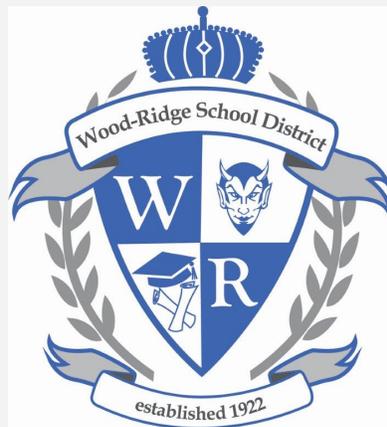


**Wood-Ridge School District**

**Restart and  
Recovery Plan**



**Fall 2020**

**WOOD-RIDGE PUBLIC SCHOOLS  
540 WINDSOR ROAD  
WOOD-RIDGE, NEW JERSEY**

**07075**

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## **Restart and Recovery Plan:**

**Pursuant to Commissioner Repollet’s New Jersey Department of Education June, 2020 broadcast communication requiring each district to develop a plan to reopen schools in the Fall.**

**The following information is noted for the Wood-Ridge School District’s practices:**

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## **Introduction**

### **A. Conditions for Learning**

- 1. Health and Safety - Standards for Establishing Safe and Healthy Conditions for Learning**

## **Appendix A**

### **Critical Area of Operation #1**

### **General Health and Safety Guidelines**

#### **Protocol of Symptomatic Staff and Students**

**A fever is determined by a measured temperature of 100.4° F or greater. Schools need to enforce that all students and staff stay home if:**

- They have tested positive for COVID-19 or are showing symptoms until they meet criteria for return.
- They have recently had close contact with a person with COVID-19 until they meet criteria for return.

#### **HANDLING SUSPECTED, PRESUMPTIVE or CONFIRMED CASES of COVID- 19**

- Post signage at the main entrance requesting that people who have been symptomatic with fever and/or cough not enter.
- Educate staff, student, and their families about the signs and symptoms of COVID-19, when they should stay home and when they can return to school.

- Establish a dedicated space for symptomatic individuals that will not be used for other purposes.
- Immediately isolate symptomatic individuals to the designated area at the school, and send them home to isolate.
- Ensure symptomatic student remains under visual supervision of a staff member who is at least 6 feet away. The supervising adult should wear cloth face covering or a surgical mask.
- Require the symptomatic person to wear a cloth face covering or a surgical mask while waiting to leave the facility. Cloth face coverings should not be placed on:
  - Anyone who has trouble breathing or is unconscious.
  - Anyone who is incapacitated or otherwise unable to remove the face covering without assistance.
  - Anyone who cannot tolerate a cloth face covering due to developmental, medical, or behavioral health needs.
- Require school nurses or delegated school staff who need to provide direct patient care to wear appropriate Personal Protective Equipment (PPE) and perform hand hygiene after removing PPE.
- Implement cleaning and disinfecting procedure following CDC guidelines using EPA approved disinfectants for SARS-COV 2.
- Maintain current parent contact information if an ill student needs to be sent home.

**ADHERE TO THE FOLLOWING PROCESS FOR ALLOWING A STUDENT OR STAFF MEMBER TO RETURN TO SCHOOL.**

- If a person has had a negative COVID-19 test, they can return to school once there is no fever without the use of fever-reducing medicines and they have felt well for 24 hours.
- If a person is diagnosed with COVID-19 by a medical professional based on a test or their symptoms or does not get a COVID-19 test but has had symptoms, they should not be at school and should stay at home until they (or a family member if younger child) can answer YES to the following three questions:
  - Has it been at least 10 days since the individual first had symptoms?

- Has it been at least 3 days since the individual had a fever (without using fever reducing medicine)?
- Has it been at least 3 days since the individual's symptoms have improved including cough and shortness of breath?
- If a person has been determined to have been in close contact with someone diagnosed with COVID-19, they should remain out of school for 14 days since the last known contact.

### **CONFIRMED POSITIVE CASE**

- If there is a confirmed COVID-19 case, health staff will work with Bergen County Health Services to conduct appropriate contact tracing as suggested.

### **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

Call 911 and notify operator that you are seeking care for someone who has or may have COVID-19.

### **COMMUNICATION**

Help ensure information that staff, students, and their families are getting is coming directly from reliable sources such as CDC, NJDPH, and Bergen County Health Department.

Post signs, posters, and flyers at main entrances and key areas throughout school buildings to reinforce information to wash hands, stay six feet apart whenever possible, stay home when sick, and cover cough/sneeze. Conduct ongoing regular training among all staff on updated health and safety protocols.

## Appendix B

### Critical Area of Operation #2

#### Classrooms, Testing, and Therapy Rooms

a. Social Distancing in Instructional and Non-Instructional Rooms

- All Wood-Ridge Schools will allow for social distancing within the classroom to the maximum extent possible via the following actions:
  - Creating class schedules that allow for smaller class sizes
  - Removing furniture that promotes small group learning (Grades K-12)
  - Aligning student desks and chairs, in columns/rows, 6 feet apart from each other
  - All desks will face the same direction (rather than facing each other)
  - Having students sit on only one side of the table, spaced apart (Pre K)
  - Utilizing barriers for individuals/small groups receiving related services (Speech and Language, Occupational Therapy, Physical Therapy, and Counseling)
- When social distancing is difficult or impossible, face coverings will be required for students, and face coverings are always required for visitors and staff members unless it will inhibit the individual's health.
  - Enforcing the use of face coverings may be impractical for young children or individuals with disabilities.
- In a classroom setting where social distancing can take place (e.g., desks are 6 feet apart) or physical barriers are in place, face coverings can be removed while students are seated at desks, but should be worn when moving throughout the classroom.
- All instructional and non-instructional rooms in schools and district facilities must comply with social distancing standards to the maximum extent practicable.
  - During the Summer Recess, administration and building/grounds staff will inspect each instructional/non-instructional room in each of the three school buildings in order to stage furniture in an optimal manner.
  - All furniture/equipment needed to be removed, in order to enable compliance with social distancing standards to the maximum extent practicable, will be labeled and stored for future use in a District storage space.
- Use of shared objects should be limited when possible or cleaned between use.

- All indoor educational facilities have adequate ventilation, including operational heating and ventilation systems where appropriate. All District school buildings are supplied by Central Air Conditioning, installed within the last 8 years, and all filters are maintained and changed according to manufacturer recommendations.

b. Procedures for Hand Sanitizing/Washing

- Time will be intentionally built in during the school day for students and staff to engage in frequent hand washing/sanitizing activities. Times to consider include before entry to the school building, before/after meals, and between classes. In addition, students and staff will be encouraged to engage in hand washing/sanitizing activities after inadvertently touching face coverings, sneezing/coughing, following the use of minimally shared materials, returning from outdoor activities, and following rest room visits.
- The Wood-Ridge School District will prepare and maintain hand sanitizing stations with alcohol-based hand sanitizers (at least 60% alcohol). Such stations should be:
  - In each classroom (for staff and older children who can safely use hand sanitizer).
  - At all entrances and exits of buildings.
  - Near lunch rooms, toilet facilities, teacher work rooms, and gymnasiums.
  - Children ages five and younger (Catherine E. Doyle Elementary) should be supervised when using hand sanitizer.
- For classrooms that have existing handwashing stations (Catherine E. Doyle Elementary and Wood-Ridge Junior/Senior High School Science Labs), stations should be prepared with soap, water, paper products, and alcohol-based hand sanitizers (at least 60% alcohol).
- School-wide plans will be developed where students are required to wash hands for at least twenty seconds at regular intervals during the school day and always before eating, after using the bathroom, and after blowing their nose, coughing, and/or sneezing.
  - If washing with soap and water is not possible, washing with an alcohol-based hand sanitizer (at least 60% alcohol) should be used with adult supervision based on ages of individual students.
- Instruction in proper hand washing practices will be intentionally planned and delivered to all elementary school students, on an age appropriate level, throughout the school year in the health education and science education content areas.

# Appendix C

## Critical Area of Operation #3

### Transportation

#### Student Transportation/Social Distancing on School Buses

Transportation, to and from the school setting, is provided daily for students being transported to the Wood-Ridge Junior/Senior High School from the sending district of Moonachie.

#### Safety Measures

- Provide hand sanitizer when entering the bus
- Barrier around driver seat
- Disinfect between routes (district owned and contracted buses)
- Open windows/circulate air
- Attendant to enforce social distancing (coach, teacher)
- Social distancing encouraged to take place when awaiting and boarding a district owned or contracted school bus/vehicle
- Limit numbers of drivers, if possible

#### Seating

- Students must wear masks, one student per seat
- If no masks, one student seated every other row alternate sides
- Siblings can sit together to increase capacity
- Seats marked to show students where to sit
- Accommodations for students who are unable to wear a face covering will be addressed according to the student's particular need and in accordance with all applicable laws and regulations.
- Seating logs to help enable contact tracing if someone tests positive for COVID
- Standard Bus
- Normal number of students 54
- Social distance capacity without masks (7)
- With masks (28)

# Appendix D

## Critical Area of Operation #4

### Student Flow, Entry, Exit and Common Areas

#### Wood-Ridge Junior/Senior High School

- Student screening will be conducted at one of the six following entrance door locations by grade level daily:
  - Main Entrance- Grade 12
  - South Entrance- Grade 11
  - Cafeteria- Grade 10
  - Northeast (A)- Grade 9
  - Northeast (B)- Grade 8
  - Windsor Road- Grade 7
- Students and staff will be required to submit to a health questionnaire/survey assessing their recent health history and current condition.
- Staff member screening will be conducted at the Main Entrance of the school building.
- Letter Day Calendar for the month of September 2020:

September 2020						
Su	M	Tu	W	Th	F	S
30	31	1 PD	2 PD	3 OFF	4 OFF	5
6	7 OFF	8 A½	9 B	10 C	11 D	12
13	14 A	15 B	16 C	17 D	18 A	19
20	21 B	22 C	23 D	24 A	25 B	26
27	28 C	29 D	30 A			

- Doors will be opened at 7:50am to allow for extra time for student screening.
- The start of the school day will be 8:10 am teachers who have a first period class will report directly to their first period class so as to allow for students entering the building to go directly to their first period class. The school day will end at 12:28pm.

