



SALEM SCHOOL
DISTRICT REOPENING
PLAN

Salem City School District

205 Walnut Street
Salem, New Jersey 08079
Telephone 856.935.3800 Fax 856.935.4753

Dr. Amiot Patrick Michel
Superintendent

Herbert Schectman
Business Administrator

Pamela Bates Thomas
Director of Special Services

2020-2021 Salem School District Plan for School Re-Opening

Salem City School District
Salem County
Dr. Michel, Superintendent
856-935-3800

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I. Student Profile 2020-2021 School Year

- A. 1,200 (PreK-12th Grade) Students with IEP's - 213
- B. Digital Divide
 - 1. All students and necessary staff will be given school issued devices for Virtual Learning and Wi-Fi Access via Comcast Essential or Hot Spot from T-Mobile.

II. Staff

- A. Administrative Staff- (13)
 - 1. 100% of this staff at Salem City School District have both internet access and a device at home to complete work.
- B. Business Administrator (1) and Business Office Staff (3)
 - 1. 100% of this staff at Salem City School District have both internet access and a device at home to complete work.
- C. Admin. Assistant (10.5)
 - 1. 100% of this staff at Salem City School District have both internet access and a device at home to complete work.
- D. Buildings and Grounds/Transportation Coordinator (1.5)
 - 1. 100% of this staff at Salem City School District School have both internet access and a device at home to complete work.
- E. Custodians & Maintenance (9)
- F. Cafeteria Staff (16)
- G. Instructional Staff (122)
 - 1. 100% of this staff at Salem School District School have both internet access and a device at home to complete work.
- H. Paraprofessionals (26)
 - 1. 100% of this staff at Salem School District has both internet
 - 2. access and a device at home to complete work.

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III. Pandemic Response Teams

JFA:

- ✓ Syeda Carter-Principal
- ✓ Gia Scarani-Assistant Principal
- ✓ Tyrone Nock- SRO
- ✓ Cascaden- Health & Safety Committee, Chair
- ✓ Jill Sutton-Parris-School Nurse
- ✓ Melissa McLaughlin-Teacher
- ✓ Neil Turner-Custodian
- ✓ LaShawn Best-Key Parent

SMS:

- ✓ William Allen-Assistant Principal
- ✓ Michele Beach-Assistant Principal
- ✓ Rebecca Elder-Counselor
- ✓ Sandra Laubengeyer-School Nurse
- ✓ Adam Pszwaro-Counselor
- ✓ John Flaherty-Teacher
- ✓ John Pelura-Chief of Police
- ✓ Derrick Justice-Custodian
- ✓ Brandy Clark-Parent

SHS:

- ✓ Mr. Mulhorn-Principal
- ✓ Mr. Roberts-Assistant Principal
- ✓ Ms. Pla-Assistant Principal
- ✓ Mr. Brown-SRO
- ✓ Mr. Levitsky-Teacher
- ✓ Ms. Nitshe-School Nurse
- ✓ Mr. Boone-Teacher
- ✓ Joe Woods Custodian
- ✓ Elizabeth Irvine-Parent

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IV. **Related Policies**

A. All policies can be found on our school's website: www.salemnj.org

1. **2000/2111.5** **Pandemic Situations**
2. **2000/2111.6** **Re-Opening School Following a Pandemic**
3. **2000/2111.63** **District All-Virtual Policy**
4. **2000/2111.65** **Contact Tracing and Screening – Pandemic**
5. **6000/6142.17** **Instructional Program**

V. **Digital Divide:** To make sure 100% of our students have wi-fi access at home, the Salem City School District has partnered with Comcast <https://www.internetessentials.com/>. Households will apply for this services so child(ren) can receive a Chromebook (grades 1st-12th) when they are delivered sometime in October. Students. Through Googleclassroom, students will be required to login every day. If any difficulty occurs regarding access, the individual teacher(s) will report the matter to school level administration, guidance and the school level IT person.

VI. **Communication**

- A. Our main source of communication will be via messages (text, voice, and email) through Dojo and Remind App.
- B. School Website: www.salemnj.org
- C. Facebook page: <https://www.facebook.com/salemransnj>

VII. **Mandatory Guidance within the School Building**

A. All students, staff members and visitors must wear a mask while in the building and adhere to social distancing/good hygiene practices (i.e., 6ft distances between people, hand washing/sanitizer, masks when necessary)

VIII. **General Health and Safety Guidelines/Screening, PPE, and Response to Students and Staff Presenting Symptoms**

A. In all stages and phases of pandemic response and recovery, schools

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must comply with Center for Disease Control (CDC), state, and

B. local guidelines. 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. As individual request for accommodations are submitted; each case will be reviewed on an individual basis.

