools re-open, some mentees will need mentoring beyond the minimum requirement.

Educator Evaluations

- **Tenured-** All tenured teachers, principals, APs, VPs and other certificated staff in good standing (defined as those whose previous year's rating was Highly Effective or Effective) will be marked Not Evaluated (NE) for their summative rating, for local and state reporting purposes.
- **Provisional/Nontenured-** Educators working under a provisional certification must receive a summative rating. The summative rating must be kept locally and entered into the Provisional Licensure Registration Management System (PLRMS). Educators with a provisional certification will earn a summative rating based on those observations completed by the date of each school district's March 2020 closure and scored using the appropriate educator practice instrument. No measures of student achievement will be included in the summative rating. There must be a minimum of two observations. Educators with a provisional certification must receive a summary conference. This conference should be conducted remotely via a video conference if possible
- **CAP-**Chief School Administrators have the discretion to produce a summative rating for an educator currently on a CAP who had been progressing towards an Effective or Highly Effective rating (as shown by observation scores issued up to this point in the year) and who will be moved back into good standing by the issuance of a summative rating. All other educators on a CAP will receive a Not Evaluated (NE) rating for the 2019-2020 school year. Coaching should continue via telephone or video communication.

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The current CAP will be in place for the start of the 2020-2021 school year. At the start of SY 2020-2021, the educator and supervisor should collaboratively review the CAP and amend it to reflect the educator's assignment and context.

Educators Roles Related to School Technology Needs

- In order to provide ongoing support to students, teachers, and families there will be technology point person:
 - Students contact Teacher
 - Teachers contact your building TDLA
 - Families contact Teacher
 - [Long Branch Public Schools Chain of Command](#)

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Appendix P

Athletics: Summer Guidance from NJSIAA

Under Executive Order 149, high school sports under the jurisdiction of the NJSIAA may resume only in accordance with reopening protocols issued by NJSIAA and cannot resume earlier than June 30, 2020.

The NJSIAA summer recess period will run from Monday, July 13th, through Friday, August 28th. Summer recess workouts will run according to the guidelines issued by NJSIAA and the Medical Advisory Task Force. Long Branch will start with the Phase 1 guidelines regardless of the start date. Each Phase must be completed to advance to the next Phase.

The Fall athletic coaches were trained prior to the start of the Summer Recess period on **Social Emotional Learning**.

Screening - Athletic Administrator will oversee all (3) Phases

1. The Athletic Trainer, (Screener), Asst. Equipment manager and the District Safety Specialist will conduct the daily screening process?
2. COVID-19 Daily screening Questions
 - a. The COVID-19 daily screening form is required before each workout.
 - b. Student-athletes must fill this form out before they arrive on site.
 - c. If there is a “YES” answer on the form, students should not come to the workout until they are cleared by a Medical Doctor.
3. Responsibilities of the screener
 - a. The screener must always wear a face covering.
 - b. The screener must fill out the pre-screening questionnaire for themselves and have their temperature checked.
 - c. The screener must confirm that all coaches are wearing face coverings and have a completed pre-screening questionnaire in hand, or they will not be screened.
 - d. The screener must not start the screening process until the coach has arrived and been cleared.
 - e. The screener must confirm that all student-athletes must be wearing face coverings and have a completed pre-screening questionnaire, or they will not be screened.
 - f. The screeners must confirm that the student-athlete answered “NO” to all the screening questions and take the temperature of the student-athletes one at a time.
 - g. The screener will document all temperatures.
 - h. The screener must collect all completed documents and file them.

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4. The supervising coach's responsibility during the screening process.
 - a. All coaches must always wear a face covering.
 - b. The supervising coach needs to get the student-athletes into their workout groups (pods), making sure the student-athletes adhere to social distancing requirements (6 feet apart) and wearing face coverings.
 - c. The student-athletes must keep their face coverings on until the screening process is completed, and they are instructed to remove them by their supervising coach.

5. Student-athletes who have pre-existing medical conditions and/or are immunocompromised (e.g., diabetes, asthma, auto-immune disorders, etc.) shall provide written clearance from a DO or MO before he/she will be permitted to participate in workouts.
 - a. Personnel conducting the screenings may or may not know the student-athletes that have pre-existing medical conditions; therefore, school districts shall notify all parents/guardians that student-athletes with pre-existing medical conditions should consult with a doctor before they are permitted to participate in the workouts.

7. Procedure for anyone that arrives on-site and has answered "YES" on the screening form or has a temp of 100.4 or above.
 - a. Stop the screening process immediately.

 - b. Separate the athlete from the rest and call the parent back. Parents must be instructed to remain at the drop-off point until the athlete clears the screening process.

 - c. The student-athlete is not permitted to begin workouts until cleared by a DO or MO.

