



# **Hopewell Crest School**

Restart and Recovery Plan

Fall 2020

## **Introduction**

In June 2020, the Department of Education released “The Road Back- Restart and Recovery Plan for Education” to assist school districts develop in collaboration with community collaboration a plan to reopen schools in September 2020.

This plan has been developed to align with the requirements set forth in the NJODE documents. This plan has been developed to meet the needs of unique school and embrace the needs of all of our school populations.

The restart plan has been created using the minimum standards to ensure the health and safety of our all students and staff.

This plan is aligned with the standards set forth in the guidance document. The health and safety of students and staff are our top priority and have been the baseline for all the decisions made in this document.

## **District Demographics**

District Total: 531 students

Preschool Total: 30 students

Current Homeless Total: 1 student

Students with Disabilities Total: 101 students

ELL student Total: 9 students

Asian: 6%

Black/African American: 5.8 %

Hispanic/Latino: 20 %

Multiple Categories: 5.6 %

White: 68 %

## **Lunches**

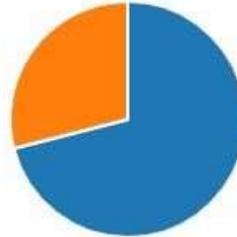
Free/Reduced Lunches: 33%

## Survey Results

6. Please select one of the learning plan options below.

[More Details](#)

- We select two days of in perso... 223
- We select 100% virtual learnin... 91



7. Do you plan on using the Student After School Care Program at Hopewell Crest on the days your child is scheduled to be in school?

[More Details](#)

- Yes 39
- No 268



## **A. Conditions for Learning**

Many conditions can affect conditions for teaching and learning such as social, emotional, and environmental factors. As school reopens the area of mental health is a key concern for both teachers and students.

Conditions for Learning Include: Health and Safety – Establish safe and healthy conditions for learning, apply social and behavioral supports

The Health and Safety Section of the plan includes critical areas of operation:

- General Health and Safety Guidelines
- Classrooms, Testing, and therapy Rooms
- Transportation
- Student Flow, Entry, Exit and Common Areas
- Screening, PPE and response to staff and student presenting symptoms
- Contact tracing
- Facility Cleaning
- Meals
- Recess/ Physical Education
- Field Trips, Extra Curricular Activities and Use of facilities Outside of school

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

1. Nurses and administrators will establish and maintain communication with the state and local authorities to determine the current mitigation levels in the community.
2. The district will provide options for students and staff at higher risk for severe illness, by providing options for telework and virtual learning.
3. The district will promote behaviors that reduce the spread of COVID-19 for example:
  - Encourage staff and students to stay home when appropriate
  - Encourage the practice of hand washing
  - Require face coverings, except when the individual meets one of the criteria by the CDC
  - Add signage around the district
4. Reasonable accommodations will be provided for individuals that the CDC identifies as having a higher risk for illness from COVID-19, including older adult (65 and older) and individuals with disabilities or serious underlying medical issues

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

1. Each classroom will allow for social distancing.
2. All desk will be facing the same direction
3. Face coverings will be required for all staff.
4. Face covering will be required for students when they are outside of the classroom. While in the classroom face covering will not be required due to the social distancing in place.
5. The use of shared objects will not occur.
6. All indoor facilities have adequate ventilation, including both heating and ventilation systems.
7. The filters for the A/C will be maintained and changed according to manufacturer recommendations
8. Hand sanitizing stations with alcohol -based hand sanitizer (60:/ alcohol) will be:
  - In every classroom
  - At entrances and exits in the building
  - Near restrooms
  - Checked daily to ensure they are full

### **Critical Area of Operation # 3- Transportation**

1. The school district will provide transportation in accordance with board policy. While on the bus face coverings must be worn by all students.
2. Accommodation for students unable to wear face coverings will be addressed according to the students' needs.
3. Every school bus will be cleaned and disinfected before every run both in the morning and afternoon.