- Bell Schedule for grades 7-12:

Homeroom= Block 1	7:50-8:10
1	8:10-8:50
2	8:53-9:34
3	9:37-10:18
4	10:21-11:01
5	11:04-11:44
6	11:47-12:28

- Temperature monitoring will be conducted randomly throughout each entrance door location.
  - Should a student register a temperature exceeding 100.4 F, they will be scanned again. Should a student register a temperature exceeding 100.4 F, the student will don their face covering and be escorted to an assigned medical isolation location by a staff member.
- Students will be required to wear a face covering while in the line awaiting entrance to or exit from a school building.
- Physical guides, such as tape on floors or sidewalks and signs on walls, to help ensure that students and staff remain at least six feet apart in lines and at other times will be provided and affixed accordingly.

#### Wood-Ridge Intermediate School

- Student screening will be conducted at one of the three following entrance door locations by grade level daily:
  - Main Entrance- Grade 4
  - North Entrance (Cafeteria entrance from parking lot)- Grade 5
  - South Entrance(Gymnasium entrance from parking lot)- Grade 6
- Students and staff will be required to submit to a health questionnaire/survey assessing their recent health history and current condition.
- Staff member screening will be conducted at the Main Entrance of the school building
- Temperature monitoring will be conducted randomly throughout each entrance door location.
  - Should a student register a temperature exceeding 100.4 F, they will be scanned again. Should a student register a temperature exceeding 100.4 F, the student will don their face covering and be escorted to an assigned medical isolation location by a staff member.
- Students will be required to wear a face covering while in the line awaiting entrance to or exit from a school building.
- Physical guides, such as tape on floors or sidewalks and signs on walls, to help ensure that students

and staff remain at least six feet apart in lines and at other times will be provided and affixed accordingly.

- Doors will be opened at 8:00 AM. Students will proceed directly to their classrooms.
- The start of the school day will be 8:15 AM. Teachers who have a first period class will report directly to their first period class so as to allow for students entering the building to go directly to their homeroom. The school day will end at 12:40pm

Homeroom	8:15-8:19
1	8:19 - 8:49
2	8:52 - 9:22
3	9:25 - 9:55
4	9:58 - 10:28
5	10:31 - 11:01
6	11:04 - 11:34
7	11:37 - 12:07
8	12:10 - 12:40

Catherine E. Doyle Elementary School

- Student screening will be conducted at one of the six following entrance door locations by grade level daily:
  - Highland Avenue Entrance- Grade 2, Grade 1 (Rooms 14, 15, & 106), and Grade 3 (Rooms 16/17).
  - Main Entrance (Wood-Ridge Avenue)- Grade 3 (Rooms 1 & 2), Grade 1 (Room 3), Pre K Disabled (Room 4), Self Contained Grades 1-3 (Room 18) and Kindergarten (Rooms 12, 13, & 19).
  - Kindergarten Wing (Wood-Ridge Avenue and 12th Street)- Pre K (Rooms 7&8), Pre K Disabled (Rooms 6 &9), and Kindergarten (Rooms 10 & 11).
- Students and staff will be required to submit to a health questionnaire/survey assessing their recent health history and current condition.
- Staff member screening will be conducted at the Main Entrance of the school building
- Temperature monitoring will be conducted randomly throughout each entrance door location.
  - Should a student register a temperature exceeding 100.4 F, they will be scanned again. Should a student register a temperature exceeding 100.4 F, the student will don their face covering and be escorted to an assigned medical isolation location by a staff member.
- Students will be required to wear a face covering while in the line awaiting entrance to or exit from a school building.

- Physical guides, such as tape on floors or sidewalks and signs on walls, to help ensure that students and staff remain at least six feet apart in lines and at other times will be provided and affixed accordingly.

Doyle School One-Session Bell Schedule during Phase One

Homeroom	8:10-8:20
1	8:20 - 8:50
2	8:52 - 9:22
3	9:24 - 9:54
4	9:56 - 10:26
5	10:28 - 10:58
6	11:00 - 11:30
7	11:32 - 12:02
8	12:04: - 12:40

## Appendix E

## Critical Area of Operation #5

### Screening, PPE, and Response to Students and Staff Presenting Symptoms

#### a. Screening Procedures for Students and Staff

- Families are required to pre-screen children for illness prior to sending to school daily. Students with a measured temperature of 100.4° F or higher should not attend school and remain home until fever-free for 72 hours without the use of fever-reducing medication. With a negative Covid-19 test, students may return to school fever free after 24 hours. Fever is determined by a measured temperature of 100.4° F or higher. School nurses will communicate with families on an individual basis about appropriate plans for students to return to school.
- Random staff and student temperatures will be taken upon each entry into school buildings daily. Any physical signs or symptoms of illness exhibited from staff or students will result in a temperature being taken.
- Surveys of history of possible exposure to COVID-19 will be administered daily.
- All health checks must be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations.
- Results must be documented when signs/symptoms of COVID-19 are observed.
- Any screening policy/protocol must take into account students with disabilities and accommodations that may be needed in the screening process for those students.

#### b. Protocols for Symptomatic Students and Staff

**A fever is determined by a measured temperature of 100.4° F or greater. Schools need to enforce that all students and staff stay home if:**

- They have tested positive for COVID-19 or are showing symptoms until they have met criteria for return.

- They have recently had close contact with a person with COVID-19 until they met criteria for return.
- Post signage at the main entrance requesting that people who have been symptomatic with fever and/or cough not enter.
- Educate staff, student, and their families about the signs and symptoms of COVID-19, when they should stay home and when they can return to school.
- Establish a dedicated space for symptomatic individuals that will not be used for other purposes.
- Immediately isolate symptomatic individuals to the designated area at the school, and send them home to isolate.
- Ensure symptomatic student remains under visual supervision of a staff member who is at least 6 feet away. The supervising adult should wear cloth face covering or a surgical mask.
- Require the symptomatic person to wear a cloth face covering or a surgical mask while waiting to leave the facility. Cloth face coverings should not be placed on:
  - Anyone who has trouble breathing or is unconscious.
  - Anyone who is incapacitated or otherwise unable to remove the face covering without assistance.
  - Anyone who cannot tolerate a cloth face covering due to developmental, medical, or behavioral health needs.
- Require school nurses or delegated school staff who need to provide direct patient care to wear appropriate Personal Protective Equipment (PPE) and perform hand hygiene before applying and after removing PPE.
- Implement cleaning and disinfecting procedure following CDC guidelines using EPA approved disinfectants for SARS-COV 2.
- Maintain current parent contact information if an ill student needs to be sent home.
- Positive cases of COVID-19 will be reported to Bergen County Public Health Department officials. Their guidance will determine next steps in safety procedures.
- In each building, when necessary, two areas for health offices will be designated and accomplished by a divider or separate room. Options are dependent upon available space in each building.

- Explore and implement an appointment system for students needing to visit the health office for services not related to physical illness.
- A plan will be established for staff to send sick students to the health office.
- Families will be notified if their child is showing COVID-19 symptoms. Students will need to be picked up as soon as possible.
- A symptomatic person will be required to wear a cloth face covering or a surgical mask while waiting to leave the facility. Cloth face coverings should not be placed on anyone who:
  - Has trouble breathing or is unconscious.
  - Is incapacitated or otherwise unable to remove the face covering without assistance.
  - Cannot tolerate a cloth face covering due to developmental, medical, or behavioral health needs.
- Consistent with NJDOE reopening guidance, When social distancing is difficult or impossible, face coverings are required, and face coverings are always required for visitors and staff unless it will inhibit the individual's health.

c. Protocols for Face Coverings

- Consistent with NJDOE reopening guidance, students and staff will be required to wear face coverings. The personal use of cloth face coverings is allowed. The Wood-Ridge School District will teach and reinforce the prevention of stigma associated with the use or non-use of facial coverings to support a respectful, inclusive, and supportive school environment.
- The Wood-Ridge School District will protect the confidentiality of students, families, and staff who may or may not wear a face covering, due to health concerns.
- Appropriate personal protective equipment (PPE) and training for employees will be provided. The Wood-Ridge School District will teach and reinforce the prevention of stigma associated with the use of PPE to support a respectful, inclusive, and supportive school environment.
- The Wood-Ridge School District may not be able to guarantee that physical distancing can be met in all school settings throughout the entire school day, during school activities, or with transportation. If it is determined that physical distancing cannot be assured, the students will

need to wear masks. This is similar to when children congregate in their communities. The Wood-Ridge Public Schools has a plan if a student or staff member becomes sick.

- Classroom will be set up with desks in rows facing the same direction.
- Signs will be posted in schools to stop the spread of illness, how to properly wash hands, while promoting everyday protective measures following the guidance of the CDC and New Jersey Department of Public Health (NJPH).
- Students and staff will be required to wear masks throughout the day.

## **Appendix F**

### **Critical Area of Operation #6**

#### **Contract 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.
- Each student and staff member will be accounted for daily by school room use record keeping, records of transitions throughout the school building, daily attendance, and strict use of classroom seating charts.
- All school district administrators, school safety specialists, counselors, and any other staff deemed appropriate by the school district, should be provided with information regarding the role of contact tracing in keeping school communities safe from the spread of contagious disease.
- The School District 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.

## **Appendix G**

### **Critical Area of Operation #7**

#### **Facilities Cleaning Practices**

- The Building and Grounds department will collaborate with the Health Office to provide the PPE needs for health staff and students or staff who become ill during the school day (adult and pediatric masks, shields, gloves, hand sanitizers, disposable gowns).
- Custodial staff members will assess the most effective manner for cleaning, sanitizing, and disinfecting buildings and grounds. Custodial schedules will be changed accordingly.
- In addition to the regularly scheduled cleaning, sanitizing, and disinfecting of all buildings, high-touch surfaces will be cleaned and disinfected daily including tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- Hand sanitizer pumps will be installed in common areas of all buildings, such as entryways.
- Close off areas visited by ill persons, ventilate areas by opening windows.
- Offices, bathrooms, common areas, shared electronics (tablets, touch screens, keyboards, remote controls) will all be cleaned and disinfected throughout the day.
- In areas where ill persons are being housed in isolation, the room will be secured and disinfected.

## **Appendix H**

### **Critical Area of Operation #8**

#### **Meals**

In all 3 school buildings lunch will be pre-ordered, pre-packaged and delivered to the classroom at the end of the day. At this time, students will receive lunch for the current day and any day(s) they are not scheduled to be in the building, specific to each building schedule. All meals are for consumption at home.

In the high school only, breakfast will be a grab and go packaged breakfast available to all students for purchase.

# Appendix I

## Critical Area of Operation #9

### Recess/Physical Education

#### Wood-Ridge Junior/Senior High School

- Weather permitting, ALL PE classes will take place outdoors.
- No Use of the locker rooms.
- Students will not change clothing attire.
- Team games will be modified to adhere to social distancing. Traditional team games will not be played.
- Personal fitness such as cardiovascular endurance, muscular strength, muscular endurance and flexibility will all be done while socially distancing from their classmates.
- All equipment and materials will be disinfected before and after use by the students.