 - d. If the supervising coach has answered "YES" or has a temp of 100.4 or above, then the workout will be canceled, and the athletes should return home unless there are additional coaches.

Procedural situations for student-athletes & coaches regarding COVID-19 contact

1. A Student-athlete who has come in contact with someone, including a family member, that has tested positive of COVID-19
 - a. Student-athlete must self-quarantine and contact their doctor for further instructions.
2. b. A return-to-play note from a DO or MO must be completed before the student-athlete may return to workouts.
 - c. The related pod will be permitted to continue until results are known of the quarantined student-athlete.
 - d. All members of the related pod must be extremely vigilant in checking for signs or symptoms multiple times a day.

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3. A Student-athlete has signs or symptoms of COVID-19
 - a. Student-athlete must self-quarantine and contact their doctor for further instructions.
 - A return-to-play note from a DO or MO must be completed before the student-athlete may return to workouts.
 - The related pod will be permitted to continue until results are known of the symptomatic student-athlete.
 - All members of the related pod must be extremely vigilant in checking for signs or symptoms multiple times a day.
4. A Student-athlete has tested positive for COVID-19
 - a. The student-athlete must self-quarantine and contact their doctor for further instructions.
 - b. All members of the related pod must self-quarantine and contact their doctor for further instructions.
 - c. A return-to-play note from a DO or MO must be completed before all student-athletes of the related pod may return to workouts.
5. A coach who has come in contact with someone, including a family member, that has tested positive of COVID-19
 - a. The coach must self-quarantine and contact their doctor for further instructions.
 - b. A return-to-play note from a DO or MO must be completed before the coach may return to workouts.
 - c. The related pod will be permitted to continue until results are known of the quarantined coach.
 - d. All members of the related team/pod must be extremely vigilant in checking for signs or symptoms multiple times a day.
6. A coach has signs or symptoms of COVID-19
 - a. The coach must self-quarantine and contact their doctor for further instructions.
 - b. A return-to-play note from a DO or MO must be completed before the coach may return to workouts.
 - c. The related pod will be permitted to continue until results are known of the symptomatic coach.
 - d. All members of the related team/pod must be extremely vigilant in checking for signs or symptoms multiple times a day.
7. A coach has tested positive for COVID-19
 - a. The coach must self-quarantine and contact their doctor for further instructions.
 - b. If the coach was not directly engaged in a particular pod, and just supervised workouts while maintaining proper social distances and wearing a mask, then the team and pod may continue if other coaches are available.
 - c. If the coach was directly engaged in a particular pod, then all members of the related pod must self-quarantine and contact their doctors for further instructions.

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d. A return-to-play note from a DO or MO must be completed for all coaches and student-athletes that were forced to quarantine before they may return to workouts.

Workouts

1. Access to workouts must be limited to student-athletes, coaches, and appropriate school personnel.
2. Coaches must be mindful of practicing in the heat of summer. Proper hydration is essential. The NJSIAA heat policy is always available on our website as a reference during the summer recess period.
3. Coaches should have pre-drawn structured workouts for the duration of the session.
4. Hydration stations are not permitted during Phase 1 & 2.
5. During all workouts, coaches and staff are reminded to be alert for any students exhibiting signs of distress regarding mental health secondary to the COVID-19 pandemic.
6. In case of inclement weather, each school district will need to monitor and be ahead of bad weather to the best of their ability. Altering workout times because of potential bad weather is strongly encouraged. School districts should also have a plan in place for safe evacuation if avoidance of bad weather is not possible.
7. A pause period not to exceed seven (7) days between phase 1 & 2 or between Phase 2 & 3 is acceptable as long as the following guidelines are completed:
 - a. The preceding phase must be completed before the pause begins.
 - b. The pause period must immediately follow the end of the preceding Phase.
 - c. Coaches must check-in with their student-athletes at least 2 times and review the screening questions. This check-in can be done anyway the school/coach feels is the best procedure.
 - d. If a student-athlete chooses to travel to one of the “hot spot” states, the district administration should advise the student-athlete that he/she cannot return to workouts until after a fourteen (14) day period of quarantine has been observed.
 - e. Once the students-athletes come back and start the next Phase, coaches are advised to condition them back slowly.
8. A pause period not to exceed seven (7) days in the middle of Phase 2 or Phase 3 is acceptable as long as the following guidelines are completed:
 - a. The pause period during Phase 2 or 3 must not exceed 7 days.
 - b. Coaches must check-in with their student-athletes at least 2 times during the pause period and review the screening questions. This check-in can be done anyway the school/coach feels is the best procedure.
 - c. If a student-athlete chooses to travel to one of the “hot spot” states, the district administration should advise the student-athlete that he/she cannot return to workouts until after a fourteen (14) day period of quarantine has been observed.