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

1. The district has established areas for staff and students to have health screenings in the building.
2. If physical distance (six feet) cannot be maintained for students in line face coverings will be worn unless the student is medically exempt.
3. The district will provide physical guidelines such as tape on the floor and signage on the walls to ensure social distancing.

### **Critical Area of Operation # 5- Screening, Personal Protection Equipment and Response to Students and Staff Presenting Symptoms**

1. The school district will adopt Board policy regarding the screening procedures for students and employees upon arrival at school. These screening procedures will include the following:
  - Staff must visually check students for symptoms upon arrival (which will include temperature checks
  - Health checks will be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations.
  - Results will be documented when signs or symptoms of COVID-19 are observed, the nurse and the principal will maintain a list.
2. Board approved procedures for symptomatic staff and students include the following:

- Students and staff with symptoms related to COVID-19 will be safely and respectfully isolated from others. School officials will follow current communicable disease service guidance for reporting illness.
- If the district becomes aware that an individual who has spent time in the facility tests positive for COVID-19, officials will immediately notify local health officials. Staff and families will be notified in accordance with guidance provided by the health official while maintaining confidentiality.
- The procedures the district will use when someone test positive for COVID-19 include:
  1. An isolation space will be established at each location. Students and staff with symptoms related to COVID-19 will be safely and respectfully isolated from others. Students will remain in isolation with continues supervision and care until picked up by an authorized adult.
  2. The nurse, principal or designee will follow current communicable disease service guidance for illness reporting.
  3. PPE will be available, accessible for staff and students who do not have their own, have lost or damaged their face coverings or for special situations. Parents and guardians will be advised that students must be sent to school with a face covering.
  4. Assist in contact tracing to include providing records of groups of cohorts, assigned staff and daily attendance.
  5. Continuous monitoring of symptoms
  6. Develop re-admittance policies consistent with Department of Health guidance and information for schools.
- 3. School Officials will encourage parents to be on alert for signs of the illness in their children and to keep children home of they are sick.
- 4. School staff and visitors are required to wear face coverings unless doing so would inhibit the individual's health
- 5. Students required to wear face coverings unless doing so would inhibit health.
- 6. If a visitor refuses to wear a mask for non-medical reasons the visitor's entry to the building will be denied.

**Critical Area of Operation #6- Contact Tracing**

1. Administrators will engage the expertise of the school nurse on the importance of contact tracing. Upon a positive COVID-19 case, administrators and the nurse will notify the local health department.
2. The school nurse will be trained in contact tracing

## **Critical Area of Operation # 7- Facilities Cleaning Practices**

Due to the ongoing pandemic the Hopewell Crest School will be implementing a facility cleaning / disinfection plan based on three areas of focus points to provide our community with clean, safe and healthy school. The district will also be using guidance from the New Jersey Department of Education's: The Road Back: Restart and Recovery Plan for Education.

The focus areas are as follows:

- **Summer Cleaning-** Providing restorative summer cleaning services in order to prepare our facilities for the return of students, teachers and staff in the fall. These tasks are outlined below and are completed each summer.
- **Interim disinfection-** Disinfecting and sanitizing of high touch areas during work hours to maintain a safe environment and help reduce the spread of potential contaminants. This process would begin when students or staff return to school.
- **Comprehensive Daily Cleaning and disinfection-** Deeper comprehensive cleaning and disinfection to be completed during off hours to further reduce potential spread of any bacterial and viral pathogens.

### **Summer Cleaning**

Summer Cleaning - Each summer the Hopewell Crest School Custodial staff shall provide restorative cleaning and maintenance to prepare for the upcoming school year. This summer we will be providing the services listed below while simultaneously maintaining safe working conditions as recommended by the State of New Jersey and the CDC. Staff will practice social distancing and wear masks. Gloves will also be made available to staff.