#### Wood-Ridge Intermediate School

- Weather permitting, ALL PE classes will take place outdoors.
- Required Physical Education weekly minutes will be met via a combination of the following intentionally scheduled activities:
  - Direct instruction from a Teacher of Physical Education.
  - Health Education taught by the Elementary Generalist.
  - “Classroom” Physical Education taught by the Elementary Generalist.
- Team games will be modified to adhere to social distancing. Traditional team games will not be played.
- Personal fitness such as cardiovascular endurance, muscular strength, muscular endurance and flexibility will all be done while socially distancing from their classmates.
- All equipment and materials will be disinfected before and after use by the students.

#### Catherine E. Doyle Elementary School

- Weather permitting, All PE classes will take place outdoors.
- Focus will be on life-long fitness activities.
- Playground use will be restricted.
- Required Physical Education weekly minutes will be met via a combination of the following intentionally scheduled activities:
  - Direct instruction from a Teacher of Physical Education.
  - Health Education taught by the Elementary Generalist.

- “Classroom” Physical Education taught by the Elementary Generalist.
- Small group activities will be modified to adhere to social distancing. Traditional team games will not be played.
- Doyle School has access to a large grass covered ballfield as well as large “blacktop” surface for outdoor play.
- During Phase One, there will be no lunch program scheduled as the school will be operating on a one session day schedule.
  - All efforts will be made to allow students to participate in outdoor recess activities at various portions of the week.

## Appendix J

### Critical Area of Operation #10

#### Field Trips, Extra-Curricular Activities, and Use of Facilities Outside of School Hours

##### Field Trips:

- All Field trips are postponed during Phase 1 of the reopening plan.

##### Co-Curriculars:

- Co-Curriculars will be a hybrid model of virtual and live meetings.
- Live meetings will be modified depending on the group size.
- If there is an in-person meeting or event taking place they must adhere to social distancing policies.

##### Facilities Outside of School Hours

- Wood-Ridge Recreation uses the facilities of the gymnasium of Wood-Ridge High School, Intermediate School, and Doyle School. Each program will be responsible for cleaning their own equipment and the custodians will disinfect the facility after each use.
- All outside organizations will comply with District regulations with regards to Restart and Recovery Plan.
- All district students, participating in outside programs using facilities after school hours, will be identified and catalogued for contact tracing purposes if necessary.
- Our facilities will be cleaned daily by the Department of Public Works as they use a STIHL sprayer after each practice and event.
- Outside recreation programs until further notice will only comprise teams of athletes from Wood-Ridge.
- Mayor and Council have limited use of the track and turf facility to the residents only.
- The outdoor facilities will be closed to the public during the school day and after school events.

**Students who presently have COVID-19, or who have tested positive for COVID-19, shall provide clearance from a physician before he/she will be permitted to participate in school activity.**

- All student-athletes must submit a Health History Updated Questionnaire to Mr.Sinclair [msinclair@wood-ridgeschools.org](mailto:msinclair@wood-ridgeschools.org) prior to the official Fall Season start date.
  - [New Jersey Department of Education Health History Update Questionnaire](#)

**Student-athletes who have pre-existing medical conditions and/or are immunocompromised (e.g., diabetes, asthma, auto-immune disorders, etc.) shall provide clearance from a physician before he/she will be permitted to participate in workouts.**

- WRHS Athletic Department will notify students with pre-existing medical conditions and should consult with a doctor before they are permitted to participate in workouts.
- These student-athletes must submit a Preparticipation Physical Evaluation by July 6, 2020 to the high school Athletic Department [msinclair@wood-ridgeschools.org](mailto:msinclair@wood-ridgeschools.org) in order to participate.
- [Preparticipation Physical Evaluation HISTORY FORM](#)

**The COVID-19 Questionnaire must be completed seven (7) days prior to the start of the first workout session. This form only needs to be completed one time. Any athlete that does not have a COVID-19 Questionnaire on file will not be permitted to participate in any workouts.**

- The COVID-19 Form will be sent out via google classroom, and will be emailed to all registered student-athletes.
  - [COVID-19 Questionnaire Wood-Ridge](#)
- Parents/Guardians must fill the COVID-19 Questionnaire (7) days prior to the first workout session on July 13th.
- If the student-athlete answers “Yes” on the questionnaire, the student-athlete must be cleared by a doctor before participation in workouts can begin.
- Any late submissions of the questionnaire will result in a delay of that student-athletes practice start date.
- 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 and, therefore, unaware of it.

**Districts shall develop COVID-19 protocols and procedures detailing, among other things, the name and contact information of the individual(s) who will be primarily responsible for responding to and addressing COVID-19 related issues; how it will conduct screenings (including administration of a screening questionnaire and temperature checks); how it will respond to a positive COVID-19 test or a student-athlete or coach who is symptomatic including, without limitation, contact tracing and a communication plan with parents, student-athletes, coaches, and appropriate health authorities.**

- Daily Temperature checks.
  - Administered by designated staff members.
- Students will have to fill out a daily COVID-19 Screening form prior to their scheduled practice.
  - [Daily COVID-19 Pre-Screening Questions](#)
  - Students will check in at their practice location for a temperature check 10 minutes prior to the start of their practice and their coach is on site and already screened.
  - Students are asked to stay 6 feet apart and maintain social distancing at all times while waiting at the screening area.

- If a student responds yes to any of the questions or has a temperature reading of above 100.4 that student will be removed from the area and the parent/guardian will be contacted for them to pick up the student-athlete.
- The athletic director will be made aware if there is a response to a positive COVID-19 test. This would include a student-athlete or coach who is symptomatic.
  - While maintaining the student's/coach confidentiality communication will be distributed to all relevant participants including district administration.
- Upon any student-athlete testing positive the athletic department will cancel all practices for at least 48 hours to clean and disinfect the facilities and equipment. The athletic department will then reevaluate the summer recess practices/workout schedules.

**Districts shall examine their Emergency Action Plans and determine what changes, if any, may be needed to respond to emergencies, including those related to COVID-19.**

- Preparing for When Someone Gets Sick (adapted from <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/youth-sports.html>)
- Advise Sick Individuals of Home Isolation Criteria.
  - Sick coaches, staff members, or players should not return until they have met CDC's [criteria to discontinue home isolation](#).
- Isolate and Transport Those Who are Sick.
  - Make sure that coaches, staff, student athletes, and families know that sick individuals should not attend conditioning sessions/practices and that they should notify coaches/staff if they or their families become sick with COVID-19 [symptoms](#), test positive for COVID-19, or have been [exposed](#) to someone with COVID-19 symptoms or a confirmed or suspected case.
  - Immediately separate coaches, staff, and players with COVID-19 [symptoms](#) (i.e., fever, cough, loss of taste/smell) at any practice/conditioning activity. Individuals who are sick should go home immediately and follow [CDC guidance for caring for oneself and others](#) who are sick. Individuals who have had [close contact](#) with a person who has [symptoms](#) should be separated and sent home as well, and follow [CDC guidance for community-related exposure](#).
  - If individuals develop shortness of breath that is not relieved by rest, an ambulance should be called for transport to the hospital. Call first to alert them that the person may have COVID-19.
  - Students who develop symptoms that do not warrant emergency medical transport by an ambulance will have a parent/designated adult contacted for immediate pick up.
  - Any students or staff who develop COVID-19 related symptoms while at a conditioning session/practice will be reported to the school nurse and principal for further follow-up with parents, the local/county health department, and possible contact tracing.
- Clean and Disinfect.

- Close off areas used by a sick person and do not use these areas until after [cleaning and disinfecting](#) them (for outdoor areas, this includes surfaces or shared objects in the area, if applicable).
- Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible. Ensure [safe and correct use](#) and storage of [cleaning](#) and disinfection products, including storing them securely away from children.
- Notify Health Officials and Close Contacts.
  - In accordance with state and local privacy and confidentiality laws and regulations, designated staff will contact [local health officials](#), affected athletics staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the [Americans with Disabilities Act \(ADA\)](#) and other applicable laws and regulations.
  - Advise those who have had [close contact](#) with a person diagnosed with COVID-19 to stay home and [self-monitor for symptoms](#), and to follow [CDC guidance](#) if symptoms develop.
- General Guidance for Preventing COVID-19 Transmission During CPR and First Aid (adapted from <https://www.redcross.org/take-a-class/coronavirus-information/first-aid-cpr-aed-care-during-covid-19>).
  - While there is currently no specific data on COVID-19 transmission while performing CPR or giving first aid, it is reasonable to conclude that chest compressions have the potential to generate respiratory droplets or aerosols and close contact needed for some aspects of first aid may have risk of transmission.
  - During the COVID-19 pandemic, for all persons requiring CPR, personal protective equipment (PPE) such as gloves and face mask should be worn, if available.
  - It is recommended that placing a face mask or cloth covering over the mouth and nose of the victim may reduce the risk of transmission. If only 1 mask is available and it is a simple face mask, we recommend placing it on the victim.
- Guidance for Performing a Breathing Assessment and Rescue Breaths in Children or Adults.
  - During the COVID-19 outbreak, it is currently recommended that no rescue breaths be performed for adult cardiac arrest patients with confirmed or suspected COVID-19, due to the risk of disease transmission.
  - When assessing for normal breathing, we recommended that the CPR/first aid care provider looks for breathing but does not listen or feel for the victim's breathing, as this will minimize potential exposure.
  - We recommend that adult victims of sudden cardiac arrest receive continuous compression-only CPR from their CPR/first aid care provider until emergency personnel arrive. Note: Compression-only CPR saves lives compared to no CPR.
  - Cardiac arrests that occur after a breathing problem (which is often the case in infants and young children), drowning and drug overdoses may benefit from standard CPR that includes

compressions and rescue breaths. Note: However, if a lay responder is unable or unwilling to provide rescue breathing with CPR, compression-only CPR should be initiated.

- Guidance for Compressions.
  - Chest compressions and use of an AED, if available, is recommended for every cardiac arrest victim. Whether or not a cardiac arrest victim is suspected of having COVID-19, 9-1-1 should be called and, if available, an AED should be used.
- Guidance for AED Application & Use.
  - No studies to date have shown that defibrillation generates respiratory droplets or aerosols, and it is known that prompt use of AEDs save the lives of cardiac arrest victims. In addition, the current methods of automatic external defibrillators use hands-free methods via adhesive pads that allow performance without direct contact with the victim.
  - If an AED is available, it should be applied and used consistently with the manufacturer's guidelines while waiting for emergency personnel to arrive.
  - If gloves and masks are available, they should be worn.
  - The AED device should be cleaned with disinfectant after use.