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- d. If all are met above, then the team may pick up where they left off within the Phase they were in.
9. A pause period lasting 8 to 14 days in the middle of Phase 2 or Phase 3 will require the team to restart the Phase they were working in.
10. A pause period lasting 15 days or more in the middle of Phase 2 or Phase 3 will require the team to reset at Phase 1

Face Coverings

1. Student-athletes must wear face coverings until the start of the workout.
2. It is critical that while the face coverings are off, a distance of at least six (6) feet apart is maintained at all times.
3. Once the workout is completed, face coverings must immediately be put back on.
4. Student-athletes are encouraged to wear masks while not engaged in high-intensity aerobic activity, e.g., sitting on the bench, reviewing plays, watching videos, etc.
5. Coaches and district personnel must wear face coverings at all times.
6. Coaches that workout with their student-athletes i.e. cross-country coaches, are permitted to remove the face-covering during the workout but must remain six (6) feet apart at all times.

Pods

1. Once pods are determined, student-athletes may not switch to another pod, even for another sport. 2. Multiple pods can operate at the same time while following specific phase guidelines.
3. Student-athletes who participate in more than one sport are encouraged to be grouped with their fall sports teammates.
4. Social distancing of at least six (6) feet shall be maintained between student-athletes and staff at all times, including within the student-athlete pods.
5. There shall not be celebratory contact, e.g., fist bumps, high-fives, huddles, etc.

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Sports Equipment

1. Each student-athlete shall bring individual water bottles to each workout.
2. There shall not be any trading or sharing of water bottles.
3. There should be no shared athletic equipment between students unless permitted during certain phases.
4. All sports equipment and touchpoints (e.g., balls, benches, agility cones, ladders, clipboards, etc.) must be cleaned and disinfected after each workout with EPA approved cleaners and disinfectants against COVID-19.
5. Students should wear their own appropriate workout clothing (do not share clothing) individual clothing/towels should be washed and cleaned after every workout.
6. Schools are permitted to allow personal balls if they choose to as long as all hygiene and cleaning protocols are followed.
7. All other equipment like sticks, rackets, bats, etc. may be used if they are the student-athletes personal equipment and not shared.

Locker Rooms/Restrooms

1. Proper protocol regarding access to restrooms, locker rooms, and other indoor facilities must be followed based on the guidelines set by the school district.
2. All indoor facilities used, shall be cleaned and disinfected regularly following CDC and NJ DOH guidelines.
3. To the fullest extent possible, appropriate social distancing shall be maintained, and face coverings are worn when more than one student-athlete is in the restroom.
4. Porta-johns are permitted but must be cleaned according to CDC and NJ DOH guidelines.

Hygiene

1. Students and staff should make every effort to wash their hands as often as possible including before and after the workout.
2. Hand sanitizer shall be accessible at all times.
3. Student-athletes shall wear their workout gear to the workout and shall return home in the same workout gear.
4. There shall be no spitting, chewing seeds or gum during the workout.

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Forms

1. COVID-19 Questionnaire

- All student-athletes must have a COVID-19 Parent questionnaire completed by the parent/guardian on file with the school district before they can participate in any workouts.
- The COVID-19 Questionnaire only needs to be completed one time.
- The optimal time for completing this form is 7 to 14 days before the first workout.
- Student-athletes are not permitted to participate in works if there is a “YES” answer on the questionnaire. In this case, the student-athlete must be cleared by a DO or MO before participation in workouts can begin.
- If a student-athlete has tested positive for COVID-19 antibodies, this is tantamount to testing positive for COVID-19. A positive test for COVID-19 antibodies means that the student-athlete had the virus at some point, even if he/she was asymptomatic.
- You are not required to complete the COVID-19 questionnaire if you have a completed

PPE form dated after July 1.

2. COVID-19 Daily Pre-screening Questions

- a. The pre-screening form is required before each workout.
- b. Student-athletes must fill this form out before they arrive on site.
- c. If there is a “YES” answer on the form, students should not come to the workout until they are cleared by a doctor.

3. Health History Update Questionnaire (HHQ)

- Districts should follow their regular procedure for completion and submission of the updated HHQ.
- Submission of the updated HHQ form is not required for the summer recess period
- Since the updated HHQ also has the same updated questions as the COVID-19 Questionnaire, you may use the updated HHQ form to clear student-athletes for the summer recess period. However, according to N.J.S.A.18A:40-41.7(b), the updated HHQ shall be reviewed by the school nurse and, if applicable, the athletic trainer shall review it as well. As with all health records, pursuant to N.J.A.C. 6A:32-7, these forms must be maintained in the school health office.

