

Lakewood School District's  
"2020"  
COVID-19  
Extended School Year (ESY) Program



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## **The Lakewood School District's COVID-19 Extended School Year (ESY) Program**

The following COVID-19 ESY procedures and protocols are based on the recommendations of the Department of Health and Centers for Disease Control (CDC).

### **The procedures and protocols have been reviewed by:**

- ◆ Dr. Robert Shanik, Pediatric Affiliates, Lakewood
  - ◆ Dan Regenye, Department of Health
  - ◆ Chief Greg Meyer, Lakewood Police Department
  - ◆ Kevin Ahearn, Executive Ocean County Superintendent
- 
- ◆ ESY for the “**2019-2020**” School Year will take place on Mondays, Tuesdays, Wednesdays and Thursdays from **July 6, 2020** through **August 12, 2020**.
  - ◆ ESY will not take place on **Fridays**.
  - ◆ The hours for ESY for Lakewood **High School** and Lakewood **Middle School** will be **8:00 a.m.** to **1:00 p.m.** (Students who currently attend MS & HS.)
  - ◆ The hours for ESY for **Oak Street School** and **LECC** are **8:45 a.m.** to **1:45 p.m.**
  - ◆ **ESY** classes will not exceed eight (8) students.
  - ◆ Transportation will be provided. All buses will have a bus aide who will record each student's temperature using an infrared (contactless) thermometer, prior to entering the bus. Students will practice *Social Distancing* protocols while on the bus.
  - ◆ Staff members will complete a **COVID-19 questionnaire** each day, as well as have their **temperatures** taken.
  - ◆ A **Nurse** will be on location at all times, and will track ALL student and staff absences for possible COVID-19 symptoms and/or outbreaks.

- ◆ Staff members will be provided with one (1) **face shield**, and **face covering**.
- ◆ Students will be encouraged to wear their District provided **face covering**.
- ◆ Students will eat breakfast and lunch in their classrooms, as not to gather in large groups.
- ◆ Students will be assigned rotating “recess” times, as not to gather in large groups.
- ◆ Students will travel in cohorts, and not move from class to class.
- ◆ The District will provide "hand washing breaks" at least 1x per hour.
- ◆ Custodial staff will disinfect all touch points throughout the day.
- ◆ Hand sanitizing stations are mounted in hallways throughout the building for student and staff use.
- ◆ Students will sit six (6) feet apart at a minimum, or **more** when possible, as there will be no more than eight (8) students in a class.
- ◆ All students will sit in rows, facing the front of the class.
- ◆ If students are sitting at tables, they will only sit on one side of the table, facing **one** direction.
- ◆ Special area teachers will travel from class to class, students will not travel through the hallways, as to limit exposure to any other students.
- ◆ Teachers will create individual student bins, so that students have their “**own**” items and do not share.
- ◆ Students, staff and parents will be educated on staying home when sick.
- ◆ Teachers and/or paraprofessionals will not engage students in sand or water activities.

- ◆ Teachers will avoid activities that involve having students get in close physical contact.
- ◆ Staff (in the classroom) must wipe down commonly handled toys.
- ◆ A custodian will wipe down playground equipment after each class.
- ◆ Students and/or staff who are sick **must stay** home.
- ◆ Training will be provided for students, staff and families on best practices for social distancing and on limiting the spread of the virus. Materials will be offered in both English and Spanish.
- ◆ Students who are immunocompromised will be offered a Remote learning ESY program (Medical Documentation must be provided.).
- ◆ Should a student or staff member be exposed to COVID-19, the cohort of students, will be quarantined for two weeks, and put on a Remote Learning program.
- ◆ Teachers and/or Paraprofessionals will call parents/guardians of the students in their class each night to complete the COVID-19 questionnaire. The classroom teacher will maintain all questionnaires.

**Demographics of the Lakewood School District**

**In-District Programs (PK-12)**

**As of May 14, 2020**

<b>Hispanic</b>	<b>African American</b>	<b>White</b>	<b>Other</b>
86%	7%	5%	2%

**Source: Realtime**

**In-District Programs Preschool Program**

**(General Education & Special Education)**

**As of May 14, 2020**

<b>Hispanic</b>	<b>African American</b>	<b>White</b>	<b>Other</b>
69%	3%	26%	2%

**Source: Realtime**

**English Language Learners (ELLs)**

**As of May 14, 2020**

<b>Preschool</b>	<b>K-12</b>	<b>Total Students</b>
226 Students	1,745 Students	1,971 Students

**Source: Realtime**

**In-District Special Education Students (K-12)**

**As of May 14, 2020**

<b>ICRS</b>	<b>Self-Contained</b>	<b>Total Students</b>
950 Students	183 Students	1,133 Students

**Source: Realtime**

**In-District Preschool Special Education Students**

**As of May 14, 2020**

<b>ICRS</b>	<b>Self-Contained</b>	<b>Total Students</b>
98 Students	192 Students	290 Students

**Source: Realtime**

## **ESY Hours**

### **Lakewood High School and Lakewood Middle School**

**Students who currently attend the Middle School, and are eligible for ESY, will attend the Middle School.**

**Students who currently attend the High School, and are eligible for ESY, will attend the High School.**

Hours: 8:00 a.m. – 1:00 p.m.

### **Oak Street School**

**Students who are currently in Grades Kindergarten through Grade 5, who are eligible for ESY, will attend Oak Street School.**

Hours: 8:45 a.m. to 1:45 p.m.