**Districts shall determine how they will handle and respond to the routine treatment and care of student-athletes who may be injured during workouts, including both on the field and in the training room.**

<https://www.atsnj.org/covid19>

- Student-athletes are responsible for bringing a mask, water bottle/jug of water and personal hand sanitizer upon entrance to practice.
- Student-athletes will sanitize upon entry into practice and at the conclusion of practice.
- Student-athletes will complete online clearance form prior to the start of practice and no sooner than 120 minutes prior to the start of practice.
- Athletic Trainer will provide sports specific first aid (bandages and ice) upon injuries in phase one conditioning drills.
- No athletes will be permitted in the athletic training room during phase one, taping, rehabilitation and modalities will not be permitted as part of phase one treatment.
- Acute injuries and injury evaluations if necessary will be treated in an outdoor setting.
- Athletic trainer has the right to dismiss any student-athlete from practice for failure to follow policies and procedures for phase one guidelines, failure to complete forms in a timely manner, and students who exhibit symptoms.
- Athletic trainer is responsible for monitoring student-athlete injuries and medical documentation.

## CONDITIONS APPLICABLE TO ALL SPORTS DURING PHASE 1

### Pre-Screening

- a. Each district must designate school personnel to conduct daily pre-screening. This person cannot be involved in coaching student-athletes on the day they are tasked to conduct the pre-screening.
  - Each district must designate sufficient school personnel to conduct the daily screening process.
  - Any school-approved employee may conduct the screening process.
  - The screener does not have to be the same each day although it is strongly recommended.
  - **Clarification:** Coaches may conduct screening only when there is more than once coach involved in coaching that day. There always needs to be at least one supervising coach that is not involved with the screening process to supervise the student-athletes. The supervising coach must concentrate on getting the students-athletes in their 10-person workout groups and making sure that student-athletes adhere to social distancing requirements and are wearing face coverings.
  - The screener must always wear a face covering.
  - The screener must fill out the pre-screening questionnaire for themselves and have their own temperature checked.
  - Upon arrival, all coaches must be wearing a face covering and have a completed screening questionnaire, or they will not be screened.
  - There will be NO screening of student-athletes until the coach has arrived and been cleared.
  - Upon arrival, all student-athletes must be wearing a face-covering and have a completed pre-screening questionnaire, or they will not be screened.
  - The screener only needs to document the temperature on the pre-screening questionnaire if it is 100.4 or above.
  - The student-athletes must keep their face covering on until the screening process is completed, and they are instructed to remove them by their supervising coach.
  - If a student arrives on-site and has answered “Yes” on the daily pre-screening form or has a temp of 100.4 or above the screener must do the following:
    - Stop the screening process immediately
    - The student-athlete will not be permitted to begin workouts until cleared
    - The student will not be permitted to return to an Athletic workout, practice, or competition until they have received a Physician’s clearance and the note has been accepted by the Athletic Trainer or Nurse.
    - The student’s name must immediately be reported to the Athletic Director, Athletic Trainer, Nurse, and Building Principal.
  - If a coach at the workout has answered “Yes” or has a temp of 100.4 or above, then the workout will be canceled, and athletes should return home unless there are additional

coaches.

- b. To the fullest extent possible, districts should consider staggered arrival and departure times of student-athletes.
- c. Each day all coaches, student-athletes, and staff must clear the pre-screening process before they are permitted to participate in the workouts.
- d. The pre-screening process will consist of a review of the pre-screening questionnaire, which shall be completed and provided to designated school personnel, and a temperature check.
- e. Any individual who answers “yes” to any question on the questionnaire, or who has a temperature greater than 100.4°F, shall not be permitted to participate in the workout and shall be required to return home.
- f. Any individual who answers “yes” to any question on the questionnaire shall be required to provide clearance from a physician before they will be permitted to resume participation in the workouts.

### **Workouts**

- a. Workouts shall be no more than ninety (90) minutes in duration and shall include a ten (10) minute warm-up, and a ten (10) minute cool down.
- b. Only one workout per day is permitted and there must be one (1) day of rest per every seven (7) days.
- c. All workouts shall take place outside during PHASE 1.
  - Weight training activities, both indoor and outdoor are not permitted during Phase 1.
- d. Access to workouts must be limited to student-athletes, coaches, and appropriate school personnel.
- e. There shall not be any physical contact, of any kind, between student-athletes and coaches during PHASE 1.
- f. Throughout PHASE 1, workouts shall be limited to conditioning, skill sets, and sport-specific non-contact drills.
  - No Competition between schools is permitted during Phase 1.
- g. Coaches should have pre-drawn structured workouts for the duration of the session.
- h. Workouts shall always comply with the NJSIAA Heat Participation Policy.
  - [2020-2021 NJSIAA Heat Participation Policy Record Chart](#)
- i. Student-athletes should be provided with unlimited access to fluids.

**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.**

### **Face Coverings**

- a. Student-athletes who are engaged in high-intensity aerobic activity, e.g., running, sprinting, etc., do not need to wear face coverings during the period of the aerobic activity. Once the aerobic activity is over, student-athletes shall wear face coverings.
- b. Student-athletes who are not engaged in high-intensity aerobic activity, e.g., sitting on the bench, reviewing plays, watching videos, waiting in line, etc., are encouraged to wear face coverings.
- c. Coaches and district personnel must wear face coverings at all times.
  - Students and Staff who do not arrive to workouts with a mask will not be permitted entry to workout.
  - Acceptable masks include - Surgical masks, cloth masks with ear loops, and gaiter cloth masks.
  - Coaches, screeners, and district personnel must wear face coverings at all times.
  - 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.
  - Student-Athletes, coaches, and district personnel must provide their own face coverings.
  - Face-coverings may not be shared.
  - Student-athletes will be responsible for maintaining and cleaning their own mask.

### **Groupings/Social Distancing**

- a. No more than ten (10) student-athletes may be grouped together in a single area and the groups should be pre-determined by the coach prior to the start of the workout.
- b. Social distancing of at least six (6) feet shall be maintained between student-athletes and staff at all times, including within the ten (10) student-athlete groupings.
- c. Once student groupings are determined, student-athletes may not switch to another grouping, even for another sport.
- d. More than one group of student-athletes can be in a single area, provided there is twelve (12) to eighteen (18) feet between each group of student-athletes.
- e. Groupings must stay together throughout the entirety of PHASE 1.
- f. There shall not be celebratory contact, e.g., fist bumps, high-fives, huddles, etc.
- g. Student-athletes who participate in more than one sport are encouraged to be grouped with their fall sports teammates.

### **Sports Equipment**

- a. Sports equipment shall not be shared at any time during PHASE 1.
- b. Each student-athlete shall bring individual water bottles to each workout for his/her own personal consumption. There shall not be any trading or sharing of water bottles.

- c. All sports equipment and touchpoints (e.g., benches, agility cones, ladders, clipboards, etc.) must be cleaned and disinfected after each workout with EPA approved cleaners and disinfectants against COVID-19.
- During PHASE 1, school-supplied balls are permitted to be used during the conditioning workouts.
  - During PHASE 1, no helmets or shoulders pads are permitted.
  - Each student-athlete shall bring individual water bottles to each workout for his/her own personal consumption. There shall not be any trading or sharing of water bottles.
  - Students are permitted to refill their water bottles from a shared source as long as they are staying socially distant and using proper hygiene.
  - All sports equipment and touchpoints (e.g., balls, benches, agility cones, ladders, clipboards, etc.) must be cleaned and disinfected by the coach(es) after each workout with EPA approved cleaners and disinfectants against COVID-19.

#### **Locker Rooms/Restrooms/Storage/Coaches Room**

- a. Student-athletes shall not have access to locker rooms at any time unless needed for restroom access.
- b. Restrooms shall be cleaned and disinfected regularly with EPA approved cleaners and disinfectants against COVID-19.
- c. Restrooms use shall be limited to one person at a time while wearing a face covering.
- Coaching staff will be allowed in the coaching room and storage area one at a time and are required to wear their face masks while in either of these rooms.

#### **Hygiene**

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

#### **Inclement Weather Plan**

- Altering practice times because of potential bad weather is strongly encouraged.

- If lightning occurs coaches are to provide the safest environment possible. Remind student-athletes about social distancing guidelines, stay 6ft apart and require all student-athletes to put on a mask if they have to move to an indoor safe area.
  - Practice will be immediately cancelled, and student-athletes should be picked up by a parent or guardian.

**Out of state/country travel**

- Every effort to communicate out of the state/country and travel should be made aware to the student-athletes head coach and then reported to the athletic directory.
- Students who travel out of state/country could be subjected to 14 day quarantine and or testing results before returning to the team.

## **Appendix B**

### **Multi-Tiered Systems of Support**

The district currently implements an RTI framework which includes screening, progress monitoring, and formative assessments. Our model currently focuses on academic strengths and weaknesses. In order to meet the needs of students academically a new component will be added to expand the array of social emotional supports and interventions.

## **Appendix C**

### **Wraparound Supports**

The child study team will be addressing the behavioral and social-emotional needs of students with interventions. They will be responsible for determining student and family needs, coordinating services, and providing resources for additional support services at home. The district has a partnership with Perform Care and Care Plus to help with these additional services for students and their families.

## **Appendix D**

### **Food Service And Distribution**

In all 3 school buildings lunch will be pre-ordered, pre-packaged and delivered to the classroom at the end of the day. At this time, students will receive lunch for the current day and any day(s) they are not scheduled to be in the building, specific to each building schedule. All meals are for consumption at home.

In the high school only, breakfast will be a grab and go packaged breakfast available to all students for purchase.

## **Appendix E**

### **Quality Child Care**

During Phase 1 of the Wood-Ridge School District's reopening plan child care services will not be offered.

