



KEEPING THE PROMISE

The District's Restart Plan For 2020-2021



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Acknowledgements

Paterson Public Schools wishes to thank the many parents, Board of Education commissioners, teachers, administrators, community leaders and clergy who participated in the development of *Keeping The Promise: The District's Restart Plan For 2020-2021* by serving on the committees of the District's Schools Restart Task Force.

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Acknowledgements

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Superintendent's Message

By Paterson Superintendent of Schools Eileen F. Shafer

This has been an era in Paterson Public Schools unlike any other. Since the District's school buildings closed in March due to COVID-19, the District's educators, administrators, staff, families and community stakeholders mobilized in ways they never expected to meet the needs of our nearly 30,000 students. We worked together to make sure our students could get nutritious meals. Principals, teachers and staff worked extra hours to keep instruction moving forward. Individuals, organizations and churches rallied to raise money to put Chromebooks in the hands of our students. None of this work is complete. But we would not have made



the gains we have made without the tireless dedication of everyone and our parents who banded together during this crisis. For that, I am grateful to each and every one of you. This truly has been an era unlike any other - not because of the pandemic, but because of the resilience, care and resolve our great community has shown on behalf of the children.

I realize that daily news reports about the pandemic throughout the country can affect the way we feel about reopening school buildings. When we asked parents in an informal survey whether they would send their child if schools reopened in the fall, the nearly 2,400 respondents split almost evenly three ways - with about 850 answering, "Yes;" 850 answering, "Undecided;" and the remainder answering, "No." That is why I want to reassure you that data will be our guide and safety will be our priority. We will not reopen any school buildings until we have all of the necessary precautions in place to protect our students and staff.

As we anticipate the reopening of the District's school buildings, we must continue to keep the health and safety of our students and staff as the top priority. Therefore, we will continue to comply with the executive orders of New Jersey Governor Phil Murphy, who has been guided by empirical data as interpreted by public health experts. Once he has determined that the state has progressed to a Stage 3 condition in combating COVID-19, as

defined in the state's publication *The Road Back: Restoring Economic Health Through Public Health*, then we will begin employing the plan contained in this guide.

Paterson Public Schools is prepared for the day that decision is made. It has been our practice to anticipate conditions before they happen. This practice enabled us to continue distributing meals to students from the very first day school buildings were closed. It enabled us to distribute home instruction packets to students on the last day they were in school. And because we anticipated the possibility of school buildings reopening, the District's Restart Task Force began meeting last Spring. The leadership of the task force reported its progress in a series of online community forums held in May. When the state released its guidance for the reopening of schools on June 26, we found our local efforts reflected many of the state's guidelines.

The plan to reopen Paterson Public School buildings follows the state's guidance criteria. It has also been informed by the many contributions of teachers, nurses, counselors, union leaders, principals, vice principals, supervisors, administrators, Board of Education commissioners, parents, students, community leaders, and leaders from institutions of higher education. I thank everyone who took the time to respond to surveys, participate in online meetings, offered their perspectives and suggestions, and brought attention to concerns that might have gone unattended to otherwise.

Putting together this plan to reopening our schools is that latest example of what I have always held to be true in Paterson Public Schools: Together We Can. Together, we put this District on a pathway to restoring local control, and we remain on course to realize that accomplishment. Together, we developed a strategic plan, *Paterson - A Promising Tomorrow*, that defined this District's mission as "to provide an academically rigorous, safe and nurturing educational environment by meeting the social, emotional and academic needs of our students."

No pandemic can stand in the way of the Paterson Public Schools District and the community it serves from accomplishing that mission. Staying true to *Paterson - A Promising Tomorrow*, no matter what circumstances we face in the coming school year is a matter of keeping our promise to the students and parents of the District. That is why we have called our plan to reopen our school buildings, *Keeping The Promise: The District's Restart Plan For 2020-2021*.

Instruction & Program, Special Services, and Guidance & Counseling



Each school will identify a school-based pandemic response team with racial diversity and gender equity that will include principals, teachers, child study team members, school counselors, subject area directors, school nurses, school safety personnel & safety team members, custodians and parents.

Scheduling

As per the guidelines from the N.J. Department of Education's *The Road Back: Restart and Recovery Plan for Education*, the District's reopening plan has been created to afford students the ability to resume in-person instruction via a hybrid model. Students will be afforded the opportunity to have in-person instruction two out of the five days in a typical school week, the remaining three will be remote. Scheduling decisions have been determined with guidance from the New Jersey Department of Health and the Center of Disease Control (CDC) as well as the input of stakeholders regarding the needs of all students in the District. While the intention is for schools to reopen in September, the virtual learning model has also been developed should the need arise for a health-related school closure.