### **Lakewood Early Childhood Center (LECC)**

**Students who are currently attending the Preschool program and are eligible for summer school, as well as eligible new students, will attend the LECC.**

Hours: 8:45 a.m. to 1:45 p.m.

**Since it is critical to minimize the risk of spreading COVID-19, the  
Lakewood School District will:**

- ◆ Require parents/guardians to pick-up and drop-off their children OUTSIDE the building.
- ◆ Field trips and off-site activities are prohibited.
- ◆ Limited access to School buildings.
- ◆ Individuals who are permitted into a building must go through a Security checkpoint and have their temperature taken.
- ◆ Individuals with a temperature of 100.3 or higher will be **denied** access.
- ◆ Individuals who are permitted into a building must have a face covering.
- ◆ Individuals who are permitted into a building should avoid touching his/her eyes, nose and mouth with unwashed hands.
- ◆ Individuals who are permitted into the building should wash his/her hands after coughing, sneezing, or blowing his/her nose.
- ◆ Individual who are permitted into a building should wash his/her hands at least **once an hour**.
- ◆ Individuals, who are SICK, should stay home!



### **Why is ESY necessary?**

Some students with special needs are in jeopardy of not being able to retain the skills they have learned during the school year unless given additional support throughout the summer.

Those students eligible for ESY will receive an individualized program to support their learning and retention of skill throughout the summer holidays.

### **What does IDEA say about ESY?**

Under (34 CFR Part 300) in IDEA Regulations (not the Act): 'Extended school year services must be provided only if a child's IEP team determines, on an individual basis, in accordance with 300.340-300.350, that the services are necessary for the provision of FAPE to the child.'

'The term extended school year services means special education and related services that:

#### **Are provided to a child with a disability:**

- Beyond the normal school year of the public agency
- In accordance with the child's IEP
- At no cost to the parents of the child
- Meet the standards of the IDEA (*Individuals with Disabilities Education Act*)

**Staff Members will be provided with:**

**One (1) Face Shield**



**Non-medical grade Face Mask**



**The District is researching “light weight” reusable face coverings for students and staff.**

**The District currently has non-medical grade facemasks for students.**

**Gloves are available upon request.**



**Students will be provided with:**

**One (1) Face Shield**



**Washable Face Covering (Face Gator)**



**The Face Shield will remain in School Each Day.**

**Students will wear the “washable face covering in school, on the bus home and back on the bus in the morning every day.**

**The Face Covering will need to be washed often.**

## **COVID-19 Transportation**

- ♦ The bus driver will wear a face covering.
- ♦ Students will be encouraged to wear a face covering depending on the age and health of the child.
- ♦ The first few seats of the bus will be reserved in order to follow Social Distancing protocols between students and the bus driver.
- ♦ A bus aide will be assigned to all buses.
- ♦ Students will be assigned social distance seating (1 student per seat, skipping rows, when possible.)
- ♦ Keep windows open, unless there is inclement weather.
- ♦ The bus aide will have a ROSTER of students each day. The Bus aide will record the student's temperature utilizing an infrared thermometer **PRIOR** to the student getting on the bus.

**Should the student have a temperature of 100.3 or HIGHER, he/she will NOT be permitted on the SCHOOL BUS, as to avoid the possible transmission of infection to other students.**

- ♦ All transportation buses/vans/vehicles will be cleaned and disinfected between each run.
- ♦ If a Child was sent home from the bus stop with a Temperature, the bus driver will **immediately** notify the Bus Company, who will notify the **PRINCIPAL** and **DISTRICT TRANSPORTATION** DEPARTMENT via **EMAIL** to ensure that the student got home safely.
- ♦ The Bus Rosters with student names and temperatures will be scanned to the District Transportation Dept. at the end of each day.

**STAFF MEMBER MUST:**

**PRIOR to beginning the school day, ALL staff members must:**

- Have their temperature read by a temperature scanning Kiosk, which will let the staff member know his/her temperature, and whether or not he/she can stay in the building.
- The Temperature scanning Kiosk will be located in the Main Lobby of every building, in an open area.
- 6 feet markers will be clearly visible on the floor indicating where staff members should stand while waiting for their turn to utilize the Temperature scanner.
- Complete a COVID-19 Questionnaire (below), recording your temperature.
- **Deposit the completed COVID-19 Questionnaire in the designated bin.**
- Should you have a temperature of 100.3, place your questionnaire in the bin, and immediately exit the building.
- Once you get in your car, notify building Administration.
- The Designated person assigned to LHS & LMS, and LECC & OAK will review the questionnaires each day to ensure that all staff members working that day reported their temperature and completed a questionnaire. **Any staff member who did not complete a questionnaire or take their temperature will be reported to Administration immediately.**

The Staff member will be called down to the Office by Administration to complete a questionnaire, and take their temperature, which will be followed by an Administrative write-up (endangering the health and safety of staff).



**COVID-19 Questionnaire –STAFF MEMBERS**

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

**Staff Member's Name:** \_\_\_\_\_ **Temperature:** \_\_\_\_\_

1. Is anyone in your immediate household currently sick? \_\_\_\_\_
  
2. Has anyone in your household had symptoms consistent with COVID-19 in the past TWO (2) weeks?
  - a. Cough –
  - b. Shortness of breath or difficulty breathing –
  - c. Fever –
  - d. Chills –
  - e. Muscle pain-
  - f. Sore throat-
  - g. Loss of taste and/or smell –
  - h. Nausea –
  - i. Vomiting-
  - j. Diarrhea-
  - k. Children have similar symptoms to adult and generally have mild illness.

