

Salem County

Vocational-Technical School District



Reopening Plan for the 2020-2021 School Year

Updated: July 23, 2020
Revised August 11, 2020

(Plan is subject to change based on CDC, state government and Department of Education directives and guidance.)

Salem County Vocational Technical School District

880 Route 45

Woodstown, NJ, 08098

Salem County Vocational Technical School Reopening Plan

Overview

This reopening plan outlines the parameters by which Salem County Vocational Technical School District (SCVTS) will establish effective measures to keep our staff and students as safe as possible while providing meaningful instruction. Utilizing Governor Murphy's *The Road Back: Restoring Economic Health through Public Health*, SCVTS is preparing to implement the standards outlined while seeking input from staff, students, families, CDC guidelines, and experts.

It is worth noting that this plan is a fluid document that will be revised as new data becomes available. This fluidity includes development of a plan based on policy and regulation developed and approved by the district's policy firm (Strauss-Esmay) and approved by the Board of Education at a later time.

Introduction and Educational Expectations

The Salem County Vocational Technical School District's mission is to prepare students for employment, for further education leading to employment, and for lifelong learning. It is the District's expectation that all members of the school community, including staff, students, and families, will work in collaboration to ensure educational needs are met appropriately.

Learning is best achieved when students are engaged. Students experience authentic engagement when they have the ability to dialogue with staff and classmates, ask questions, and propose ideas through the learning process. This engagement can be achieved in-person, remotely, and through a blended instructional model, structured according to curriculum maps and content standards.

All students are expected to maintain their attendance according to District policy and are expected to engage in learning. Students are encouraged to devote the required time that will permit them to actively engage in the designed learning activities. Students are encouraged to schedule non-school related responsibilities after traditional school hours of 8:00am-2:30pm, Monday-Friday.

Learning never occurs in isolation, and it is SCVTS' expectation that all stakeholders will equally share in the responsibility to ensure students' educational needs are met. This includes, but is not limited to, participation in instructional lessons, completing assignments, completing assessments, and continuing open lines of communication throughout these new and unique times. SCVTS is dedicated to ensuring progression of learning and successfully engaging students with a combination of in-person learning and virtual learning as scheduled. Processes are being established for students not actively engaged, but students need to be aware that failure to earn course credits is possible.

Families will have the ability to waive in-person instruction for a full-time virtual learning program according to the Governor’s guidelines. Should families choose to waive in-person instruction, a form must be completed for each child. The District will develop appropriate documentation and request form as soon as possible.

Return to School

SCVTS will reopen to a hybrid schedule offering both in-person instruction and remote learning instruction on September 8, 2020. This schedule and plan is a result of the guidance provided by the New Jersey Department of Education through *The Road Back Restart and Recovery Plan for Education*. Governor Murphy and the Department of Education directed that all schools must offer in-person instruction beginning in September. In-person instruction will adhere to the CDC and social distancing guidelines.

In order to meet these requirements students will attend CTE classes one day a week for in person instruction for the length of a regular school day. Four days a week students will participate in remote learning on the below schedule.

Schedule:

CTE Module

Monday	Tuesday	Wednesday	Thursday	Friday
9th Grade CTE In-Person Instruction	10th Grade CTE In-Person Instruction	All Remote Learning	11th Grade CTE In-Person Instruction	12th Grade CTE In-Person Instruction
Grades 10-12 Remote Learning	Grades 9, 11-12 Remote Learning		Grades 9-10, 12 Remote Learning	Grades 9-11 Remote Learning

All 9th grade students will attend school for in-person CTE instruction on Mondays.

All 10th grade students will attend school for in-person CTE instruction on Tuesdays.

All students will participate in remote learning on Wednesdays. The school will utilize Wednesdays to perform a deep cleaning and extended sanitation protocols throughout the school campus.

All 11th grade students will attend school for in-person CTE instruction on Thursdays.

All 12th grade students will attend school for in-person CTE instruction on Fridays.

This schedule may differ for shared time students depending on the instruction schedule of your resident school.