- Desks in classroom must be seated at least 6ft apart and facing the same direction
  - Desk placement will be marked with floor tape in case desks are moved
- Clear physical barriers must be attached to desks and tables if we cannot keep the 6ft rule.
- Classrooms should be kept to a minimum for furniture.
  - 1 teacher desk, 1 cabinet, 1 filing cabinet.
- Prepare and maintain hand sanitizing stations with alcohol-based hand sanitizers (at least 60% alcohol):
  - In each classroom
  - At entrances and exits of buildings.
  - Near lunchrooms and toilets.
- For classrooms that have existing handwashing stations, prepare stations with soap, water, as well as alcohol-based hand sanitizers (at least 60% alcohol).
- Floor and/or hanging directional signs for hallways (one way directional and others) need to be purchased or made with poster maker.
  - Provide physical guides, such as tape on floors or sidewalks and signs on walls, to help ensure that staff and students remain at least 6 feet apart in lines and at other times (e.g. guides for creating "one-way routes" in hallways).
  - Coordinate with Principal on placements
- Thoroughly ventilate, clean, and then disinfect all rooms, offices, desks, equipment, and other surfaces prior to students returning, using CDC and State guidelines.

- Purchase no touch trash cans or at minimum remove tops of all trash cans.
- Evaluate how hygiene products like soap, paper towels, tissues and toilet paper are dispensed in the building.
  - Cleaning schedule shall include checking these items each night.
- Ensure adequate supplies of:
  - PPE for custodians while disinfecting including gloves and masks
  - Cleaning supplies.
    - Use disinfectant products that are less likely to trigger asthma attacks.
- Install plastic barriers for secretaries to protect them from students and visitors.
- Post signs in bathrooms on how to effectively wash hands.
- Water fountains should be turned off throughout the school.
  - If possible, water bottle fill stations should be purchased.
- Check Ceiling Tiles: Replace damaged, stained, and missing tiles. Check for cobwebs in corners.
- Ceiling vents: Dusted, cleaned, disinfected.
- Lights: Replace burned out, dim, mismatched bulbs. Check lens and remove bugs and dirt if necessary.
- Windows and Mirrors: Cleaned, disinfected
- White boards and Chalk boards: Cleaned, disinfected and top dusted
- Clock: Dusted, face cleaned, disinfected and working properly
- Walls: Tape removed, fingerprints and dirt removed. Electrical outlets working properly.
- Sinks, Counters, Cabinets: Cleaned, disinfected and stains removed, Drawers and doors working properly, towels and soap dispensers working properly and filled.
- Pencil Sharpener: Emptied and working properly, cleaned, disinfected
- Telephone and light switch: Cleaned, disinfected and working properly
- Doors and Frames: Dusted, Fingerprints removed, Glass Cleaned, disinfected, Kick Plates: Cleaned, disinfected, and shined. Doorknob and hinges working properly
- Furniture: Fingerprints, writing, gum removed and dusted, chair glides cleaned, disinfected, trash cans washed
- Baseboards: Cleaned, disinfected and attached to the wall
- Restroom: Toilets and sink thoroughly cleaned, disinfected and working properly, floor cleaned, disinfected, towel and soap dispensers working properly and filled, vents cleaned, disinfected
- Carpet: Cleaned, and stains removed, no musty or mildew smells
- Tile Floor: Top Scrubbed or Stripped
- Tile Floor: Appropriate number of coats of wax applied
- Furniture back in place, Final Inspection complete. Ready for class

### **During the School Day (Interim Disinfection)**

Hopewell Crest School utilizes two disinfectants which are EPA approved for use against Covid-19. Each chemical is to be used on hard nonporous surfaces. The focus during Interim disinfection is to treat high touch point areas that facilitate the spread of pathogens. The chemicals have a 10 minute dwell time. While students are in session custodians will focus on these high touch areas in common areas. The disinfectant will be sprayed or wiped on surfaces and left to dry over a ten minute period. Food contact surfaces will be rinsed with potable water after the 10 minute dwell time.

- Clean and disinfect all areas throughout the day:
  - Door handles
  - Counter tops
  - If a classroom is empty desks.
  - Anywhere that is touched a lot during the day.
- Make sure bathrooms being used have doors propped open.
- Ensure fresh air continues to circulate in the building
- Clean air handler filters on the regular or expedited schedule.