**IF YES, EXIT THE PREMISES IMMEDIATELY.**

3. Has anyone in your household been asked to isolate or quarantine him/herself as a precautionary measure in the past two weeks?

**IF YES, EXIT THE PREMISES IMMEDIATELY.**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

**COVID-19 Announcement over the PA (2 Times a day, every day)**

Good Morning/Good Afternoon,

**Remember to take the following steps to help avoid the spread of all viruses:**

- Wash your hands often with soap and water for at least 20 seconds.
- Cover your cough or sneeze with a tissue, throw the tissue away, and then wash your hands.
- Wear your face covering at school.
- Avoid touching your eyes, nose, and mouth.
- Clean and disinfect frequently touched objects or surfaces such as remote controls and doorknobs.
- Avoid close contact with people who are sick.
- Stay home if you are sick.
- Call your doctor if you develop fever, cough, or difficulty breathing.

**MORNING ARRIVAL**

- Classrooms teachers will wait in their classrooms for students to arrive each morning.
- Classroom paraprofessionals will wait in their classrooms for students to arrive each morning.
- 1:1 Paraprofessionals can wait outside for their students while practicing Social Distancing. They must wear a mask and face shield.
- Students will walk straight to their classrooms (the buses will have a modified number of students on each bus), where they will eat breakfast.
- Hallway monitors will be utilized to monitor students. Hallway monitors will wear a face covering and face shield (gloves are optional).
- Parents/Guardians will NOT be allowed into the building.

**(Students, Teacher and Paraprofessionals, must stay together as a COHORT)**

Students and/or staff will **NOT** be permitted to move around the building, as to maintain cohorts.





**LAKWOOD SCHOOL DISTRICT  
DAILY STUDENT ROSTER**

**TEACHER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Student	Present/ Absent	Coughing in Class Today	Breathing Difficulty Today	Fever/ Chills	Complained of having a Sore Throat	Nausea/ Vomiting / Diarrhea	Other Signs of Illness	Were Parents Contacted During the School Day in Regard to COVID-19 Questionnaire ?

**NO – Symptoms not Present                      Yes- Symptoms Present, and child should stay home.**

**AFTERNOON DISMISSAL**

- Classrooms teachers will wait in their classrooms during dismissal.
- Classroom paraprofessionals will wait in their classrooms during dismissal
- 1:1 Paraprofessionals will wait in the classroom during dismissal.
- **Classrooms will be called one at a time to walk students to their buses, in order to avoid the mixing of classes/students.**
- **Teachers and Paraprofessionals are to walk students directly to their bus, as to avoid any interactions with any other students and/or staff members.**

**(Students, Teacher and Paraprofessionals, must stay together as a COHORT)**

Students and/or staff will **NOT** be permitted to move around the building, as to maintain cohorts.

## **BREAKFAST AND LUNCH**

- ◆ All students will eat breakfast and lunch in their classrooms.
- ◆ No class will eat “family” style.
- ◆ Students and staff will sit at least six (6) feet or more from one another.
- ◆ **A schedule for teachers to have “Lunch” during the same time as their students will be created.**

## **RECESS**

All students **must** have recess; all classes will be scheduled a time for recess with their “own” class.

There will not be **any** mixing of classes during this or **any** other time.

The playground equipment will be **cleaned** and **disinfected** after each class utilizes the playground **equipment**.

## **COVID-19 - DESIGNATED POINT OF CONTACT**

Each Lakewood School District building has a designated point of contact, which is the **School Nurse**.

Should the School Nurse be absent, an **Assistant Principal** will be the Designated Point of Contact.

Staff members, students, parents/guardians **MUST** report symptoms and possible exposures to the Designated Point of Contact (School Nurse/Assistant Principal) **immediately**, in order to effectively control the spread of COVID-19.

The COVID-19 Designated Point of Contact for each building will be posted on the District's website, in English and Spanish.

The School Nurse and/or the Assistant Principal in each building will be the person in charge of **Contact Tracing**.

**Contact tracing** is an effective disease control strategy that involves investigating cases and their contacts and then interrupting disease transmission—typically by asking cases to isolate and contacts to quarantine at home voluntarily.

**Contact tracing is a key strategy to prevent the further spread of COVID-19.**

**All School Nurses and Assistant Principals are completing the COVID-19, Contact Tracing Course given by John Hopkins University.**

**COVID-19 Designated Points of Contact During ESY**

1. **LECC – Corrinne Schacht - [cschacht@lakewoodpiners.org](mailto:cschacht@lakewoodpiners.org)**
2. **LMS – Myra Pomponio- [mpomponio@lakewoodpiners.org](mailto:mpomponio@lakewoodpiners.org)**
3. **LHS – Eileen Maley-[emaley@lakewoodpiners.org](mailto:emaley@lakewoodpiners.org)**
4. **OAK – Hyacinth Williams-Browne- [hbrowne@lakewoodpiners.org](mailto:hbrowne@lakewoodpiners.org)**

### **Plans for when a Student or Staff Member Becomes Sick**

- ◆ Students or Staff members with symptoms of COVID-19 at work will be sent home immediately.
- ◆ Each school must establish a designated **isolation room** for sick students and staff.
- ◆ Close off areas used by a sick person and do not use these areas until after cleaning and disinfecting them. To reduce the risk of exposure, wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.
- ◆ Students may **not** be left alone at any time. Staff must take the proper precautions (Face Shields, face covering, gloves, etc.).
- ◆ Sick staff members and students may not return until they have met the CDC's criteria to discontinue home isolation.
- ◆ **The Nurse/AP will begin the Contact Tracing Investigation.**
- ◆ Those who have had close contact to the person will be informed, and told to stay home and self-monitor for symptoms, and to follow CDC guidance if symptoms develop.
- ◆ Notify the local Health Department, staff and students immediately of any possible case of COVID-19 while maintaining confidentiality.
- ◆ **If a person does not have symptoms, follow appropriate CDC guidance for home isolation.**