## **B. Leadership and Planning**

### **1. Restart Committee**

- Nicholas Cipriano- Superintendent
- Jenine Murray- Business Administrator
- Anthony Albro- Principal
- Keith Lisa-Principal
- Joseph Sutera-Principal
- Maria Barrows- Asst. Principal
- Silvia Raguseo- Director Of Special Services
- Scott Hughes- Technology Director
- Michael McIninch- Facilities Coordinator
- Gabriel Ben-Nun- WREA
- Kim Forsyth- WREA
- Laura Johnson- WREA
- Kristen Borelli-WREA
- Debra Pagliocca-WREA
- Stephanie Basich-WREA
- Reisetta Dunn- WREA

### **2. Pandemic Response Teams**

#### **Wood-Ridge Jr. Sr. High School Pandemic Team**

- Joseph Sutera- Principal
- Maria Barrows- Asst. Principal
- Marc Sinclair- Athletic Director
- Lucia DiNapoli- Staff
- Colleen Kozibroda-Staff
- Matt Bogert- Staff
- Kim Forsyth-Staff
- Reisetta Dunn- Parent
- Silvia Raguseo- Director of Special Services

#### **Wood-Ridge Intermediate School**

- Keith Lisa Principal
- Silvia Raguseo Director of Special Services
- Nugent Martin Custodian
- Maria Monda School Nurse
- Melanie Rella Physical Education
- Kristin Borrelli Grade 6
- Raquel Ciliotta Grade 5
- Laura Johnson Grade 4
- Laurie Lanfranchi Special Education
- Parent (TBD) Parent

### **Catherine E. Doyle Elementary School**

- Anthony Albro Principal
- Silvia Raguseo Director of Special Services
- Carlos Diaz Custodian
- Denise Tiesi Administrative Assistant
- Teri Trivigno School Nurse
- Yamil Aranda Physical Education
- Anne Marie Moccia Grade 3
- Danielle Larkins-Engel Grade 2
- Tracey Jupinka Grade 1/WREA Vice President
- Debra Pagliocca Kindergarten/WREA Building Representative
- Amanda Albonico Pre Kindergarten
- Susan Gibney Special Education
- Parent Pre K- Grade 1 Representative
- Parent Grade 2-3 Representative

## **3. Scheduling**

### **Wood-Ridge Junior/Senior High School (Grades 7-12)**

- The priority when creating the 2020-2021 schedule has been blending student safety and academic excellence. We have created a schedule that decreases the daily in person enrollment yet provides the best opportunity to impact all learners. We will be operating on a one session day schedule and the student body will be divided into two groups and assigned to either Cohort 1 (A-L) or Cohort 2 (M-Z). Using a drop schedule, Cohort 1 will attend school (in person) on our “A” and “C” days, while group 2 will attend school (in person) on our “B” and “D” days. This will reduce the number of students in the building from approximately 570 to 285 daily.
  - Grade 7 Daily Attendance will be 41 students
  - Grade 8 Daily Attendance will be 43 students
  - Grade 9 Daily Attendance will be 45 students
  - Grade 10 Daily Attendance will be 57 students
  - Grade 11 Daily Attendance will be 51 students
  - Grade 12 Daily Attendance will be 50 students
- In-person instruction or virtual learning for Cohort 1 and Cohort 2 students will take place respectively on their corresponding letter day. The school day will be 8:15 am - 12:25 pm. Students receiving in-person instruction will follow their regular daily schedule for a one session day. The delivery of virtual instruction may vary, however portions of each lesson will include a “livestreamed” component. Teaching staff members will be able to have common preparation time and be available to support students virtually each day from 1:15 pm - 2:35 pm.

### **Wood-Ridge Intermediate School (Grades 4-6)**

- The priority when creating the 2020-2021 schedule has been blending student safety and academic excellence. We have created a schedule that decreases the daily in person enrollment yet provides the best opportunity to impact all learners. We will be operating on a one session day schedule and the student body will be divided into two groups and assigned to either Cohort 1 (A-L) or Cohort 2 (M-Z). Using an 8 period day schedule, Cohort 1 will attend school (in person) on our “A” days (Monday & Wednesday), Cohort 2 will attend school (in person) on our “B” days (Tuesday & Thursdays). Friday of each week will consist of a weekly rotation of “A” and “B” days to afford equitable quantities of in-person instruction and virtual learning. This will reduce the number of students in the building from approximately 260 to 130 daily.
  - Grade 4 average daily class size will be 12 students
  - Grade 5 average daily class size will be 10 students
  - Grade 6 average daily class size will be 11 students
- In-person instruction or virtual learning for Cohort 1 and Cohort 2 students will take place respectively on their corresponding letter day. The school day will be 8:10 am - 12:40 pm. Students receiving in-person instruction will follow their regular daily schedule for a one session day. The delivery of virtual instruction may vary, however portions of each lesson will include a “livestreamed” component. Teaching staff members will be able to have common preparation time and be available to support students virtually each day from 1:30 pm - 2:50 pm.

### **Catherine E. Doyle Elementary School (Grades Pre K - 3rd)**

- The priority when creating the 2020-2021 schedule has been blending student safety and academic excellence. We have created a schedule that decreases the daily in person enrollment yet provides

the best opportunity to impact all learners. We will be operating on a one session day schedule and the student body will be divided into two groups and assigned to either Cohort 1 (A-L) or Cohort 2 (M-Z). Using an 8 period day schedule, Cohort 1 will attend school (in person) on our “A” days (Monday & Wednesday), Cohort 2 will attend school (in person) on our “B” days (Tuesday & Thursdays). Friday of each week will consist of a weekly rotation of “A” and “B” days to afford equitable quantities of in-person instruction and virtual learning. This will reduce the number of students in the building from approximately 440 to 220 daily.

- Tuition based Pre K daily class size will be 14 students
- Grade K average daily class size will be 12 students
- Grade 1 average daily class size will be 12 students
- Grade 2 average daily class size will be 12 students
- Grade 3 average daily class size will be 12 students
- In-person instruction or virtual learning for Cohort 1 and Cohort 2 students will take place respectively on their corresponding letter day. The school day will be 8:10 am - 12:40 pm. Students receiving in-person instruction will follow their regular daily schedule for a one session day. The delivery of virtual instruction may vary, however portions of each lesson will include a “livestreamed” component. Teaching staff members will be able to have common preparation time and be available to support students virtually each day from 1:30 pm - 2:50 pm.

## 4. Staffing

- The Wood-Ridge Public School District is mindful of the continuous consideration of access and equity for all staff in order to ensure continuity of student learning.
  - Surveys will be conducted to assess the unique needs of each staff member with regards to access to technology, social and emotional health, and child care concerns.
- The Wood-Ridge Public School District will consult with the local bargaining units (WREA/WRAA) and legal counsel prior to finalizing any COVID-19 related changes for the 2020-2021 school year.
- The Wood-Ridge Public School District must comply with all applicable employment laws including, but not limited to, the American Disabilities Act (ADA) and Health Insurance Portability and Accountability Act (HIPAA).

Mentoring: <https://www.nj.gov/education/covid19/teacherresources/mentguidance.shtml>

Evaluations: <https://www.nj.gov/education/covid19/teacherresources/eevaluation.shtml>

Certification: <https://www.nj.gov/education/covid19/teacherresources/edtpaguidance.shtml>

Educator Prep: <https://www.nj.gov/education/covid19/teacherresources/eppcert.shtml>

## **5. In-Person and Hybrid Learning Environment: Roles and Responsibilities Teachers (WORKING IN DISTRICT)**

- Be available for seven hours each weekday, using the ½ day bell schedule for students in school, to provide assistance to students and parents.
- Teachers will check in daily at their respected buildings.
- Check-in with the students and families daily to provide support in home-based instruction and additional guidance, check on student progress and address any questions they have via district email.
- Ensure that home-based instruction is consistent with students' individualized education plans (IEPs) and Section 504 Plans, to the extent appropriate and meet the New Jersey Student Learning Standards.
- Maintain ongoing communication with the direct member of the administrative team (building principal, CST supervisor) via email or phone call.
- All teachers will develop additional weeks of lessons as needed and through a uniform district timeline to be distributed to all teachers from the principals.

### **Speech Therapists and Occupational Therapist (WORKING IN DISTRICT)**

- Provide lessons and related services work in the same fashion as teachers - see above.
- Maintain communications with students, parents/guardians, and Director of Special Services to ensure student work is progressing and sustain engagement in continuous learning experiences for the duration of school closure. The activities enclosed are to be in alignment with the daily instruction each student receives based on the goals and objectives outlined in their Individualized Education Plan (IEP).
- Be available for seven hours each weekday, using the ½ day bell schedule for students in school, to provide assistance to students and parents.
- Check-in with the students and families daily to check on student progress and address any questions they have via phone, email or other real-time communication.
- Maintain ongoing communication with direct member of administrative team (building principal, supervisor).
- Complete any necessary documentation in a timely manner.

### **Child Study Team (WORKING IN DISTRICT)**

- Check in with the Director of Special Services daily via email. Be available for seven hours each weekday, using the ½ day bell schedule for students in school.
- Conduct all IEP meetings remotely via technology in teams and via telephone to remain in compliance with State and Federal mandates.
- Maintain a log of meetings and communications, same practices as during normal work routine.
- Schedule needed IEP meetings, re-evaluations, planning meetings, etc.
- Prepare IEP documentations and reports for all upcoming meetings.
- Communicate with families to check on their child’s progress. Offer support as warranted.
- If a related service of counseling is in an IEP, ensure that it continues and provide assistance and any appropriate resources if needed. Maintain documentation as you would routinely do.
- Provide support to teachers to ensure that students with a Section 504 plan or SAP are monitored and progressing.
- Communicate with students, families, and case managers for students in an out of district placement to monitor that the OOD placement is providing work. Collaborate and provide support/resources as needed.

### **Guidance Counselors (WORKING IN DISTRICT)**

- Be available for seven hours each weekday, using the ½ day bell schedule for students in school.
- Check in with parents of your caseload daily.
- Continue to check in with the students and families they know will need support during this time via phone, email or other real-time communication.
- Check in with students, with an emphasis on graduation requirements, college applications, Naviance needs, and continue communications with college admissions counselors as warranted.
- Maintain a log of communications, as you would during routine practices.
- Support parents through education on available resources.
- Provide support to teachers to ensure that students with a Section 504 plan or SAP are monitored and progressing.

### **Nurses (WORKING IN DISTRICT)**

- Be available for seven hours each weekday, using the ½ day bell schedule for students in school.
- Daily communication with the Principal/Assistant Principal regarding health status of students as needed.
- Will comply with any requests from the local, county, or state Department of Health if necessary

- Communicate with parents/caregivers as needed (students receiving meds and/or with medical concerns), providing support/resources as needed.
- Maintain a log of communications, as you would during routine practices.
- Document in nursing notes in Realtime.
- Participate in IEP, Section 504, and other online meetings as warranted.

### **Full-Time Paraprofessionals (WORKING IN DISTRICT)**

- Be available for seven hours each weekday, using the ½ day bell schedule for students in school.
- Maintain a log of hours worked, following the same procedures for submitting a timesheet.
- Through collaboration with assigned teachers, provide assistance as warranted through the school day.
- Monitor and respond to principal, case manager, and teacher email and communications.