C. Screening questions:

Is your child experiencing any of the following symptoms?

- Feeling unwell
- Cough
- Shortness of breath or difficulty breathing
- Fever-like symptoms such as body aches, body chills and/or sweating
- Temperature over 100.4 degrees F or 38.0 degrees C
- Muscle Pain
- Headache
- Chills or repeated shaking from chills
- Runny nose/congestion
- Sore throat
- New loss of taste or smell
- Nausea
- Vomiting
- Diarrhea

If your child is experiencing any of the above listed symptoms, keep your child home from school and contact your medical provider for further instructions.

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****If any of the above-listed symptoms are sudden or severe,
seek immediate medical attention.****

Please indicate yes or no next to the following statements:	Yes	No
Has your child taken cough/cold medication and/or fever reducers such as Tylenol/ibuprofen today for the above listed symptoms?		
Has your child been tested for COVID-19 in the last 2 weeks?		
Has your child student had close contact* with someone with a <u>confirmed</u> diagnosis of COVID-19 in the past 14 days?		
Has your child had close contact* with someone with a <u>suspected</u> diagnosis of COVID-19 in the past 14 days?		
Has your child traveled by air or traveled out of state in the past 14 days? If yes, please contact the school before arriving on campus.		

*What counts as close contact?

- Your child was within 6 feet of someone who has COVID-19 for at least 15 minutes
- Someone in your home is sick with COVID-19
- Your child had direct physical contact with the sick person (touched, hugged, or kissed them)
- Your child shared eating or drinking utensils with the sick person
- The sick person sneezed, coughed, or somehow got respiratory droplets on your child

If you answered yes to any of the above questions, keep your child home from school. Contact your medical provider for further instructions. <https://vimeo.com/427525402/be79e6f20e>

D. Nurse Protocol

1. Stay home when you are sick. If possible, stay home from work, school, and errands when you are sick. You will help prevent others from catching your illness. Avoid close contact
2. with people who are sick.
3. Avoid touching your eyes, nose, or mouth. Germs spread this way.

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4. Cover coughs and sneezes. Use a tissue to cover coughs and sneezes, then dispose of the tissue. When a tissue is not available, cough or sneeze into your elbow.
5. Clean and disinfect surfaces or objects. Clean and disinfect frequently touched surfaces at home, work or school, especially when someone is ill. Find additional CDC resources on how to clean and disinfect schools.
6. Wash hands for 20 seconds. Washing hands often under clean, running water can help prevent the spread of germs. If you cannot wash your hands, use alcohol-based hand sanitizer with at least 60-95% alcohol.
7. Masks to be worn at all times
8. If the PCP requires COVID testing and results are positive the following will need to take place in order to return to school/work
 - (1) If you have not had a test to determine if you are still contagious, you can leave home after these three things have happened:
 - (a) You have had no fever for at least 24 hours (that is three full days of no fever without the use of medicine that
 - (b) reduces fevers)AND
 - (c) other symptoms have improved (for example, when your cough or shortness of breath have improved) AND
 - (d) at least 10 days have passed since your symptoms first appeared
 - b) If you have had a test to determine if you are still contagious, you can leave home after these three things have happened:
 - (1) You no longer have a fever (without the use of medicine that reduces fevers)AND
 - (2) other symptoms have improved (for example, when your

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- (3) cough or shortness of breath have improved
- AND
- c) Student or staff who DID NOT have COVID-19
- d) symptoms, but tested positive and have stayed home (home isolated) can leave home/ return to work/school under the following conditions:
 - (1) If you have not had a test to determine if you are still contagious, you can leave home after these two things have happened:
 - (a) At least 10 days have passed since the date of your first positive test
 - AND
 - you continue to have no symptoms (no cough or shortness of breath) since the test.
 - (2) If you have had a test to determine if you are still contagious, you can leave home after:
 - o You received two negative tests in a row, at least 24 hours apart. Your doctor will follow CDC guidelines.
 - (3) ** In all cases please follow the recommendations of your healthcare provider, and local health department.
- e) If the PCP determines this is not COVID related, Student or staff member still must be fever free for 72 hours without any fever reducing medication, and symptom free as well.
- 9. A designated Isolation Room has been identified in each of the schools and they are as follows. SHS/(C42), SMS/(A4B) JFA/(Multi-Purpose Room/Cafetorium) all of which has doors and windows.