**Staff members** who must quarantine or self-isolate will be sent home.

**Students** who must quarantine or self-isolate will be sent home.



## Self-Quarantine/Self-Isolation Log (14 Days)

Staff Members and/or students who **must** Self-Quarantine/Isolate

### **Must complete the below 14-Day Log.**

Two times a day (morning and night), write down your temperature and any COVID-19 symptoms you may have **fever, cough, trouble breathing, chills, muscle pain, sore throat, or new loss of taste or smell.** Do this every day for 14 days.

1. Fill in the dates on the log, starting with Day 0 and ending with Day 14.  
Day 0 is the day you were last exposed to COVID-19.
2. Start recording your temperature and symptoms, beginning with today's date.
3. Your health monitoring is complete 14 days after you were last exposed to COVID-19.
4. The COVID-19 Log must be returned to the School Nurse for re-admittance.
5. Self-Quarantine/Self-Isolation may be discontinued if the student or staff member you were exposed to took a COVID-19 test, and he/she tested negative. Prior to discontinuing self-quarantine/self-isolation, the District must obtain the results in **writing** from the testing center.



Name: \_\_\_\_\_

**Self-Quarantine/Self-Isolation Log (14 Days)**

<u>Day</u>	<u>Date</u>	<u>Symptoms</u>	<u>Temperature</u>
<b>Day 0</b> A.M.			
<b>Day 0</b> P.M.			
<b>Day 2</b> A.M.			
<b>Day 2</b> P.M.			
<b>Day 3</b> A.M.			
<b>Day 3</b> P.M.			
<b>Day 4</b> A.M.			
<b>Day 4</b> P.M.			
<b>Day 5</b> A.M.			
<b>Day 5</b> P.M.			
<b>Day 6</b> A.M.			
<b>Day 6</b> P.M.			
<b>Day 7</b> A.M.			
<b>Day 7</b> P.M.			



<b>Day</b>	<b><u>Date</u></b>	<b><u>Symptoms</u></b>	<b><u>Temperature</u></b>
<b>Day 8</b> A.M.			
<b>Day 8</b> P.M.			
<b>Day 9</b> A.M.			
<b>Day 9</b> P.M.			
<b>Day 10</b> A.M.			
<b>Day 10</b> P.M.			
<b>Day 11</b> A.M.			
<b>Day 11</b> P.M.			
<b>Day 12</b> A.M.			
<b>Day 12</b> P.M.			
<b>Day 13</b> A.M.			
<b>Day 13</b> P.M.			
<b>Day 14</b> A.M.			
<b>Day 14</b> P.M.			

**If you get sick:**

Stay home. Avoid contact with others. You might have COVID-19; most people are able to recover at home without medical care. If you have trouble breathing or are worried about your symptoms, call or text a health care provider.

Tell them about your recent exposure and your symptoms. Call ahead before you go to a doctor's office or emergency room.

## **When you Self-Quarantine or Self-Isolate**

### **If you feel healthy but:**

- ♦ Recently had close contact with a person with COVID-19

### **Stay Home and Monitor Your Health**

#### **(Quarantine)**

- ♦ Stay home until 14 days after your last exposure.
- ♦ Check your temperature twice a day and watch for symptoms of COVID-19.
- ♦ If possible, stay away from people who are at higher-risk for getting very sick from COVID-19.

### **If you:**

- ♦ Have been diagnosed with COVID-19, or
- ♦ Are waiting for test results, or
- ♦ Have cough, fever, or shortness of breath, or **other symptoms of COVID-19**

### **Isolate Yourself from Others**

#### **(Isolation)**

- ♦ **Stay home until it is safe to be around others.**
- ♦ **If you live with others, stay in a specific “sick room” or area** and away from other people or animals, including pets. Use a separate bathroom, if available.
- ♦ Read important information about caring for yourself or someone else who is sick, including when it is safe to end home isolation.

## **What to Do If You Are Sick**

If you have a fever, cough or other symptoms, you might have COVID-19. Most people have mild illness and are able to recover at home. If you think you may have been exposed to COVID-19, contact your healthcare provider.

- Keep track of your symptoms.
- **If you have an emergency warning sign (including trouble breathing),** get emergency medical care immediately.

## **Steps to help prevent the spread of COVID-19 if you are sick**

If you are sick with COVID-19 or think you might have COVID-19, follow the steps below to care for yourself and to help protect other people in your home and community.

- **Stay home.** Most people with COVID-19 have mild illness and can recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
- **Take care of yourself.** Get rest and stay hydrated. Take over-the-counter medicines, such as acetaminophen, to help you feel better.
- **Stay in touch with your doctor.** Call before you get medical care. Be sure to get care if you have trouble breathing, or have any other emergency warning signs, or if you think, it is an emergency.
- **Avoid public transportation,** ride sharing, or taxis.

## **Separate yourself from other people**

**As much as possible, stay in a specific room** and away from other people and pets in your home. If possible, you should use a separate bathroom. If you need to be around other people or animals in or outside of the home, wear a cloth face covering.

- Additional guidance is available for those living in close quarters and shared housing.
- See COVID-19 and Animals if you have questions about pets.