### **Part-Time Paraprofessionals (WORKING IN DISTRICT)**

- Duration of the day and assignments to be discussed with WREA

### **Lunch Aides and Bus Driver (WORKING IN DISTRICT)**

- Maintain open lines of communication with the building administrator/supervisor.

### **School Secretaries - WREA (WORKING IN DISTRICT)**

- Be available for seven hours each weekday, using the ½ day bell schedule for students in school
- Monitor and address daily attendance. Implement standard procedures for contacting families for students not in attendance.
- Monitor and respond to email and communications.
- Perform job responsibilities under the direction of building principal.

### **Board Office Secretarial Staff (WORKING IN DISTRICT)**

- Report to work each day 7:30am-3:30pm.
- Perform job responsibilities under direction of superintendent and/or BA.

### **Director of Technology Services (WORKING IN DISTRICT)**

- Report to work daily from 8:00 a.m. - 4:00 p.m.
- Maintain ongoing communication with the administrative team.
- Provide remote support for faculty, staff, and students.
- Provide assistance and resolve issues with devices and tech problems relevant to remote learning.
- Maintain the district's survey of students and staff addressing access to technology.
- Document any emails/phone calls of any concerns, and route as appropriately warranted.

### **Custodial Staff (WORKING IN DISTRICT)**

- Report to work as assigned by the Supervisor.
- Clean and sanitize all areas of the buildings.
- Perform all duties assigned by the Supervisor.

### **Principals, Assistant Principal, Athletic Director, Director of Special Services, Assistant Superintendent (WORKING IN DISTRICT)**

- Report to work each day from 7:30 a.m.-3:30 p.m.
- Supervise the distance learning initiative.
- Maintain close communication with the Administrative Team.
- Communicate daily with the Superintendent.
- Communicate with students and parents to respond to questions, concerns, and issues related to distance learning and all other school business.
- Review distance learning plans submitted by teachers.
- Ensure paper-based learning packets are distributed to students on designated dates.
- Ensure Google Classroom lessons are accessible to students.
- Check school and teacher webpages on a regular basis to make sure they are kept current.
- Perform all routine tasks to monitor and insure distance learning is progressing.
- Perform all routine tasks to insure school is prepared when reopened.
- Update all evaluations in Realtime.
- Follow all directives as issued by the Superintendent.

### **Business Administrator (WORKING ON SITE)**

- Report to work each day from 7:30 a.m.-3:30 p.m.
- Communicate with Food Services vendor to support the smooth and efficient implementation of a meal plan during reopening plan.
- Maintain practices to ensure continued business management workflow.
- Communicate daily with the Superintendent.
- Perform all routine tasks to insure school is prepared when reopened.
- Follow all directives as issued by the Superintendent.

## 6. Educator Roles Related to School Technology Needs

Wood-Ridge Distance Learning Plan	Pre-K - K	1-3	4-6	7-12
<b>ELA</b>	Downloadable Packets Hard Copy Packets <a href="http://www.storylineonline.net">www.storylineonline.net</a> Tumblebooks Library Seesaw.me Flip Grid Class Dojo	Downloadable Packets Hard copy Packets Daily Writing Prompts Tumblebooks Library RazKids Storyonline.net Daily Reading Log EPIC Seesaw.me Google Classroom Flip Grid Saavas Realize	Reading Logs Text Structure Review/Essay/Comic Strip IXL Read For Real Word Wisdom	Google Classroom Downloadable Packets Google Slides Essay Prep Test Prep Vocab Prep Current Classroom Novel AP Classroom
<b>Math</b>	Downloadable Packets Hard Copy Packets Seesaw.me Class Dojo	Downloadable Packets Hard copy Packets Pearson Realize Google Classroom Saavas Realize	ST Math Imagine Math Review of Multiplication/Division/Addition/Subtraction Fractions/Decimals Integers, Unit Rates, and Order of Operations Pearson Envision Workbooks.	Google Classroom Khan Academy Delta Math MathXL Powerpoint Pearson Online textbooks Practice problems
<b>Science</b>	Downloadable Packets Hard Copy Packets BrainPopJr.	Downloadable Packets Hard Copy Packets ReadWorks BrainPopJr.	Review of Energy and Weathering and Erosion Pearson Envision Quests/Web Interactivities Brain Pop Study Jam	Google Classroom Powerpoint AP Classroom Youtube Videos Virtual Labs My.hrw.com Quizlet.com ck12.org
<b>Social Studies</b>	Downloadable Packets Hard Copy Packets Journal Writing BrainPopJr.	Downloadable Packets Hard Copy Packets ReadWorks Pearson My World.	Historical Figure Background and Extension activities Current Events Activities Colonial Regions Review Activity - Travel Brochure Ancient China Passages	Google Classroom DBQ Webquest Graphic Organizer On-line Textbook Edpuzzle AP Classroom

<b>PE</b>	Downloadable Packets Hard Copy Packets BrainPopJr. AHA Kids Heart Challenge	Downloadable Packets Hard Copy Packets AHA Kids Heart Challenge	Physical Fitness Activity Log	Google Classroom Exercise-Log In Sheet Webquests Kids Health website Powerpoint
<b>World Language</b>		Rosetta Stone	Rosetta Stone	Google Classroom VHLcentro.com
<b>Art</b>	Downloadable Packets Hard Copy Packets Art Sites-You Tube	Downloadable Packets Hard Copy Packets Arts Sites-You Tube	Origami	Google Classroom Khan Academy Graphic Design
<b>Music</b>	Downloadable Packets Hard Copy Packets Music Sites- You Tube	Downloadable Packets Hard Copy Packets Music Sites- You Tube	Website Lesson about different types of lesson Link Up Concert Online Activities Brainpop/Music Lab/Nyphilkids.org/Classicsforkids.com - Symbols of Music Composition/Learning about Composers	Google Classroom Practice
<b>Business/ Tech/ Media</b>		<a href="http://Typing.com">Typing.com</a>	Typing.com lessons in keyboarding	Google Classroom Project Textbook Cyber College bls.gov/ooh monster.com
<b>ELL</b>	Downloadable Packets Hard Copy Packets	Downloadable Packets Hard Copy Packets	Modified versions of ELL/SS/Math/Science indicated above	Google Classroom Writing exercises Read/analyze writing sample Research
* - Special Education: Modify assignments above if appropriate; provide packets				

## 7. Athletics

Athletics as per NJSIAA Guidelines

**Students who presently have COVID-19, or who have tested positive for COVID-19, shall provide clearance from a physician before he/she will be permitted to participate in school activity.**

- All student-athletes must submit a Health History Updated Questionnaire to Mr.Sinclair [msinclair@wood-ridgeschools.org](mailto:msinclair@wood-ridgeschools.org) prior to the official Fall Season start date.
  - [New Jersey Department of Education Health History Update Questionnaire](#)

**Student-athletes who have pre-existing medical conditions and/or are immunocompromised (e.g., diabetes, asthma, auto-immune disorders, etc.) shall provide clearance from a physician before he/she will be permitted to participate in workouts.**

- WRHS Athletic Department will notify students with pre-existing medical conditions and should consult with a doctor before they are permitted to participate in workouts.
- These student-athletes must submit a Preparticipation Physical Evaluation by July 6, 2020 to the high school Athletic Department [msinclair@wood-ridgeschools.org](mailto:msinclair@wood-ridgeschools.org) in order to participate.
  - [Preparticipation Physical Evaluation HISTORY FORM](#)

**The COVID-19 Questionnaire must be completed seven (7) days prior to the start of the first workout session. This form only needs to be completed one time. Any athlete that does not have a COVID-19 Questionnaire on file will not be permitted to participate in any workouts.**

- The COVID-19 Form will be sent out via google classroom, and will be emailed to all registered student-athletes.
  - [COVID-19 Questionnaire Wood-Ridge](#)
- Parents/Guardians must fill the COVID-19 Questionnaire (7) days prior to the first workout session on July 13th.
- If the student-athlete answers “Yes” on the questionnaire, the student-athlete must be cleared by a doctor before participation in workouts can begin.
- Any late submissions of the questionnaire will result in a delay of that student-athletes practice start date.
- 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 and, therefore, unaware of it.

**Districts shall develop COVID-19 protocols and procedures detailing, among other things, the name and contact information of the individual(s) who will be primarily responsible for responding to and addressing COVID-19 related issues; how it will conduct screenings (including administration of a screening questionnaire and temperate checks); how it will respond to a positive COVID-19 test or a student-athlete or coach who is symptomatic including, without limitation, contact tracing and a**

**communication plan with parents, student-athletes, coaches, and appropriate health authorities.**

- Daily Temperature checks.
  - Administered by designated staff members.
- Students will have to fill out a daily COVID-19 Screening form prior to their scheduled practice.
  - [Daily COVID-19 Pre-Screening Questions](#)
  - Students will check in at their practice location for a temperature check 10 minutes prior to the start of their practice and their coach is on site and already screened.
  - Students are asked to stay 6 feet apart and maintain social distancing at all times while waiting at the screening area.
- If a student responds yes to any of the questions or has a temperature reading of above 100.4 that student will be removed from the area and the parent/guardian will be contacted for them to pick up the student-athlete.
- The athletic director will be made aware if there is a response to a positive COVID-19 test. This would include a student-athlete or coach who is symptomatic.
  - While maintaining the student's/coach confidentiality communication will be distributed to all relevant participants including district administration.
- Upon any student-athlete testing positive the athletic department will cancel all practices for at least 48 hours to clean and disinfect the facilities and equipment. The athletic department will then reevaluate the summer recess practices/workout schedules.

**Districts shall examine their Emergency Action Plans and determine what changes, if any, may be needed to respond to emergencies, including those related to COVID-19.**

- Preparing for When Someone Gets Sick (adapted from <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/youth-sports.html>)
- Advise Sick Individuals of Home Isolation Criteria
  - Sick coaches, staff members, or players should not return until they have met CDC's [criteria to discontinue home isolation](#).
- Isolate and Transport Those Who are Sick
  - Make sure that coaches, staff, student athletes, and families know that sick individuals should not attend conditioning sessions/practices and that they should notify coaches/staff if they or their families become sick with COVID-19 [symptoms](#), test positive for COVID-19, or have been [exposed](#) to someone with COVID-19 symptoms or a confirmed or suspected case.
  - Immediately separate coaches, staff, and players with COVID-19 [symptoms](#) (i.e., fever, cough, loss of taste/smell) at any practice/conditioning activity. Individuals who are sick should go home immediately and follow [CDC guidance for caring for oneself and others](#) who are sick. Individuals who have had [close contact](#) with a person who has [symptoms](#) should be separated and sent home as well, and follow [CDC guidance for community-related exposure](#).