Access to Technology:

Since a portion of student learning will be remote and online learning, SCVTS will make chromebooks available for student use at home. Students may also use personal devices if preferred. Students will be able to request use of a chromebook and will have it assigned to them for the duration of the hybrid schedule.

Students who do not have WiFi access at home will be able to request physical hotspot devices provided by the district, to enable internet access in their home.

All students will be provided with a school assigned email account which must be used for all school activity. This school email will be linked to their assigned Google Classrooms.

As the school year begins students will be provided with a technology help desk link to communicate through if having any troubles or technical difficulty issues.

SCVTS will also provide a free orientation to Google Classroom and its functions for students prior to the start of the school year.

Prior to the start of the 2020-2021 school year students and parents will be provided with information on how and when to request and obtain these devices.

Expectations and Responsibilities of Students in Remote Learning:

As stated previously in "Introduction and Educational Expectations", students are required to participate in remote learning during regular school hours of 8:00 a.m. through 2:23 p.m. Students will be required to log in to academic classes through Google Classroom and participate interactively with their teachers and complete and submit assigned work.

Students who do not participate or are digitally "absent" will be graded accordingly and repeat absences or neglect of responsibilities will result in further consequences assigned by the school.

In-person shift to remote instruction:

The Salem County Vocational-Technical School District is currently planning on offering all students "in-person" instruction for their CTE courses and expects to pivot to a full time return to instruction. However, should it be deemed necessary to revert to completely remote instruction the student will follow their academic virtual schedule and add their CTE "in-person" scheduled time to receive that instruction virtually as well.

Ten Critical Areas for Reopening:

1. General Health and Safety Guidelines
2. Classrooms, Testing, and Therapy Rooms
3. Transportation
4. Student Flow, Entry/Exit, and Common Areas
5. Screening, PPE, and Response to Students and Staff Presenting Symptoms
6. Contact Tracing
7. Facilities Cleaning Practices
8. Meals
9. Recess/Physical Education
10. Extracurricular Activities and use of Facilities Outside of School Hours

1. General Health and Safety Guidelines

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Salem County Vocational-Technical School District will follow all CDC, federal, state, and Department of Health guidelines to provide the best possible environment for our staff and students. As part of this effort, upon entry staff and students will be screened via thermal temperatures to lessen the possibility of exposure of the COVID-19 virus while in our school district. Additionally, a general questionnaire to help identify symptoms of COVID-19 for staff and families will be provided on our website for families to use while making a decision to send a student to school. Hallways will be clearly marked with directional movement signage and social distancing cues. Classrooms will have social distancing signage and cues clearly visible to staff and students. All staff, students, and guests are requested to wear a mask and maintain social distancing whenever possible. Hand sanitizing stations will be available for use as well as cleaning wipes made available in classrooms and shop areas. Regular handwashing is strongly encouraged for all. The modified capacity schedule is designed to lessen the spread of any potential infections to others in the building.

Mask:

****All students and staff are required to wear a mask while in the building. Staff and students can wear their own mask to the school each day. Should a student or staff member arrive at school without a mask the district will provide a disposable mask. At no time will staff and students be permitted to navigate the building without a mask. Failure to comply will result in disciplinary action. It is permissible to have students and staff take mask breaks outside of the building and maintain proper social distancing guidelines.***

Handwashing:

****All staff and students are expected to wash hands thoroughly whenever possible. Particularly when touching items such as: door handles, sponges, removing gloves, or handling food items. Hand sanitizing stations and lavatory sink use will be permitted to allow for proper hand sanitization.***

Air Quality/Ventilation:

Salem County Vocational-Technical School will be following a HVAC filter schedule in which all filters will be maintained according to manufacturers recommendations to ensure filtration is working at maximum capacity. All units will be assessed regularly to ensure fresh air circulation is maintained. All classrooms will be encouraged to open windows if appropriate to circulate fresh air throughout classrooms and provide additional ventilation if air conditioning and proper ventilation is not available.