4. PPE (Sports Physicals)

- There is legislation pending, which would eliminate the need for a PPE before fall sports participation.
- Until the PPE extension bill passes, schools are to proceed as they would in the usual course. If a student-athlete has or can get an appointment with his/her medical doctor, it is highly recommended that they do so.

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- If the PPE extension bill passes, student-athletes will still need to get a physical but will have until the end of the fall season to get it.
- Winter and spring student-athletes are not part of the PPE waiver and must comply with state requirements for PPE's.
- Whether the bill passes or not, follow the school district's procedure regarding the requirement for a PPE for participation in the summer recess period.

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Appendix Q

Unconditional Eligibility for Full-time Remote Learning:

All students are eligible for full-time remote learning; eligibility cannot be conditioned on a family/guardian demonstrating a risk of illness or other selective criteria. This includes students with disabilities who attend in-district schools or receiving schools (county special services school districts, educational services commissions, jointure commissions, Katzenbach School for the Deaf, regional day schools, college operated programs, and approved private schools for students with disabilities).

1. Procedures for Submitting Full-time Remote Learning Requests:

In order to request for full-time remote learning experience, LBPS will post and send to all families a form. The request will be to begin the school year receiving full-time remote learning and to transition from in-person or hybrid services to full-time remote learning during the school year. Procedures should meet the following guidelines:

- i. Clearly define deadlines for submitting a request and the expected timeline for approving requests.
- ii. Identify points of contact for questions and concerns;
- iii. Clearly describe information or documentation that the family/guardian must submit with their request. In accordance with #1 above, such documentation shall not exclude any students from the school's full time remote learning option, but rather be limited to the minimum information needed to ensure proper recordkeeping and implementation of successful remote learning.
- iv. For students with disabilities, LBPS will determine if an IEP meeting or an amendment to a student's IEP is needed for full time remote learning.

Upon satisfaction of these minimum procedures, LBPS will approve the student's full time remote learning request.

2. Scope and Expectations of Full-time Remote Learning:

A student participating in the board's full time remote learning option must be afforded the same quality and scope of instruction and other educational services as any other student otherwise participating in district programs (e.g. students participating in a hybrid model).

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This includes, for example, access to standards-based instruction of the same quality and rigor as that afforded all other students of LBPS, the district making its best effort to ensure that every student participating in remote learning has access to the requisite educational technology, and the provision of special education and related services to the greatest extent possible.

Like in-person and hybrid programs, full-time remote learning must adhere to length of school day requirements pursuant N.J.A.C. 6A:32-8.3, local attendance policies, and any other local policies governing delivery of services to, and district expectations of, students participating in remote programs and their families.

For families/guardians requesting that a service transition from in-person or hybrid delivery to full-time remote delivery, LBPS will clearly define any additional services, procedures, or expectations that will occur during the transition period. Districts should endeavor to provide supports and resources to assist families/guardians, particularly those of younger students, with meeting the expectations of the district's remote learning option.

3. Procedures to Transition from Fulltime Remote Learning to In-Person Services:

- i. Definition of the minimum amount of time a student must spend in full-time remote learning before being eligible to transition to in-person services. This will allow families/guardians to make the arrangements needed to effectively serve students' home learning needs and will support educators in ensuring continuity of instruction.
- ii. It is important to clearly define procedures that a family/guardian must follow to submit a request to transition from fulltime remote learning to in-person services, including any relevant timelines, point of contact for questions and concerns, and information or documentation that must accompany a request.
- iii. Definition of the specific student and academic services that will accompany a student's transition from fulltime remote learning to in-person learning to better assist families/guardians anticipate their students' learning needs and help educators maintain continuity of services. School districts that offer Pre-K should consult their Pre-K curriculum providers regarding appropriate measures to assess a Pre-K students' learning progress during the transition from fulltime remote learning to in-person learning.

4. Reporting:

To evaluate fulltime remote learning, and to continue providing meaningful guidance for districts, it will be important for the NJDOE to understand the extent and nature of demand for full-time remote learning around the State. Therefore, school districts will be expected to report to the NJDOE data regarding participation in full-time remote learning.

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Data will include the number of students participating in full-time remote learning by each of the following subgroups: economically disadvantaged; major racial and ethnic groups; students with disabilities; and English learners.

5. Procedures for Communicating District Policy with Families:

Clear and frequent communication with families/guardians, in their home language, to help ensure that this important flexibility is as readily accessible as possible. Communication must include, at a minimum, information regarding:

- i. Summaries of, and opportunities to review, the district's full-time remote learning policy
- ii. Procedures for submitting full-time remote learning requests;
- iii. Scope and expectations of full-time remote learning;
- iv. The transition from full-time remote learning to in-person services and vice-versa; and
- v. The district's procedures for ongoing communication with families and for addressing families' questions or concerns.