- If individuals develop shortness of breath that is not relieved by rest, an ambulance should be called for transport to the hospital. Call first to alert them that the person may have COVID-19.
- Students who develop symptoms that do not warrant emergency medical transport by an ambulance will have a parent/designated adult contacted for immediate pick up.
- Any students or staff who develop COVID-19 related symptoms while at a conditioning session/practice will be reported to the school nurse and principal for further follow-up with parents, the local/county health department, and possible contact tracing.
- Clean and Disinfect
  - Close off areas used by a sick person and do not use these areas until after [cleaning and disinfecting](#) them (for outdoor areas, this includes surfaces or shared objects in the area, if applicable).
  - Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible. Ensure [safe and correct use](#) and storage of [cleaning](#) and disinfection products, including storing them securely away from children.
- Notify Health Officials and Close Contacts
  - In accordance with state and local privacy and confidentiality laws and regulations, designated staff will contact [local health officials](#), affected athletics staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the [Americans with Disabilities Act \(ADA\)](#) and other applicable laws and regulations.
  - Advise those who have had [close contact](#) with a person diagnosed with COVID-19 to stay home and [self-monitor for symptoms](#), and to follow [CDC guidance](#) if symptoms develop.
- General Guidance for Preventing COVID-19 Transmission During CPR and First Aid (adapted from <https://www.redcross.org/take-a-class/coronavirus-information/first-aid-cpr-aed-care-during-covid-19>)
  - While there is currently no specific data on COVID-19 transmission while performing CPR or giving first aid, it is reasonable to conclude that chest compressions have the potential to generate respiratory droplets or aerosols and close contact needed for some aspects of first aid may have risk of transmission.
  - During the COVID-19 pandemic, for all persons requiring CPR, personal protective equipment (PPE) such as gloves and face mask should be worn, if available.
  - It is recommended that placing a face mask or cloth covering over the mouth and nose of the victim may reduce the risk of transmission. If only 1 mask is available and it is a simple face mask, we recommend placing it on the victim.
- Guidance for Performing a Breathing Assessment and Rescue Breaths in Children or Adults
  - During the COVID-19 outbreak, it is currently recommended that no rescue breaths be performed for adult cardiac arrest patients with confirmed or suspected COVID-19, due to the risk of disease transmission.

- When assessing for normal breathing, we recommended that the CPR/first aid care provider looks for breathing but does not listen or feel for the victim's breathing, as this will minimize potential exposure.
  - We recommend that adult victims of sudden cardiac arrest receive continuous compression-only CPR from their CPR/first aid care provider until emergency personnel arrive. Note: Compression-only CPR saves lives compared to no CPR.
  - Cardiac arrests that occur after a breathing problem (which is often the case in infants and young children), drowning and drug overdoses may benefit from standard CPR that includes compressions and rescue breaths. Note: However, if a lay responder is unable or unwilling to provide rescue breathing with CPR, compression-only CPR should be initiated.
- **Guidance for Compressions**
    - Chest compressions and use of an AED, if available, is recommended for every cardiac arrest victim. Whether or not a cardiac arrest victim is suspected of having COVID-19, 9-1-1 should be called and, if available, an AED should be used.
- **Guidance for AED Application & Use**
    - No studies to date have shown that defibrillation generates respiratory droplets or aerosols, and it is known that prompt use of AEDs saves the lives of cardiac arrest victims. In addition, the current methods of automatic external defibrillators use hands-free methods via adhesive pads that allow performance without direct contact with the victim.
    - If an AED is available, it should be applied and used consistently with the manufacturer's guidelines while waiting for emergency personnel to arrive.
    - If gloves and masks are available, they should be worn.
    - The AED device should be cleaned with disinfectant after use.
- **Districts shall determine how they will handle and respond to the routine treatment and care of student-athletes who may be injured during workouts, including both on the field and in the training room.**
- <https://www.atsnj.org/covid19>
- Student-athletes are responsible for bringing a mask, water bottle/jug of water and personal hand sanitizer upon entrance to practice.
  - Student-athletes will sanitize upon entry into practice and at the conclusion of practice.
  - Student-athletes will complete online clearance form prior to the start of practice and no sooner than 120 minutes prior to the start of practice.
  - Athletic Trainer will provide sports specific first aid (bandages and ice) upon injuries in phase one conditioning drills.

- No athletes will be permitted in the athletic training room during phase one, taping, rehabilitation and modalities will not be permitted as part of phase one treatment.
- Acute injuries and injury evaluations if necessary will be treated in an outdoor setting.
- Athletic trainer has the right to dismiss any student-athlete from practice for failure to follow policies and procedures for phase one guidelines, failure to complete forms in a timely manner, and students who exhibit symptoms.
- Athletic trainer is responsible for monitoring student-athlete injuries and medical documentation.

## **CONDITIONS APPLICABLE TO ALL SPORTS DURING PHASE 1**

### **Pre-Screening**

- Each district must designate school personnel to conduct daily pre-screening. This person cannot be involved in coaching student-athletes on the day they are tasked to conduct the pre-screening.
  - Each district must designate sufficient school personnel to conduct the daily screening process.
  - Any school-approved employee may conduct the screening process.
  - The screener does not have to be the same each day although it is strongly recommended.
  - **Clarification:** Coaches may conduct screening only when there is more than one coach involved in coaching that day. There always needs to be at least one supervising coach that is not involved with the screening process to supervise the student-athletes. The supervising coach must concentrate on getting the students-athletes in their 10-person workout groups and making sure that student-athletes adhere to social distancing requirements and are wearing face coverings.
  - The screener must always wear a face covering.
  - The screener must fill out the pre-screening questionnaire for themselves and have their own temperature checked.
  - Upon arrival, all coaches must be wearing a face covering and have a completed screening questionnaire, or they will not be screened.
  - There will be NO screening of student-athletes until the coach has arrived and been cleared.
  - Upon arrival, all student-athletes must be wearing a face-covering and have a completed pre-screening questionnaire, or they will not be screened.
  - The screener only needs to document the temperature on the pre-screening questionnaire if it is 100.4 or above.
  - The student-athletes must keep their face covered until the screening process is completed, and they are instructed to remove them by their supervising coach.
  - If a student arrives on-site and has answered “Yes” on the daily pre-screening form or has a temp of 100.4 or above the screener must do the following:
    - Stop the screening process immediately.
    - The student-athlete will not be permitted to begin workouts until cleared .
    - The student will not be permitted to return to an Athletic workout, practice, or competition

until they have received a Physician's clearance and the note has been accepted by the Athletic Trainer or Nurse.

- The student's name must immediately be reported to the Athletic Director, Athletic Trainer, Nurse, and Building Principal.
- If a coach at the workout has answered "Yes" or has a temp of 100.4 or above, then the workout will be canceled, and athletes should return home unless there are additional coaches.
- b. To the fullest extent possible, districts should consider staggered arrival and departure times of student-athletes.
- c. Each day all coaches, student-athletes, and staff must clear the pre-screening process before they are permitted to participate in the workouts.
- d. The pre-screening process will consist of a review of the pre-screening questionnaire, which shall be completed and provided to designated school personnel, and a temperature check.
- e. Any individual who answers "yes" to any question on the questionnaire, or who has a temperature greater than 100.4°F, shall not be permitted to participate in the workout and shall be required to return home.
- f. Any Individual who answers "yes" to any question on the questionnaire shall be required to provide clearance from a physician before they will be permitted to resume participation in the workouts.

### **Workouts**

- a. Workouts shall be no more than ninety (90) minutes in duration and shall include a ten (10) minute warm-up, and a ten (10) minute cool down.
- b. Only one workout per day is permitted and there must be one (1) day of rest per every seven (7) days.
- c. All workouts shall take place outside during PHASE 1.
  - Weight training activities, both indoor and outdoor are not permitted during Phase 1
- d. Access to workouts must be limited to student-athletes, coaches, and appropriate school personnel.
- e. There shall not be any physical contact, of any kind, between student-athletes and coaches during PHASE 1.
- f. Throughout PHASE 1, workouts shall be limited to conditioning, skill sets, and sport-specific non-contact drills.
  - No Competition between schools is permitted during Phase 1
- g. Coaches should have pre-drawn structured workouts for the duration of the session.
- h. Workouts shall always comply with the NJSIAA Heat Participation Policy.
  - [2020-2021 NJSIAA Heat Participation Policy Record Chart](#)
- i. Student-athletes should be provided with unlimited access to fluids.

**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.**

### **Face Coverings**

- a. Student-athletes who are engaged in high-intensity aerobic activity, e.g., running, sprinting, etc., do not need to wear face coverings during the period of the aerobic activity. Once the aerobic activity is over, student-athletes shall wear face coverings.
- b. Student-athletes who are not engaged in high-intensity aerobic activity, e.g., sitting on the bench, reviewing plays, watching videos, waiting in line, etc., are encouraged to wear face coverings.
- c. Coaches and district personnel must wear face coverings at all times.
  - Students and Staff who do not arrive to workouts with a mask will not be permitted entry to workout.
  - Acceptable masks include - Surgical masks, cloth masks with ear loops, and gaiter cloth masks.
  - Coaches, screeners, and district personnel must wear face coverings at all times.
  - 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.
  - Student-Athletes, coaches, and district personnel must provide their own face coverings.
  - Face-coverings may not be shared.
  - Student-athletes will be responsible for maintaining and cleaning their own mask.

### **Groupings/Social Distancing**

- a. No more than ten (10) student-athletes may be grouped together in a single area and the groups should be pre-determined by the coach prior to the start of the workout.
- b. Social distancing of at least six (6) feet shall be maintained between student-athletes and staff at all times, including within the ten (10) student-athlete groupings.
- c. Once student groupings are determined, student-athletes may not switch to another grouping, even for another sport.
- d. More than one group of student-athletes can be in a single area, provided there is twelve (12) to eighteen (18) feet between each group of student-athletes.
- e. Groupings must stay together throughout the entirety of PHASE 1.
- f. There shall not be celebratory contact, e.g., fist bumps, high-fives, huddles, etc.
- g. Student-athletes who participate in more than one sport are encouraged to be grouped with their fall sports teammates.

### **Sports Equipment**

- a. Sports equipment shall not be shared at any time during PHASE 1.