## Monitor your symptoms

- **Symptoms of COVID-19 fever, cough, or other symptoms.**
- **Follow care instructions from your healthcare provider and local health department.** Your local health authorities may give instructions on checking your symptoms and reporting information.

## When to Seek Emergency Medical Attention

Look for **emergency warning signs\*** for COVID-19. If someone is showing any of these signs, **seek emergency medical care immediately**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

\*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

**Call 911 or call ahead to your local emergency facility:** Notify the operator that you are seeking care for someone who has or may have COVID-19.

mobile light icon

Call ahead before visiting your doctor

- **Call ahead.** Many medical visits for routine care are being postponed or done by phone or telemedicine.
- **If you have a medical appointment that cannot be postponed, call your doctor's office,** and tell them you have or may have COVID-19. This will help the office protect themselves and other patients.

If you are sick wear a cloth covering over your nose and mouth

- **You should wear a cloth face covering, over your nose and mouth** if you must be around other people or animals, including pets (even at home)

- You don't need to wear the cloth face covering if you are alone. If you can't put on a cloth face covering (because of trouble breathing, for example), cover your coughs and sneezes in some other way. Try to stay at least 6 feet away from other people. This will help protect the people around you.
- Cloth face coverings should not be placed on young children under age 2 years, anyone who has trouble breathing, or anyone who is not able to remove the covering without help.

**Note:** During the COVID-19 pandemic, medical grade facemasks are reserved for healthcare workers and some first responders. You may need to make a cloth face covering using a scarf or bandana.

### **Cover your coughs and sneezes**

- **Cover your mouth and nose** with a tissue when you cough or sneeze.
- **Throw away used tissues** in a lined trash can.
- **Immediately wash your hands** with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.

### **Clean your hands often**

- **Wash your hands** often with soap and water for at least 20 seconds. This is especially important after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- **Use hand sanitizer** if soap and water are not available. Use an alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.
- **Soap and water** are the best option, especially if hands are visibly dirty.
- **Avoid touching** your eyes, nose, and mouth with unwashed hands.
- Handwashing Tips

### **Avoid sharing personal household items**

- **Do not share** dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people in your home.
- **Wash these items thoroughly after using them** with soap and water or put in the dishwasher.

### **Clean all “high-touch” surfaces everyday**

- ♦ **Clean and disinfect** high-touch surfaces in your “sick room” and bathroom; wear disposable gloves. Let someone else clean and disinfect surfaces in common areas, but you should clean your bedroom and bathroom, if possible.
- ♦ **If a caregiver or other person needs to clean and disinfect** a sick person’s bedroom or bathroom, they should do so on an as-needed basis. The caregiver/other person should wear a mask and disposable gloves prior to cleaning. They should wait as long as possible after the person who is sick has used the bathroom before coming in to clean and use the bathroom.

High-touch surfaces include phones, remote controls, counters, tabletops, doorknobs, bathroom fixtures, toilets, keyboards, tablets, and bedside tables.

- ♦ **Clean and disinfect areas that may have blood, stool, or body fluids on them.**
- ♦ **Use household cleaners and disinfectants.** Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.

Be sure to follow the instructions on the label to ensure safe and effective use of the product. Many products recommend keeping the surface wet for several minutes to ensure germs are killed. Many also recommend precautions such as wearing gloves and making sure you have good ventilation during use of the product.

## **When You Can be Around Others After You Had or Likely Had COVID-19**

If you have or think you might have COVID-19, it is important to stay home and away from other people.

Staying away from others, helps stop the spread of COVID-19.

**If you have an emergency warning sign (including trouble breathing), get emergency medical care immediately.**

**When you can be around others (end home isolation) depends on different factors for different situations.**

**Find CDC's recommendations for your situation below.**

### **I think or know I had COVID-19, and I had symptoms**

You can be with others after

3 days with no fever **and** Symptoms improved **and**

10 days since symptoms first appeared

Depending on your healthcare provider's advice and availability of testing, you might get tested to see if you still have COVID-19.

If you will be tested, you can be around others when you have no fever, symptoms have improved, and you receive two negative test results in a row, at least 24 hours apart.

### **I tested positive for COVID-19 but had no symptoms**

If you continue to have no symptoms, you can be with others after:

- ♦ 10 days have passed since test

Depending on your healthcare provider's advice and availability of testing, you might get tested to see if you still have COVID-19. If you will be tested, you can be around others after you receive two negative test results in a row, at least 24 hours apart.

## **Caring for Someone Sick at Home**

### **Advice for caregivers**

If you are caring for someone with COVID-19 at home or in a non-healthcare setting, follow this advice to protect yourself and others. Learn what to do when someone has symptoms of COVID-19, or when someone has been diagnosed with the virus. This information also should be followed when caring for people who have tested positive but are not showing symptoms.

*\*Note: Older adults and people of any age with serious underlying medical conditions are at higher risk for developing more severe illness from COVID-19. People at higher risk of severe illness should call their doctor as soon as symptoms start.*

Provide support and help cover basic needs

- ♦ Help the person who is sick follow their doctor's instructions for care and medicine.
  - For *most* people, symptoms last a few days, and people usually feel better after a week.
- ♦ See if over-the-counter medicines for fever help the person feel better.
- ♦ Make sure the person who is sick drinks a lot of fluids and rests.
- ♦ Help them with grocery shopping, filling prescriptions, and getting other items they may need. Consider having the items delivered through a delivery service, if possible.
- ♦ Take care of their pet(s), and limit contact between the person who is sick and their pet(s) when possible.