IX. Classrooms, Testing and Therpay

- A. Schools must allow for social distancing to the maximum extent

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possible. When social distancing is difficult or impossible, Desk

Dividers have been purchased for the classroom(s). School district will also minimize use of shared objects, ensure indoor facilities have adequate ventilation, prepare and maintain hand sanitizing stations, and ensure students wash hands frequently.

1. From PreK-8 Students will not switch classrooms, teachers will switch rooms including specials. Students in grades 9-12 will stay with grade level cohorts throughout the day.
2. Gym/PE will be held outside as long as weather permits with no masks required as long as social distancing can be maintained
3. All Instructional and Non-Instructional rooms will adhere to social distancing guidelines and when it's not possible, the following PPEs will be utilized:
 - a) Desk Dividers
 - b) Plexiglass
4. We will eliminate, when possible, the use of shared materials. Set up areas where students can store personal items that keep them isolated from use by others. When materials must be shared, cleaning in between use is essential, we will wipe down before and after every use.
5. Handsantizing stations have been installed outside of every classroom, office and non-instructional areas in the district and a hand sanitizer has been ordered and provided for each teacher for use when a student is exiting the room consisted with CDC guidelines of 60% alcohol. Students and Staff will wash hands often with soap and water for at least 20 seconds during the following times:
 - ✓ been in a public place, or after blowing your nose, coughing, or sneezing.

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- ✓ Before eating or preparing food
- ✓ After using the restroom
- ✓ After changing a diaper (PreK)

When washing your hands, the following steps will be followed:

- ✓ Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
- ✓ Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
- ✓ Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
- ✓ Rinse your hands well under clean, running water.
- ✓ Dry your hands using a clean towel or air dry them.

Transportation: As contracted with B.R. Williams:

Before Bus Drivers Report to Work

- Immediately report to B.R. Williams’s if they have been within 6 feet of anyone that has been diagnosed with COVID-19.
- Before each “shift” self-screen. Do you have these symptoms: 100.4+ fever, dry cough, fatigue, body aches, headache, loss of taste, smell or appetite, Report to B.R. Williams any symptoms.

On the Bus

- Face masks/coverings are to be worn by staff and students when others are present as social distancing is rarely possible.
- Load from front to back taking into consideration age of students, when possible.
- Sit families together.
- Assign seats.
- Front two seats empty, when possible
- Students are to go directly to their seats and avoid touching seat tops and rails, when possible.

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- After leaving the bus, wash hands or use sanitizer.
- Windows and roof hatches will be open, when possible
- If a student shows obvious symptoms. When the bus arrives and is stopped at the school, call the school and press the option for the nurse to report.

Disinfecting

- vehicles will be disinfected daily with EPA approved products
- high touch areas (handrails, seatbelts, windowsills, seat tops and backs between routes, when possible
- driver compartment before leaving the bus

Infection or exposure

- Information will be shared, per state guidelines.

Contact Tracing

- Take attendance and maintain records

Training of BR Staff

- Extensive training and signing off on the above standards will be held in small groups prior to the start of school.

X. Student Flow, Entry, Exit, and Common Areas

- A. School district reopening plans should establish the process and location for student and staff health screenings. This should include providing physical guides, such as tape on floors or sidewalks and signs on walls, to help ensure that staff and students remain at least six feet apart.
 - i. Students will go directly to their classrooms upon entering the building.
 - ii. Physical markers are in SCSD to ensure 6ft distancing throughout the building
 - iii. Students will be kept in their respective cohorts.