- b. Each student-athlete shall bring individual water bottles to each workout for his/her own personal consumption. There shall not be any trading or sharing of water bottles.
- c. All sports equipment and touchpoints (e.g., benches, agility cones, ladders, clipboards, etc.) must be cleaned and disinfected after each workout with EPA approved cleaners and disinfectants against COVID-19.
  - During PHASE 1, school-supplied balls are permitted to be used during the conditioning workouts.
  - During PHASE 1, no helmets or shoulders pads are permitted.
  - Each student-athlete shall bring individual water bottles to each workout for his/her own personal consumption. There shall not be any trading or sharing of water bottles.
  - Students are permitted to refill their water bottles from a shared source as long as they are staying socially distant and using proper hygiene.
  - All sports equipment and touchpoints (e.g., balls, benches, agility cones, ladders, clipboards, etc.) must be cleaned and disinfected by the coach(es) after each workout with EPA approved cleaners and disinfectants against COVID-19.

#### **Locker Rooms/Restrooms/Storage/Coaches Room**

- a. Student-athletes shall not have access to locker rooms at any time unless needed for restroom access.
- b. Restrooms shall be cleaned and disinfected regularly with EPA approved cleaners and disinfectants against COVID-19.
- c. Restrooms use shall be limited to one person at a time while wearing a face covering.
  - Coaching staff will be allowed in the coaching room and storage area one at a time and are required to wear their face masks while in either of these rooms.

#### **Hygiene**

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

#### **Inclement Weather Plan**

- Altering practice times because of potential bad weather is strongly encouraged.
- If lightning occurs coaches are to provide the safest environment possible. Remind student-athletes about social distancing guidelines, stay 6ft apart and require all student-athletes to put on a mask if they have to move to an indoor safe area.

- Practice will be immediately cancelled, and student-athletes should be picked up by a parent or guardian.

### **Out of state/country travel**

- Every effort to communicate out of the state/country and travel should be made aware to the student-athletes head coach and then reported to the athletic directory.
- Students who travel out of state/country could be subjected to 14 day quarantine and or testing results before returning to the team.

## **C. Policy and Funding**

### **1. School Funding**

- The Wood-Ridge School District has been approved for \$71,738 from the Elementary and Secondary School Emergency Relief Fund, which will be used to support additional technology and curriculum needs.
- The district will be filing a claim with FEMA for the additional sanitation expenses as well as PPE for staff members.
- The district's State School Aid was reduced by \$67K, funds will be reallocated within the Budget guidelines as needed once ESSER and FEMA funds have been exhausted.
- School District Budgets
  - Budgeted funds will be reallocated within guidelines as needed.
- School Funding
  - The School district complies with all purchasing laws. The district will continue to follow the provisions of Public School Contract Law. The District will utilize State contracts, Cooperative Purchasing contracts and any other effective & efficient purchasing avenues available.
  - The district does have reserves on record, that can be used with Board and/or Commissioner approval. The district will also transfer between accounts as allowed by law within the 10% limit without Commissioner approval and with Commissioner approval above the 10% limits.
  - The School district will follow all NJ State purchasing laws and seek the most cost beneficial opportunities for purchasing technology related items and services.

## **D. Continuity of Learning**

### **1. Ensuring Delivery of Special Education and Related Services to Students with Disabilities**

- Students with disabilities (IEP ) will be significantly impacted negatively by remote learning and the A/B schedule. Students with disabilities will be included in both A and B groups for live instruction on a daily basis. All related services will also be provided in person.

## 2. Technology and Connectivity

- Using NJTraxx, periodically evaluate district bandwidth and adjust speeds as necessary.
- Survey all district parents to identify needs of device or connectivity. Based on response, distribute Chromebook, hot spot, or assist with Altice free Internet access.
- Survey all district staff to evaluate the condition of their district issued laptop/Chromebook and repair/replace as necessary.
- Confirm all staff and students have a district issued email address and current access.
- Provide online technical help for staff and students through a work order system available through the district website.
- Provide periodic professional development for staff on the use of Google Classroom and the entire Google Suite.

## 3. Curriculum, Instruction, and Assessments

### Wood-Ridge Jr. Sr. High School

**Curriculum-** Curriculum will be adhered to but the main difference is the use of Curriculum resources. We have developed curriculum resources for our staff based on subject and resources that they can use.

**Instruction-** Planned instruction is an integral part of blended education. It is important for teachers to deliver the material to the class and allow for live interaction with the students that are both present in class and learning virtually. Some examples of this live interaction may be but not limited to lectures, teacher demonstration, class participation or discussion, student driven projects, and whole class discussion. Assignments should be given to the students after the class has concluded. The instructional time must be utilized efficiently.

**Assessments-** Multiple forms of assessments will be utilized during this blended learning model. It is important for teachers to check for student understanding on a daily basis to ensure that they are processing the information. Students that are learning at home will utilize the comment section to ask questions to the teacher, without disrupting the class. Teachers have been advised to have a clear policy on how and when to submit assignments through google classroom. These precise procedures allow for less mistakes in submissions. Collaborative assignments are still encouraged. The use of live documents such as Google documents, google sheets, and google forms allow the teacher to see who has updated their work and provides time stamps. Plagiarism checks will also be utilized to ensure that the work is authentic.

- Pre- Assessments will be administered both in-person and online.

- STAR
- Delta Math
- Khan Academy
- Elevate
- Staff will also continue to administer in-person assessments consistent with the Hybrid model.
- In the absence of 2020 spring summative assessment data, the Jr. Sr. High school will use AP scores, PSAT scores, SAT scores as well as STAR scores as guidance in data driven decision making.
- Teachers and administration will identify gaps via the following methods:
  - Grade level meetings
  - Cross-curricular meetings
  - Department meetings
  - Assessment data
  - Pre-assessments
  - Review of Pacing guide
  - Review of Curriculum
  - PLC meetings

## **Wood-Ridge Intermediate School**

### **Curriculum**

In planning curriculum for reopening, the Wood-Ridge Intermediate School must focus on identifying learning gaps that might prevent students from meeting grade-level New Jersey Student Learning Standards (NJSLS). Once identified, staff will begin the process up slowly filling in these gaps through a combination of live and virtual instruction. Existing curriculum will be maintained, however, pacing guides need to be modified to account for aforementioned gaps.

- Previously recognized methods of instruction will be analyzed and modified to account for current guidance regarding social distancing.
- In order to accelerate individual and whole group learning, the focus will be on providing students with grade-level materials, tasks, and assignments along with the appropriate supports necessary to fill the most critical gaps in learning. The goal of accelerated learning is to help educators utilize classroom time as efficiently as possible.

### **Instruction**

In crafting the instructional plan, the Wood-Ridge Intermediate School will consider the following:

- The development of a shared understanding among all stakeholders across grade levels regarding learning expectations, and the different types of anticipated learning environments (hybrid, virtual platforms, learning management systems, etc.) and fair and

equitable interactions to ensure that all of our young learners have access to high quality instruction.

- A design to promote maximum student engagement and foster student ownership of learning.
- Determine, collaboratively, what types of supports are needed for effective pedagogical approaches during remote or hybrid instruction.
- Analyze how RTI tier one supports can more effectively be implemented within the higher student to teacher ratio classrooms created during this time.

### **Assessment**

For the purpose of this plan, the different assessment types are as follows:

pre-assessment; formative assessment; interim assessment; and summative assessment.

- Our staff needs to focus on locally developed pre-assessments and formative assessments upon returning to school.
- Online pre-assessments and formative assessments should be leveraged in either a fully virtual or hybrid learning environment to support the evaluation of student strengths and the areas of improvement. Utilizing Data-Driven Instruction, the analysis of these types of assessments will help to inform next steps and determine whether remediation is required for a whole group of students or on an individual basis. This data will be used for recommendations on RTI tier 1 support and further tier 2 support as the year progresses and is deemed necessary.
- Careful use of pre-assessments, administered at the start of instructional units, should be limited to informing instruction plans with respect to the possible gaps in the mastery of standards while continuing to move students progressively forward at current grade level.
- The pre-assessment process should be incorporated, as much as possible, into the course of regular classroom activities as to not interfere with student learning opportunities as schools reopen.

## **Catherine E. Doyle Elementary School**

### **Curriculum**

In planning curriculum for reopening, the Doyle School must focus on building staff capacity to deliver highly effective instruction in hybrid environments as well as preparing them to address any learning gaps that might prevent students from meeting grade-level New Jersey Student Learning Standards (NJSLS).

- Our staff will be tasked not only with delivering grade level instruction, but also structuring the learning to account for the loss of learning that may have resulted from the extended building closures.
- In order to accelerate individual and whole group learning, the focus will be on providing students with grade-level materials, tasks, and assignments along with the appropriate supports necessary to fill the most critical gaps in learning. The goal of accelerated learning is to help educators utilize classroom time as efficiently as possible.

### **Instruction**

In crafting the instructional plan, the Catherine E. Doyle Elementary School will consider the following:

- The development of a shared understanding among all stakeholders across grade levels regarding learning expectations, and the different types of anticipated learning environments (hybrid, virtual platforms, learning management systems, etc.) and fair and equitable interactions to ensure that all of our young learners have access to high quality instruction.
- A design to promote maximum student engagement and foster student ownership of learning.
- Develop students' meta-cognition.
- Determine, collaboratively, what types of supports are needed for effective pedagogical approaches during remote or hybrid instruction.
- Assess existing data on how our young ELL's experienced instruction during remote or hybrid learning; most particularly for our large group of students moving to the First Grade.
- Assess ELLs levels of engagement and access in an in-person, virtual, or hybrid learning environment.

### **Assessment**

For the purpose of this plan, the different assessment types are as follows:

pre-assessment; formative assessment; interim assessment; and summative assessment.

- Our staff needs to focus on locally developed pre-assessments and formative assessments upon returning to school.
- Online pre-assessments and formative assessments should be leveraged in either a fully virtual or hybrid learning environment to support the evaluation of student strengths and the areas of improvement. Utilizing Data-Driven Instruction, the analysis of these types of assessments will help to inform next steps and determine whether remediation is required for a whole group of students or on an individual basis.
- Careful use of pre-assessments, administered at the start of instructional units, should be limited to informing instruction plans with respect to the possible gaps in the mastery of standards while continuing to move students progressively forward at current grade level.
- The pre-assessment process should be incorporated, as much as possible, into the course of regular classroom activities as to not interfere with student learning opportunities as schools reopen.

## **4. Professional Learning**

- Professional Development on Social Emotional Learning will be offered to all staff members. The PD will help build relationships and integrate SEL into in-person and distance learning, create equitable learning environments, identify signs of trauma and mental health concerns, and support grieving students.
- Professional Development on Safety and Hygiene will be offered to all staff members. The PD will help faculty and staff to identify hygiene protocols and procedures as put forth by the CDC .