Watch for warning signs

- ♦ Have their doctor's phone number on hand.
- ♦ Use CDC's self-checker tool to help you make decisions about seeking appropriate medical care.
- ♦ Call their doctor if the person keeps getting sicker. For medical emergencies, call 911 and tell the dispatcher that the person has or might have COVID-19.



## When to Seek Emergency Medical Attention

Look for **emergency warning signs\*** for COVID-19. If someone is showing any of these signs, **seek emergency medical care immediately**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

\*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

**Call 911 or call ahead to your local emergency facility:** Notify the operator that you are seeking care for someone who has or may have COVID-19.

## Protect yourself when caring for someone who is sick

### Limit contact

COVID-19 spreads between people who are in close contact (within about 6 feet) through respiratory droplets, created when someone talks, coughs or sneezes.

- The **caregiver**, when possible, **should not be someone who is at higher risk for severe illness from COVID-19**.
- **If possible, have the person who is sick use a separate bedroom and bathroom.** If possible, have the person who is sick stay in their own “sick room” or area and away from others. Try to stay at least 6 feet away from the sick person.
- **Shared space:** If you have to share space, make sure the room has good air flow.
  - Open the window and turn on a fan (if possible) to increase air circulation.
  - Improving ventilation helps remove respiratory droplets from the air.
- **Avoid having visitors.** Avoid having any unnecessary visitors, especially visits by people who are at higher risk for severe illness.

Eat in separate rooms or areas

- ♦ **Stay separated:** The person who is sick should eat (or be fed) in their room, if possible.
- ♦ **Wash dishes and utensils using gloves and hot water:** Handle any dishes, cups/glasses, or silverware used by the person who is sick with gloves. Wash them with soap and hot water or in a dishwasher.
- ♦ Clean hands after taking off gloves or handling used items.

Avoid sharing personal items

- ♦ **Do not share:** Do not share dishes, cups/glasses, silverware, towels, bedding, or electronics (like a cell phone) with the person who is sick.

When to wear a cloth face cover or gloves

### **Sick person:**

- ♦ The person who is sick should wear a cloth face covering when they are around other people at home and out (including before they enter a doctor's office).
- ♦ The cloth face covering helps prevent a person who is sick from spreading the virus to others. It keeps respiratory droplets contained and from reaching other people.
- ♦ Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is not able to remove the covering without help.

### **Caregiver:**

- ♦ Wear gloves when you touch or have contact with the sick person's blood, stool, or body fluids, such as saliva, mucus, vomit, and urine. Throw out gloves into a lined trash can and wash hands right away.
- ♦ The caregiver should ask the sick person to put on a cloth face covering before entering the room.
- ♦ The caregiver may also wear a cloth face covering when caring for a person who is sick.
  - To prevent getting sick, make sure you practice everyday preventive actions: clean hands often; avoid touching your eyes, nose, and mouth with unwashed hands; and frequently clean and disinfect surfaces.

**Note:** During the COVID-19 pandemic, medical grade facemasks are reserved for healthcare workers and some first responders. You may need to make a cloth face covering using a scarf or bandana. [Learn more here.](#)

Clean your hands often

- ♦ **Wash hands:** Wash your hands often with soap and water for at least 20 seconds. Tell everyone in the home to do the same, especially after being near the person who is sick.
- ♦ **Hand sanitizer:** If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- ♦ **Hands off:** Avoid touching your eyes, nose, and mouth with unwashed hands.

Clean and then disinfect

**Around the house**

- ♦ **Clean and disinfect “high-touch” surfaces and items every day:** This includes tables, doorknobs, light switches, handles, desks, toilets, faucets, sinks, and electronics.
- ♦ Clean the area or item with **soap and water** if it is dirty. **Then, use a household disinfectant.**
  - Be sure to **follow the instructions on the label** to ensure safe and effective use of the product. Many products recommend keeping the surface wet for several minutes to kill germs. Many also recommend wearing gloves, making sure you have good air flow, and wiping or rinsing off the product after use.
  - Most household disinfectants should be effective. **A list of EPA-registered disinfectants can be found [here](#)**external icon.
  - **To clean electronics**, follow the manufacturer’s instructions for all cleaning and disinfection products. If those directions are not available, use alcohol-based wipes or spray containing at least 70% alcohol.
  - **Learn more [here](#).**

**Bedroom and Bathroom**

- ♦ **If you are using a separate bedroom and bathroom:** Only clean the area around the person who is sick when needed, such as when the area is soiled. This will help limit your contact with the sick person.
  - If they feel up to it, the person who is sick can clean their own space. Give the person who is sick **personal cleaning supplies** such as tissues, paper towels, cleaners, and [EPA-registered disinfectants](#).

- ♦ **If sharing a bathroom:** The person who is sick should clean and then disinfect after each use. If this is not possible, wear a cloth face covering and wait as long as possible after the sick person has used the bathroom before coming in to clean and use the bathroom.

#### Wash and dry laundry

- ♦ Do not shake dirty laundry.
- ♦ Wear disposable gloves while handling dirty laundry.
- ♦ Dirty laundry from a person who is sick can be washed with other people's items.
- ♦ Wash items according to the label instructions. Use the warmest water setting you can.
- ♦ Remove gloves, and wash hands right away.
- ♦ Dry laundry, on hot if possible, completely.
- ♦ Wash hands after putting clothes in the dryer.
- ♦ Clean and disinfect clothes hampers. Wash hands afterwards.

#### Use lined trashcan

- ♦ Place used disposable gloves and other contaminated items in a lined trash can.
- ♦ Use gloves when removing garbage bags, and handling and disposing of trash. Wash hands afterwards.