For parents who decide not to have their child/children return for in-person instruction, the child will still be enrolled in the classroom. The child will be responsible for completing the work via remote instruction and ensure that they partake in their assigned Google Classroom and Google Meets.

Parents who choose to keep their child/children home for virtual instruction (Cohort C) will have three opportunities in the school year to adjust their preference and have their child/children participate in the hybrid model. The first opportunity will be at the end of Marking Period 1 (November 10), Marking Period 2 (January 26) or Marking Period 3 (April 15). Parents who elect to adjust their preference during one of those designated times will need to sign the form letter (see page 5) and return it to the principal of the school at least one week prior to the start of the the new marking period.

Parents who begin the school year utilizing the hybrid model and choose to adjust their preference to virtual instruction (Group C), will have the ability to make this adjustment at any point during the school year, but must notify their principal at least one day prior. Should this change be made, parents will not be able to revert back to the hybrid model until the opportunities outlined above.





Dear Parents & Guardians,

The safety and well-being of our staff and students is our highest priority. In order to provide instruction in accordance with guidance from the New Jersey Department of Education and Centers for Disease Control, we have established cohorts to provide instruction while maintaining social distance.

Students who attend Paterson Public Schools will receive instruction in one of the three following cohorts:

- **Cohort A** - In person Monday and Wednesday

District Virtual Learning via Google Classroom on Tuesday, Thursday and Friday

- **Cohort B** - In person Tuesday and Thursday

District Virtual Learning via Google Classroom on Monday, Wednesday and Friday

- **Cohort C** - All Virtual Monday-Friday

Students will remain at home, receiving instruction from Paterson Public Schools teachers.

All cohorts will follow their school schedule, lessons, Code of Conduct and attendance requirements as outlined in the Student Handbook.

Families who decide to **homeschool** their child/children must notify the district's Department of Central Registration. In accordance with N.J.S.A. 18A: 38-25 parents who decide to homeschool their child/children accept responsibility for their educational outcomes. Parents are the sole providers for instructing their child utilizing personal resources.

If you prefer that your child participate in **Cohort C**, please sign the letter below, send it via e-mail or drop it off to your building Principal.

*Please note, there will be three opportunities for you to move your child from Cohort C to Cohort A/B.

If you decide to change your child's placement, you must make your request in writing to schools at the end of Marking Period 1 (November 10), Marking Period 2 (January 26) or Marking Period 3 (April 15).

_____ I am choosing to have my child participate in Cohort C, all virtual via Google Classroom, for the 2020-2021 school year.

Student's Name _____

Grade _____ Phone # _____ Email _____

Parent/Guardian Signature _____ Date: _____



Teachers will be reporting to schools Monday through Friday as per their contractual time. All Paterson schools will follow a Monday through Friday schedule in place of a six-day rotation (A-F) utilizing a uniform bell schedule for elementary schools. High schools will continue to follow their regular bell schedule. Consideration has been given to special needs and preschool populations. Below are the instructional schedules:

Type	Scenarios	Times
<p>Hybrid A/B Model:</p> <p>Group A: Monday & Wednesday will be in person.</p> <p>Group B: Tuesday & Thursday will be in person.</p> <p>Group C: Students who are learning remotely all five days of the week. These students must be assigned to an A or B cohort.</p> <p>Fridays will be remote for all students.</p>	<ul style="list-style-type: none"> Group A will have in person instruction on Mondays & Wednesdays while Group B will be working remotely from home with synchronous (real time virtual) & asynchronous (recorded) learning. Group B will have in person instruction on Tuesdays & Thursdays; Group A would be working remotely from home with synchronous (real time virtual) & asynchronous (recorded) learning. Fridays will be remote learning for all students. Teachers will engage the students in mindfulness and yoga activities at the start of each school day (15 minutes). 	<p>Monday - Thursday; regular school day schedule.</p> <p>Teachers will be reporting to schools Monday - Friday as per their contractual time.</p> <p>Fridays - Students and teachers will follow a half-day schedule for synchronous (real-time virtual) learning; the remaining half day for students will be for asynchronous (recorded) learning utilizing digital programs and extended learning opportunities.</p> <p>Friday afternoon for teachers 1:15 pm - 3:05 pm: Teachers will participate in the following:</p> <p>Professional Development (PD), Grade Level Meetings (GLM), Professional Learning Communities (PLC), data meetings, common planning time, Principal meetings. (Calendar of Events forthcoming).</p>