### **Visitors**

In order to prevent the spread of disease during pandemic recovery and to protect the health and safety of students and staff against infection, no visitors shall be permitted in the schools until pandemic restrictions are lifted. The superintendent may admit a visitor if she determines that it is necessary. In all such cases, the visitor shall submit to the screening procedure (e.g., temperature and exposure questionnaire) and shall be required to wear a face mask while in the school building. The face mask shall be required in all cases. However, an accommodation may be made where the visitor can demonstrate that wearing a face mask is detrimental to the visitor's health. A child under two years of age shall not be required to wear a face mask.

### **After School – After Students and Staff Leave**

**Comprehensive Daily Cleaning** - Each evening the Hopewell Crest School custodial staff provides daily cleaning services for our facilities. During the fall of 2020 we will be providing a more comprehensive cleaning program. The disinfectants are approved for use against Covid-19 by the EPA. This cleaning will be more detailed. Staff will not only focus on high touch point areas in common areas but also disinfect areas such as classrooms and areas continually in use during the school day. Our custodial staff will be following a Covid-19 cleaning disinfectant protocols as outlined below by the manufacturer, the State of New Jersey and the CDC.

- A full thorough cleaning of all areas used during the day.
  - Particular attention to high intensity areas such as nurse's office and APR which will be the quarantine room.
- Refill all soaps, wipes, and hand sanitizer.
- Remind custodial staff their equipment should also be wiped down thoroughly after using them.
- Secondary / Unused areas such as:
  - Bathrooms that were closed during the day.
  - Gym locker room (cannot be used yet)

# DISINFECTING AGAINST COVID-19

## SCHOOL -DAILY-



**SAFETY FIRST!** - Always Use The Appropriate Personal Protective Equipment!



1

### DUST

Remove cob webs and insect debris from artwork, baseboards, doors, dispensers, equipment, fire extinguishers, light fixtures, plants, speakers, tops of mirrors, TVs, computers, monitors, etc.



2

### FLOOR

Pick Up Large Debris - Trash - Towels - Sweep



PICK UP DEBRIS

SWEEP

3

### TRASH CONTAINERS SANITARY RECEPTACLES

Check - Empty - Spray Interior - Spot Clean Exterior - Re-line



CHECK EMPTY



SPRAY INTERIOR

SPOT CLEAN EXTERIOR



4

### SINKS - COUNTERS - DRINKING FOUNTAINS

Apply Disinfectant - DWELL 10 MIN

SPRAY APPLY



DWELL 10 MIN

5

### DISPENSERS

Towels - Tissue - Hand Sanitizer  
Check - Refill - Apply Disinfectant

CHECK REFILL



DWELL 10 MIN

6

### COMMON TOUCH SURFACES

Knobs, Switches, Phones, Markers, Etc.  
Spot Clean - Apply Disinfectant - DWELL 10 MIN

SPRAY APPLY



DWELL 10 MIN

7

### MIRRORS - GLASS

Spot Clean - Spray a glass and window cleaner on to a Cloth - Wipe Clean

WIPE



8

### DESKS/TABLES\*\*/ CHAIRS/PHONES

Straighten - Spot Clean - Apply Disinfectant - DWELL 10 MIN

SPRAY APPLY



DWELL 10 MIN

9

### CARPET/WALK-OFF MATS

Spot Clean - Vacuum



10

### HARD FLOOR - DUST MOP

Use a Dust Mop

DUST MOP



11

### HARD FLOOR - DAMP MOP

Damp Mop with an appropriate floor cleaner From Farthest Point to the Door.



DAMP MOP



\* Disinfectants such as Q.T. Plus, Q.T.-T.B., Q.T. 3, Pur Tabs, Re-Juv-Nal, Non-Acid Restroom Cleaner, or Vindicator+ can be used.