- ♦ Place all used disposable gloves, facemasks, and other contaminated items in a lined trash can.
- ♦ If possible, dedicate a lined trash can for the person who is sick.

#### Track your own health

- ♦ Caregivers should stay home and monitor their health for COVID-19 symptoms while caring for the person who is sick. They should also continue to stay home after care is complete. Caregivers can leave their home 14 days after their last close contact with the person who is sick (based on the time it takes to develop illness), or 14 days after the person who is sick meets the criteria to end home isolation.
  - Symptoms include fever, cough, and shortness of breath but other symptoms may be present as well. Trouble breathing is a more serious warning sign that you need medical attention.
- ♦ Use CDC's self-checker tool to help you make decisions about seeking appropriate medical care.

- ♦ **If you are having trouble breathing, call 911.**
- Call your doctor or emergency room and tell them your symptoms before going in. They will tell you what to do.

### **Monitoring Student and Staff Absenteeism**

1. Student and staff attendance is monitored each day, as it is throughout the year.
2. Staff members must report immediately to the School Nurse and Building Principal/Assistant Principal, symptoms related to COVID-19.
- 3. Classroom teachers and Paraprofessionals will contact students in their class every night to complete the below**

COVID-19 questionnaire that **must be maintained on file with the teacher.**

4. Students or Staff Members who have COVID-19 symptoms will be Self-quarantined/Self-Isolated.
5. The Designated Contact Person for the assigned building will complete a Contact Tracker Investigation, in order to minimize the spread of the virus.

**STUDENT QUESTIONNAIRE – COMPLETED EACH NIGHT**

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Name: \_\_\_\_\_ School: \_\_\_\_\_

- 6. Is the student or anyone in your household currently sick?
  
- 7. Does anyone in your household have symptoms consistent with COVID-19? Or did they have symptoms in the past two weeks?

- a. Cough –
- b. Shortness of breath or difficulty breathing –
- c. Fever –
- d. Chills –
- e. Muscle pain-
- f. Sore throat-
- g. Loss of taste and/or smell –
- h. Nausea –
- i. Vomiting-
- j. Diarrhea-

Children have similar symptoms to adult and generally have mild illness.

If the parent answers “**YES**” to any of the above, the child must stay home and complete the self-isolation/self-quarantine log.

The child will be learn remotely from home, and complete the Self-Quarantine/Self-Isolation Log (14 Days).

- 8. Ask the parent if anyone in the household has been asked to isolate or quarantine himself or herself as a precautionary measure.

If the parent answers “**YES**” to any of the above, the child must stay home and complete the self-isolation/self-quarantine log.

The child will be learn remotely from home, and complete the Self-Quarantine/Self-Isolation Log (14 Days).

**If the parent answers NO to all three of the questions, the child may attend school the next day.**

**WHAT HAPPENS WHEN A COHORT OF STUDENTS, TEACHERS AND  
PARAPROFESSIONAL (S) GET EXPOSED TO COVID-19?**

1. If a class in the school has been exposed to COVID-19, the student, the teacher, and paraprofessional (s), if applicable, as well as those in close contact (which will be determined by the designated contact person after a Contact Tracer Investigation), will self-quarantine/self-isolate for 14 days (they will complete the 14-day self-quarantine/self-isolation log sheet).
2. The teacher if applicable will assign work via “Google Classroom” remotely from home, as all teachers must continue to assign work, and send messages to parents via “Google Classroom” going forward on a weekly basis.
3. Should the classroom teacher become sick, a message will be sent to the students to continue remote instruction through another teacher, via Google Classroom, as the District is posting and assigning two teachers per grade level in grade Preschool through grade 5 to maintain grade-level “Google Classrooms” and two teachers for each content area in grades 6 through 12, for such times, as a teacher may become ill throughout the year, so that “healthy” students in every Cohort continue to receive Academic Instruction.



### **What will classrooms and schools look like during ESY?**

- ◆ Staff members must wear a face covering.
  - (The District is providing a non-medical grade facemask and Face Shield.)
  
- ◆ Students are encouraged to wear their District provided **face covering**; however, it is understood that the use of face coverings may be challenging for younger students. Educate students on the importance of wearing their face coverings. Announcements will be made twice a day reminding students of the importance of wearing face coverings.
  
- ◆ Students will eat breakfast and lunch in their classrooms, as not to gather in large groups.
  
- ◆ Encourage students to bring in their “own” **water bottles** from **home**, as not to use water fountains.
  
- ◆ Students will be assigned rotating “recess” times, as not to mix with other classes.
  
- ◆ Professional Development, Faculty Meetings, Grade Level Meetings **MUST** be “Virtual.”
  
- ◆ Students will travel in cohorts, and not move from class to class.
  
- ◆ Teachers will provide "hand washing breaks" at least 1x per hour.
  
- ◆ Custodial staff will disinfect touch points throughout the day.
  
- ◆ Hand sanitizing stations are mounted in hallways throughout the building for student and staff use.
  
- ◆ Students will sit six (6) feet apart at a minimum, or **more** when possible, as there will be no more than eight (8) students in a class.
  
- ◆ All students **MUST** sit in rows, facing the front of the class.