Hand Sanitizing Stations:

Hand Sanitizing stations will be mounted in the hallways no more than 100 feet apart in order to allow staff/students to sanitize hands when navigating hallways and after contact with any touch points. In addition, all classrooms will have a hand sanitizing station located next to the door which will be maintained regularly for restocking of hand sanitizers and sanitizing wipes.

Counseling (Social/Emotional):

The district recognizes that the events surrounding Covid 19 related school closures and changes in behavioral interactions could potentially be traumatizing to students the district will provide the following:

- Counseling through the guidance counselors at Salem County Vocational-Technical School. Should a student need counseling regarding re-entry into school setting or experience issues regarding social/emotional behavior they should be referred to the guidance office initially to be provided counseling. The guidance counselors can use resources to assist in their counseling of students which could include the County Department of Health or the additional counselors employed by Salem County Special Services School District.
- Referral for counseling can be requested by parents/guardians, instructional staff, or students themselves.
- Consultation with administrative staff should occur in severe cases where additional supports may be needed. |

Pandemic Response Team:

- As part of the Salem County Vocational-Technical School District's reopening plan we must convene a Pandemic Response Team (P.R.T.) that would meet monthly (or on an as needed basis) to assess the districts reopening plan in regards to effectiveness and make recommendations to improve protocols and plans as warranted. The P.R.T. would also provide critical feedback in regards to current status of pandemic and information

that could prove to be beneficial for making decisions regarding the school's instructional situation, cleaning/sanitizing protocols, and other relevant information that could assist in increasing capacity, improving safety of staff and students, or develop additional plans to provide alternative plans for our district.

- The commitment is to be a part of the P.R.T. and provide information and feedback regarding the reopening of our school district. The meetings will serve to give our district the necessary information to make decisions moving forward and provide the best educational and health situation based on the latest information we will have at the time of the meetings. My intention is to hold monthly meetings prior to the 15th of the month and reassess the district's situation at that time and make modifications by the 30th to the schedules based on the current status and our meeting information.
- The district has assembled a Pandemic Response Team and meeting schedules have been formulated.

Cleaning Procedures Manual/Schedule:

The Salem County Vocational-Technical School District utilizes a third party vendor for all custodial and cleaning throughout the district. The district has presented a manual and schedule for increased cleaning and disinfection, sanitization of bathrooms, as well as methods and materials to be used. The district will be closed for in-person instruction each Wednesday so enhanced cleaning of buildings can be performed.

Adult Education

As per general health and safety CDC guidelines, students will stay six feet apart in classrooms and seated six feet apart, as well as in the hallways. Small class sizes and limited in-person contact with hybrid model courses for adult education students will be offered in the Fall 2020 to help minimize Covid-19 exposure risks. Distance learning opportunities will also be available to individuals who prefer online options. Teachers will be required to wear masks, according to guidelines released by the NJ State Department of Education. Students will also be strongly encouraged to wear face coverings throughout the day and will be required to wear masks when they can't maintain social distancing while at school. Open windows and fans are permissible and will be used whenever possible. Frequent hand washing and proper sanitation will also be encouraged and made readily available. In-person instruction will be on a limited basis in the Fall 2020 to facilitate the hands-on portion learning of a program and prepare students for continued remote learning at home. Simulated learning will also be an integral part of adult education courses.

2. Classrooms, Testing, and Therapy Rooms

SCVTS

All classrooms will be marked with signage and visual cues to require social distancing and wearing of masks. The modified capacity schedule is designed to lessen the spread of any potential infections to others in the building. Classrooms will be cleaned at the conclusion of each day with a full day of deep cleaning on Wednesday. Hand sanitizing stations and sanitizing wipes will be made available for staff and student use, as needed, throughout the entire day.

Scheduling will be arranged to allow for a minimal number of students passing in the hallways at any one time. The current model (CTE) the district is utilizing only has students in their CTE shop/classroom for the entirety of the day while at Salem County Vocational-Technical School. Lunch periods will be staggered in such a manner that proper social distancing while passing in the halls and while eating lunch can be maintained.

Therapies will be conducted with social distancing and masks when feasible. If contact is required when conducting therapies then all PPE items (cloth coverings, face mask, shields, and gloves) shall be provided by the school and in place to minimize exposure potential.