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JFA (Entry/Exit)

PK/PSD:	30's & 40's Wings: Back Playground (Outside) Classroom Doors Rooms 31, 32, 33, 34, 35 and Rooms 41, 42, 43, 44 20's Wing: Courtyard (Outside) Classroom Doors Rooms 22, 23, 24, 25
Kindergarten/Special Ed: Back Playground (Outside) Classroom Doors	Rooms A7, A10, A11, A14, A17; A1, A4
First Grade:	Courtyard (Outside) Classroom Doors (Except Vernon) Rooms 10, 11, 12, 13
Second Grade:	Back Playground Middle Doors (Black Top/Including Vernon) Rooms 14, 15, 16, 17, 18, 19

SMS (Entry/Exit)

3rd grade	Back playground/Center doors; near administrative parking
4th grade	Doors located on the far side of the playground; next to the loading dock
5th grade	Doors in the front of the building between the main entrance and the 6th grade doors
6th grade	Doors in front of building near Wesley Street (use steps)
7th grade	Main entrance doors
8th grade	Doors located in the front of the building near Carpenter Street (use steps)

SHS (Entry/Exit)

9th grade	Main doors at the front of the school
10th grade	Band room doors located in B-Wing East
11th grade	Gymnasium/Cafeteria doors located in B-Wing West
12th grade	Senior Patio Door Entrance

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C. Facilities Cleaning Practices

- a. School districts must continue to adhere to existing required facilities cleaning practices and procedures, and any new specific requirements of the local health department as they arise. School districts must also develop 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.
- b. Interim Daily Cleaning-While students are in session,
- c. custodians will focus on these high touch areas in common areas and classrooms.
 - i. The following have been identified as high touch points:
 1. Door knobs
 2. Railings
 3. Student chairs
 4. Student desks
 5. Toilets
 6. Toilet flush handles
 7. Faucets
 8. Sinks
 9. Water fountains
 10. Paper dispensers
 11. Soap/hand sanitizer dispensers
 12. Light switches
 13. Handles
 14. Buttons

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15. Sanitary receptacles

16. Countertops

ii. Precautions:

1. Always wear appropriate personal protective equipment when cleaning
2. Refer to the label for complete instructions

d. Comprehensive Daily Cleaning-Each evening the SCSD School District custodial staff provides daily cleaning services for our facilities. Staff will not only focus on high touch point areas in common areas but also disinfect areas such as classrooms and areas continually in use during the school day. Our custodial staff will be following a covid-19 cleaning protocol as outlined below:

Cleaning

- Practice routine cleaning of frequently touched surfaces. High touch surfaces include: Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

Disinfect

- Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.
- Recommend use of EPA-registered household disinfectant. Follow the instructions on the label to ensure safe and effective use of the product. Many products recommend:
 - Keeping surface wet for a period of time (see product label).
 - Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

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Follow manufacturer's instructions for application and proper ventilation.

For soft surfaces such as carpeted floor, rugs, and drapes

- Clean the surface using soap and water or with cleaners appropriate for use on these surfaces.
 - Launder items (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.
- OR
- Disinfect with an EPA-registered household disinfectant. These disinfectants meet EPA's criteria for use against COVID-19.

Electronics

- For electronics, such as tablets, touch screens, keyboards and remote controls
- Consider putting a wipeable cover on electronics.
- Follow manufacturer's instruction for cleaning and disinfecting. - If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.

Laundry

For clothing, towels, linens and other items:

- Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

Wear disposable gloves when handling dirty laundry from a person who is sick.

- Dirty laundry from a person who is sick can be washed with other people's items.

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- Do not shake dirty laundry.

Clean and disinfect clothes hampers according to guidance above for surfaces.

- Remove gloves, and wash hands right away.

Cleaning and disinfecting your building or facility if someone is sick

- Close off areas used by the person who is sick.
- Open outside doors and windows to increase air circulation in the area.

Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.

- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards and remote controls.
- If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary. - Continue routine cleaning and disinfection.

When cleaning

- Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.

- Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash. - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.

- Wash your hands often with soap and water for 20 seconds. - Always wash immediately after removing gloves and after contact with a person who is sick. - Hand sanitizer: If soap and water are not available and hands

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are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

•Additional key times to wash hands include: - After blowing one's nose, coughing, or sneezing. - After using the restroom. - Before eating or preparing food. - After contact with animals or pets. - Before and after providing routine care for another person who needs assistance (e.g., a child).