\*\* When disinfecting lunch tables and other food surfaces, **which may include desktops**, be sure to wipe them off with a cloth dampened with plain water after the 10 minute dwell time is complete. Hillyard Best Practice recommends disinfecting desktops with a hand trowel & microfiber pad.

DAILY

DAILY

1. The district will adhere to existing required facilities cleaning practices and procedures, and any new specific requirements from local health department.
2. The district will increase cleaning and sanitation practices to include:
  - a. Creating a schedule for increased cleaning and disinfection
  - b. Routinely cleaning and disinfecting surface and objects that are frequently touched.
  - c. Sanitizing bathrooms between uses as much as possible. Placing all desks facing the same way
  - d. Marking desks to designate six -foot distancing.
  - e. Keeping additional classroom furniture to a minimum.
  - f. Preparing and maintaining all hand sanitizing stations.
  - g. Hang signage in the hallways
  - h. Provide physical guides like tape on the floor and sidewalks.
  - i. Provide signage for traffic flow
  - j. Providing adequate supplies for cleaning

#### **Critical Area # 8- Meals**

1. Meals will be bagged and delivered to classrooms.
2. Students will receive lunches based on their anticipated number of in-person days  
Example: If a student is in school Monday and Wednesday, they will receive two lunches on Monday and three lunches on Wednesday.
3. Rosters should be used by teachers to accurately track lunch meal participation for proper claiming

#### **Critical Area # 9- Recess or Physical Education**

1. Recess will be a time where children do not share equipment. Students will do activities that they can maintain social distancing such as yoga or running activities.
2. PE teacher will take the students outside to the greatest extent possible and maintain social distancing.
3. The district will eliminate all use of shared equipment.

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

1. The district will not have any field trips, guest speakers or extra-curricular activities.
2. No outside use of the facility will be permitted.

#### **Leadership and Planning**

1. Establish a restart committee

2. This committee will be comprised of district administrators, BOE members, Parents, local education association, diverse set of content experts, educators, parents and students.
3. The restart committee will work with the Pandemic response committee, local health department and other local government to develop and monitor the adherence to the district plan.

### **Pandemic Response Team (PRT)**

1. School based PRT's will be made up of district administrators, BOE members, Parents, local education association, diverse set of content experts, educators, parents and students.
  - a. Members – Meghan Lammersen – Superintendent, Ken Freitag – BOE President, Stephanie Kuntz – Business Administrator, Kelli Manski – Director of Special Education, Jean Sharp – Teacher, John Ogbin – Assistant Principal, Anthony Scafidi – BOE Member, Gary VanMeter – Emergency Response Hopewell Township, Marsha Federico – Teacher, Joanna Belum – Parent, Mitzi Barber – Nurse, Melinda Willis – Parent/Social Worker, Sharon Campbell – BOE Member, Maryann MacDonald – Teacher, Nannette Fiorani – Parent, James Manski – Emergency Management Cumberland County
2. The PRT will be responsible for overseeing the implementation of the plan.
3. Adjusting the plan to align with health and safety protocols.
4. Provide staff with support and training.
5. Develop and implement procedures to foster and maintain safe and supportive school climate due to COVID-19
6. Provide necessary communication to the school community.

### **Student's School Day**

1. Students will follow a hybrid model. They will have in person learning two days a week and virtual three days a week.
2. Student hours will be from 7:50-2:10
3. When not participating in person instruction, students will learn asynchronously on the online platform while also participating in a virtual check in with teachers at the end of the day.
4. All students will have the option of participating in in-person, synchronous, and synchronous virtual instruction according 2020-2021 board approved calendar requiring 180 school days. Student attendance policies will be strictly adhered to during each mode of instruction.

### **Special Education Students**

1. The district will meet the needs of the special education population in alignment with the New Jersey Specific Guidance for Schools regarding student accommodations.
2. The district will provide the teachers and aides with professional development to bet utilize Microsoft Teams.
3. The district will continue to ensure students receive individualized supports that meet the requirements of the IEP and 504 plans.