Contact Tracing

Asymptomatic individuals do not have symptoms that can be identified without a test. Contact tracing is designed to identify those individuals without symptoms who may have been in contact with a person with COVID-19 and who should quarantine. Per CDS guidance, if individuals have been in contact with someone who has tested positive for COVID-19, they should self-quarantine for 14 days from the last possible exposure prior to returning. If exposure occurs the school nurse will contact the Department of Health to provide information and gain additional information in regards to contact tracing.

Covid 19 Symptoms Presented During The School Day

Should a student or staff member present symptoms of Covid 19 during school hours the following will occur:

- Student/Staff members will report immediately to the nurse's office for evaluation and assessment of symptoms.
- Student's will be placed in an isolation room and parent/guardian notified. The parent will have 30 minutes to pick up the student. Staff will be asked to vacate the building and return home for the remainder of the day. Schools must identify a designated space where persons with COVID-19 symptoms can be separated from other students and staff while they wait to be picked up from school. School nurses and other healthcare providers should use Standard and Transmission-Based Precautions when caring for sick people.

- A negative test is not necessary to return to school. CDS follows CDC guidelines, which provide that persons with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- At least 10 days* have passed since symptom onset, and
- At least 24 hours have passed since resolution of fever without the use of fever reducing medications, and
- Other symptoms have improved.

Adult Education

Adult Education classrooms will allow for social distancing to the maximum extent possible. 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. Adult Education programs will minimize the use of shared objects, ensure indoor facilities have adequate ventilation, prepare and maintain hand sanitizing stations, and ensure students wash hands frequently. Remote testing opportunities will be available for programs that are offered in the Fall 2020.

3. Transportation

SCVTS does not transport students to school or home from school. Transportation of students remains the responsibility of the student's resident school district. The resident school district will coordinate bus capacity, safety procedures on buses, and provide students and their families with the necessary information for bus pick up times and locations.

When the district is transporting students, social distancing protocols will be followed as previously noted. If a group does not permit appropriate social distancing guidelines to be implemented a face covering will be required and social distancing will be conducted as much as possible. District buses will be sanitized using appropriate misting sprays and cleaning protocols.

4. Student Flow, Entry/Exit, and Common Areas

SCVTS

SCVTS is requesting that all students and families read through the following questions each morning, prior to sending students to school. Families, if your student has answered yes to any other the following questions, we ask that you do not send your child to school. Please contact the school using the same process as “calling your child out sick” noting that they have responded yes to a COVID-19 symptom related question.

Basic Health Questionnaire

Do you have symptoms of fever (100.4), cough, shortness of breath, sore throat or diarrhea?

Have you had close contact in the last 14 days with an individual diagnosed with Covid 19?

Have you traveled on an airplane internationally or domestically in the last 14 days?

Staff will follow the process for notification of absence established by your administrator. Staff additionally will be asked to complete an electronic COVID-19 symptom questionnaire.

All students will be required to access the building through one entry way of the building, passing through a thermal temperature reader. Once the screening process is complete, students will report directly to their assigned first block class. At the end of the day, students will exit the building using the nearest exit and move to the bus pick up area, student pick up area, or student parking lot. Students are not permitted to remain in the building unless administrative approval has been granted.

The common areas for larger groups including the school’s gymnasium and cafeteria, will include signage for appropriate social distancing protocols. Masks will be required in the building unless individuals are six feet apart and directed by an adult. Hand sanitizing stations will be provided in common areas to allow for hand sanitizing whenever necessary. These areas will be cleaned after each use and schedules adjusted to meet the needs of appropriate sanitizing.

Visitor access to the school will be restricted to necessity only and will undergo the same safety checks that staff abide by prior to entering the building.

Adult Education

SCVTS’s reopening plan for the adult students establishes the process and location for student and staff health screenings. Included in the plan are physical guides, such as tape on floors, sidewalks and signs on walls, to help ensure that staff and students remain at least six feet apart. When it is not possible to maintain physical distancing the use of face coverings is required. Adult students will adhere to health and safety guidelines when on SCVTS’s campus and Salem Community College’s campus and enter and exit the buildings, as required for each building.