- ◆ If students are sitting at tables, they will only sit on one side of the table, facing **one** direction.
- ◆ Special area teachers will travel from class to class, students will not travel through the hallways, as to limit exposure to other students.
- ◆ **Teachers MUST create individual student bins**, so that students have their “**own**” items and avoid sharing as much as possible.
- ◆ Avoid using items that are not easily cleaned, sanitized, or disinfected (such as stuffed animals).
- ◆ Teachers and/or paraprofessionals will not engage students in **sand** or **water** activities.
- ◆ Limit sharing.
- ◆ Keep each child’s belongings separated from others and in individually labeled containers, cubbies, or areas, taken home each day, and cleaned, if possible.
- ◆ Limit use of supplies and equipment by one group of children at a time, and clean, and disinfect between each use.
- ◆ Avoid sharing electronic devices, toys, books and other games or learning aids.
- ◆ Teachers, Coaches and/or paraprofessionals will not engage in high-fives or handshakes, etc.
- ◆ Teachers will avoid activities that involve students getting in close physical contact.
- ◆ Teachers and paraprofessionals (in the classroom) must wipe down commonly handled toys and items.
- ◆ A custodian will wipe down playground equipment after each class.
- ◆ Any Student who is immunocompromised will be offered a Remote learning ESY program (Medical Documentation must be provided.).

- ◆ Off-site activities and field trips are prohibited.
- ◆ Contact sports are prohibited.

## **Diapering (CDC)**

When diapering a child, wash your hands and wash the child's hands before you begin, and wear gloves. Follow safe diaper changing procedures. Procedures should be posted in all diaper changing areas. Steps include:

- Prepare (includes putting on gloves)
- Clean the child
- Remove trash (soiled diaper and wipes)
- Replace diaper
- Wash child's hands
- Clean up diapering station
- Wash hands

After diapering, wash your hands (even if you were wearing gloves) and disinfect the diapering area with a fragrance-free bleach that is EPA-registered as a sanitizing or disinfecting solution. If other products are used for sanitizing or disinfecting, they should also be fragrance-free and EPA-registered. If the surface is dirty, it should be cleaned with detergent or soap and water prior to disinfection.

If reusable cloth diapers are used, they should not be rinsed or cleaned in the facility. The soiled cloth diaper and its contents (without emptying or rinsing) should be placed in a plastic bag or into a plastic-lined, hands-free covered diaper pail to give to parents/guardians or laundry service.

### **Washing, Feeding, or Holding a Child**

It is important to comfort crying, sad, and/or anxious infants and toddlers, and they often need to be held. To the extent possible, when washing, feeding, or holding very young children: Child care providers can protect themselves by wearing an over-large button-down, long sleeved shirt and by wearing long hair up off the collar in a ponytail or other updo.

### **Protocols for Facilities and Management**

- ◆ Filters for the A/C units will be maintained and changed according to the manufacturer's recommendations.
- ◆ Adjust the HVAC system to allow more fresh air to enter the program space.

### **Signage**

- ◆ Posters will be displayed throughout the buildings in English and Spanish to show:
  - Social Distancing
  - Handwashing
  - Face Coverings

## **About Cloth Face Coverings**

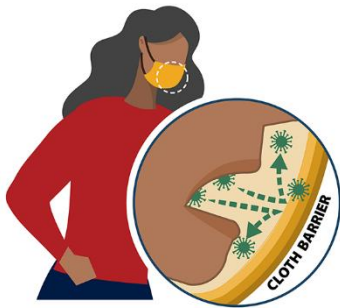
A cloth face covering may not protect the wearer, but it may keep the wearer from spreading the virus to others.

COVID-19 spreads mainly from person to person through respiratory droplets produced when an infected person coughs, sneezes, or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Studies and evidence on infection control report that these droplets usually travel around 6 feet (about two arms lengths).

### **Wear Cloth Face Coverings**

Wear cloth face coverings in public settings where other social distancing measures are difficult to maintain, such as grocery stores, pharmacies, and gas stations.

- Cloth face coverings may slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others.
- Cloth face coverings can be made from household items.



### **Prevent Spread by Those without Symptoms**

While people who are sick or know that they have COVID-19 should isolate at home, COVID-19 can be spread by people who do not have symptoms and do not know that they are infected. That's why it's important for everyone to practice social distancing (staying at least 6 feet away from other people) and wear cloth face coverings in public settings. Cloth face coverings provide an extra layer to help prevent the respiratory droplets from traveling in the air and onto other people.

### **Who should wear a face covering?**

People older than 2 years of age in public settings where other social distancing measures are difficult to maintain

### **Who should not wear a face covering?**

Children under age 2

Anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance

### **Healthy Hand Hygiene Behavior**

- ♦ All students and staff should engage in hand hygiene at the following times:
  - Arrival to the facility and after breaks
  - Before and after preparing food or drinks
  - Before and after eating or handling food, or feeding children
  - Before and after administering medication or medical ointment
  - Before and after diapering
  - After using the toilet or helping a child use the bathroom
  - After coming in contact with bodily fluid
  - After playing outdoors
  - After handling garbage
- ♦ Wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.
- ♦ Supervise children when they use hand sanitizer to prevent ingestion.
- ♦ Assist children with handwashing, including infants who cannot wash hands alone.
  - After assisting children with handwashing, staff should also wash their hands.

### **Food Preparation and Meal Service**

- ◆ If a cafeteria or group dining room is typically used, serve meals in classrooms instead. If meals are typically served family-style, plate each child's meal to serve it so that multiple children are not using the same serving utensils.
- ◆ Food preparation should not be done by the same staff who diaper children.
- ◆ Sinks used for food preparation should not be used for any other purposes.
- ◆ Caregivers should ensure children wash hands prior to and immediately after eating.
- ◆ Caregivers should wash their hands before preparing food and after helping children to eat.

Source:

**COVID-19 Information was obtained from:**

- ◆ **CDC.gov/Coronavirus**
- ◆ **New Jersey Department of Health**