D. Meals

If cafeterias or other group dining areas are in use, school districts must stagger eating times to allow for social distancing and disinfecting of the area between groups. Additionally, districts must discontinue family-style, self-service, and buffet-style dining and maintain social distancing. Cafeteria staff must wash their hands immediately after removing gloves and after directly handling used food service items. Student desks and tables in the Cafeterias and Gymnasiums have been placed 6 feet apart

- i. JFA (Students will eat in their respective classrooms)
- ii. SMS (On a staggered schedule, students will eat in the Cafeteria and Gymnasium)
- iii. SHS (On a staggered schedule, students will eat in the Cafeteria and Gymnasium)
- iv. When Virtual: Breakfast & Lunch will be delivered every day to each household

E. Recess/Physical Education

School districts must complete an inventory of outdoor spaces and mark off areas to ensure separation between students. Recess must be staggered by groups and staff must disinfect playground equipment and other shared equipment between uses. School districts should also consider closing locker rooms and encouraging students to wear

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comfortable clothing and safe footwear to school so they can participate in physical education classes without needing to change.

- i. Students will participate in Recess outside.
- ii. Health Class will be taught during the 1st Marking Period
- iii. Students will go to recess in their cohorts, using the procedures established in school operations regarding movement between the building .
- iv. Students will wash/sanitize their hands before going to recess and before returning to class.
- v. Games and activities used during recess will be pre-approved as part of the safe list for limiting the spread of infectious disease.
- vi. Equipment will not be shared
- vii. Specific activity locations will be provided
- viii. Students will wash/ sanitize their hands before returning to class.
- ix. Social distancing will be practiced while walking to and during recess.
- x. Weather permitting, PE class held in outside space. Weather non-permitting, PE in the Gymnasium is preferred, PE class in classroom if needed
- xi. Student Cohorts remain intact
- xii. Hand washing before and after activity
- xiii. No contact sport engagement during recess or PE to ensure social distancing.
- xiv. Will not allow children to bring equipment from home
- xv. Mark out 'zones' to reduce the number of children who are in contact with each other and shared equipment.
- xvi. It is preferred that students are carrying personal water bottles for hydration before, during and after activity
- xvii. No use of locker rooms, shared items

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- xviii. Keep same cohort groupings throughout lessons
- xix. Students will not be allowed on the playground equipment

Athletics/Sports:




- NJSIAA has placed Fall Sports on a Delayed Schedule
- Phase I and II of NJSIAA's Plan involve cohorts and symptom checking of which the district will comply.

F. Overview of In-Person Instruction for the 2020-2021 School Year

- a. School day will be conducted per normal schedule.
- b. Students will take the initial exams within the first weeks of school opening to assess learning loss.
- c. School will be thoroughly cleaned and disinfected throughout the day, and at the end of each night.
- d. Desk Dividers and Hand-sanitizer will be available in each room and throughout the hallways.
- e. Students will be asked to adhere to social-distancing practices as best as possible (desks will be 6ft apart, no
- f. hugging, touching, contact, etc.)
- g. Parents will be expected to check OnCourse for student grades and missing assignments.

G. Optional Online Learning Protocol

This choice is intended for parents/students who do not wish to participate in in-person learning. The Online Options are as follows:

-  (PreK) Creative Curriculum iCloud
-  (K-4th Grade) Calvert Online program
-  (5th-12th Grade) Plato Online Program

The request form is on salemnj.org website

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H. Contact Tracing

Each school Nurse has been trained through the John Hopkins Training Module will be Certified in Contact Tracing.

- a. SCSD will fully cooperate in sharing information with the Salem County Health Department to full all mandated
- b. Contact Tracing/Readmittance Requirements
 - i. The school nurse will contact the Salem County Health Department for Contact Tracing
 - ii. Contacts/Cohort information will be shared with the Salem County Health Department
 - iii. Attendance information will be shared with the Salem County Health Department
1. Contact tracing will be conducted for close contacts (any individual within 6 feet of an infected person for at least 15 minutes) of laboratory-confirmed or probable COVID-19 patients.
2. Those contacts who test positive (symptomatic or asymptomatic) should be managed as a confirmed COVID-19 case.

Students/staff will be readmitted to school according to NJDOH and Salem County Department of Health Guidance.

Field Trips, Extra-curricular Activities & Use of Facilities Outside of School Hours

- (a) The admission of visitors/volunteers/organizations inside the school will not be permitted
- (b) Other than sports, all extra-curricular activities have been cancelled

Salem City School District

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Telephone 856.935.3800 Fax 856.935.4753

Dr. Amiot Patrick Michel
Superintendent

Herbert Schectman
Business Administrator

Pamela Bates Thomas
Director of Special Services

- (c) When possible, special teachers and departmental teachers will go into the students' classroom.
- (d) Field trips have been cancelled for the year.
- (e) School building use by outside groups is prohibited.