5. Screening, PPE, and Response to Students and Staff Presenting Symptoms

SCVTS

All persons entering the SCVTS campus will be screened for temperatures above 100.4. Upon arrival at school campus students will enter the school building at a designated entry point. Students will be required to go through a thermal image checkpoint to confirm temperature is not approaching 100.4 degrees. Once completed, students will enter the building and report directly to their first block class.

Staff will complete a daily questionnaire regarding signs and symptoms each day prior to arrival through electronic submission which will be reviewed by nursing staff. Upon arrival staff will be required to go through thermal image checkpoints to confirm temperature is not approaching 100.4 degrees. Once completed, staff may proceed to their classroom and prepare for the day's lesson.

Parents and visitors must report to the main office entrance of the school building. Safety protocols will be in place to limit travel through the building. There will be an assigned area for parents to drop off or pick up any necessary items for their students. Signing students in or out of school will be arranged to adhere to all social distancing guidelines. If necessary to enter the school parents will have their temperature checked prior to entering school halls.

It is expected that all students and staff wear masks when in the building, navigating hallways, and working in close proximity when social distancing is not possible. If staff and students prefer to wear personal masks that is permissible. However, if a staff member or student does not have a mask, he/she will be provided a disposable one by the school district. Other PPE's (gloves, shields, and clothes coverings) will be examined on an individual basis by building and district administration.

Should any student show signs or symptoms of the COVID-19 virus he/she will be evaluated by the school nurse or certified health professional. If that evaluation determines the individual is presenting symptoms, they will be quarantined in an isolated area. The student's parent or guardian will be contacted to immediately pick up the student and be taken home. The school nurse will inform the parent or guardian of the actions and documentation which will be required to return to school. These actions could include receipt of a COVID-19 negative test, mandatory quarantine period, or clearance from their family physician. The documentation must be received by the school prior to student return.

Staff members will follow the same procedures if presenting symptoms.

Accommodations for students who are identified as having a higher risk for severe illness from Covid 19 will be assessed initially by the school nurse in consultation with school physician at the request of the parent. If determined that potential exposure risk necessitates accommodations the building administration will work collaboratively with the students parents/guardians to develop appropriate accommodations to meet the educational needs of the student.

Staff who have a high risk of severe illness to potential exposure to Covid 19 will file the district request for leave/accommodations form with their direct supervisor. Once reviewed the request for leave/accommodations form will be submitted to the district's human resources department for review and submission to the superintendent for final approval. Once submitted the superintendent (or designee) will approve the accommodation request/accommodation.

Adult Education

SCVTS has policies in place for safely and respectfully screening students and employees for symptoms of and history of exposure to COVID-19. Students and staff with symptoms related to COVID-19 will be safely and respectfully isolated from others. If SCVTS's Adult Education Department becomes aware that an individual has entered the facility and tests positive for COVID-19, local health officials, staff, and families will be immediately notified.

6. Contact Tracing SCVTS

Contact tracing is an important component in decreasing the ability for the COVID-19 virus to be transmitted and spread in areas of public occupation.

Should any student show signs or symptoms of the COVID-19 virus he/she will be evaluated by the school nurse or certified health professional. If that evaluation determines the individual is presenting symptoms, they will be quarantined in an isolated area. The student's parent or guardian will be contacted to immediately pick up the student and be taken home. The school nurse will inform the parent or guardian of the actions and documentation which will be required to return to school. These actions could include receipt of a COVID-19 negative test, mandatory quarantine period, or clearance from their family physician. The documentation must be received by the school prior to student return.

As required, the district will contact the Salem County Department of Health for notification of potential positive cases. The Salem County Department of Health will then conduct contact tracing protocols and work collaboratively with the school district when warranted.

Adult Education

Contact tracing is the process used to identify those who have come into contact with people who have tested positive for many contagious diseases, including COVID-19. It is a long-standing practice and is an integral function of local health departments. All SCVTS school district administrators, school safety specialists, counselors, and any other staff deemed appropriate by the school district, will be provided with information regarding the role of contact tracing in keeping our school community safe from the spread of contagious disease. SCVTS

Adult Education programs will be working closely with the local health department to ensure appropriate contact tracing procedures are met effectively and respectfully to protect the privacy of others.

7. Facilities Cleaning Practices

SCVTS

All district buildings will be closed to staff, students, and public on Wednesdays during this modified schedule in order for the district to conduct deep cleaning of all classrooms, common areas, and offices. By deep cleaning the district believes we can lessen the ability for transmissions through physical contact of areas and surfaces affected by any potential viruses. When the building is occupied with staff and students the district will increase cleaning of surfaces desk, chairs, tabletops, door knobs, water fountains, and other common surfaces that staff and students may come into contact with. Common bathrooms will not accommodate more than two students at a time in order to allow for proper social distancing and frequent sanitizing between uses. Locker rooms will not be used during the day for Physical Education until such time as the district feels confident, in consultation with CDC guidelines and the advice of health agencies that students and staff can safely occupy the area, maintain social distancing, and minimize the possibility of transmission of viruses. Athletic activities will be permitted to use locker room area's for the purpose of changing only in staggered fashion. Sanitizing will be completed after teams depart from locker rooms. Open areas in the gym will be utilized for team meetings and post game discussions.

Adult Education

SCVTS Adult Education programs will adhere to existing required facility cleaning practices and procedures, and any new specific requirements of the local health department, as they arise. Scheduled and increased routine cleaning and disinfecting on surfaces and objects will be conducted. Increased handwashing measures will be important and encouraged for all students and staff, as well as any additional sanitation measures used to decrease the spread of disease.

8. Meals

Salem County Vocational-Technical School District will be providing meals as normal to all students within the district. However, there will be no buffet style meals offered for the 2020-2021 school year. All serving lines will be clearly marked by social distancing cues so

staff/students may maintain social distancing. Food will only be served by food service staff members (no student workers) until further notice.

SCVTS will provide breakfast and lunch to students for days they receive instruction through remote learning. Each Wednesday during the operation of the modified capacity schedule, SCVTS Food Service staff will provide a curbside pick up between 10:00 a.m. and 2:00 of breakfast and lunch for students during the days they are participating in remote learning. For curbside pick-up students who qualify for free or reduced lunch will receive free lunch. Students who meet the criteria for full pay will pay the regular school meal prices.

9. Recess/Physical Education

Physical education classes will be provided to all students as it is a state requirement for graduation. However, students will not enter locker rooms and all activities will follow proper social distancing protocols. A reassessment date of October 15, 2020, will allow for changes as they relate to the current CDC guidelines.

10. Extracurricular Activities and use of Facilities Outside of School Hours

Extracurricular Activities

All extracurricular activities are postponed until these activities can be conducted in a manner that is consistent with CDC guidelines and in alignment with mandates and orders put forth by the State of New Jersey. This decision will be revisited as updated health conditions and parameters are provided to the school district.

SCVTS student organizations will conduct meetings either on a virtual platform or consistent with social distance guidelines under the authority of the assigned staff member with approval of the building principal.

Athletics

All guidelines put forth by the New Jersey Interscholastic Athletic Association will be adhered to.

Administration will meet the week of August 10th to assess the feasibility to safely begin athletics on September 1, 2020

No extracurricular activities will begin until September 1, 2020, at which time the district will follow the NJSIAA phased planning for athletics .

Use of Facilities Outside of School Hours

All school facilities will not be accessible for use through January 1, 2021. At this time a reassessment will take place to determine the viability of providing school facilities to outside groups for use. This reassessment will take place the week of December 15, 2020 to determine if a January 1, 2021 allowance of use from outside organizations can occur.

****Parents, staff, and students must understand that this plan is fluid and susceptible to change based on directives from state government, CDC guidelines, Department of Health, and Department of Education. The district will provide information regarding any changes to time or schedules upon receipt of information so stated individuals can make necessary accommodations to their plans regarding child care, transportation, and other logistical changes that could occur due to stated changes.***