<p>Special Education Self Contained: Monday - Thursday - in person</p> <p>Fridays will be remote for all students.</p>	<ul style="list-style-type: none"> • No classes are split; All students will report to school Mondays-Thursdays and remote on Fridays. • Teachers will engage the students in mindfulness and yoga activities at the start of each school day (15 minutes). • Classes would need to be moved to larger classrooms to maximize social distance <ul style="list-style-type: none"> o Elementary Autism enrollment max 6 students o Secondary and High School Autism enrollment max 9 students o Elementary and High School BD/ED enrollment students max 12 students o Cog Mild enrollment max 16 students o Cog Mod enrollment max 13 students o LLD enrollment max 16 students o SLLD enrollment max 12 students o MD enrollment max 12 students o Preschool Disabilities enrollment of max. 12 students • Aides will need to be factored into the spacing needed 	<p>Monday - Thursday; regular school day schedule.</p> <p>Fridays - Students and teachers would follow a half-day schedule; the remaining half day for students will be for asynchronous (recorded) learning utilizing digital programs and extended learning opportunities</p> <p>Friday afternoon for teachers 1:15 pm - 3:05 pm: Teachers would be involved in the following:</p> <p>Professional Development (PD), Grade Level Meetings (GLM), Professional Learning Communities (PLC), data meetings, common planning times, Principal meetings. (Calendar of Events forthcoming)</p> <p>Teachers will be reporting to schools Monday - Friday as per their contractual time.</p>
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<p>Special Education Pull Out Replacement (POR): Monday - Thursday, every week</p>	<ul style="list-style-type: none"> • No classes are split; All students will report to school Mondays- Thursdays and remote on Fridays. • Teachers will engage the students in mindfulness and yoga activities at the start of each school day (15 minutes). • Classes may need to be moved to larger classrooms to maximize social distance. Maximum student enrollment per class should be 10 students. 	<p>Monday - Thursday; regular school day schedule.</p> <p>Fridays - Students and teachers would follow a half-day schedule; the remaining half day for students will be for asynchronous learning utilizing digital programs and extended learning opportunities</p> <p>Friday afternoon for teachers 1:15 pm - 3:05 pm: Teachers would be involved in the following:</p> <p>Professional Development (PD), Grade Level Meetings (GLM), Professional Learning Communities (PLC), data meetings, common planning time, Principal meetings. (Calendar of Events forthcoming)</p> <p>Teachers will be reporting to schools Monday-Friday as per their contractual time.</p>
<p>Related Services</p>	<p>Accommodations and modifications for speech language services, occupational therapy, physical therapy and counseling will be provided to the students as per their Individualized Education Plan (IEP) and 504 plans. Locations for related services will be identified at the school level to ensure social distancing.</p>	<p>Monday - Thursday; regular school day schedule.</p> <p>Fridays- Students will be scheduled by appointment.</p>

<p>Pre-School; Option 1: Coming to school Monday through Thursday</p> <p>Option 2: Following the District's elementary A/B cohort schedule</p> <p>Option 3: Program is entirely online (Devices and materials will be provided by the District.)</p>	<ul style="list-style-type: none"> • No classes are split; • Students can report to school Mondays-Thursdays and remote on Fridays; • Follow the district's A/B Cohort schedule; or • Attend entirely online • Students would follow their regular school day 	<p>Monday - Thursday; regular school day schedule.</p> <p>Fridays - Students and teachers would follow a half-day schedule; the remaining half day for students will be for extended learning opportunities</p> <p>Friday afternoon for teachers 1:15 pm - 3:05 pm: Teachers will be involved in the following:</p> <p>Professional Development (PD), Grade Level Meetings (GLM), Professional Learning Communities (PLC), data meetings, common planning time, Principal meetings. (Calendar of Events forthcoming)</p> <p>Teachers will be reporting to schools Monday-Friday as per their contractual time.</p>
<p>Virtual Distance Learning due to health-related school closure for all students.</p>	<ul style="list-style-type: none"> • No A/B grouping needed for students. • Students will follow their regular school day remotely. • The first 15 minutes of the school day must engage students in mindfulness or yoga activity. 	<p>Adhere to teacher contractual times. Teachers can be remote, or they can be in the building to ensure they have all that they need for remote learning - devices, internet, access to phone to call parents.</p>
<p>The Principals will make every effort to ensure that families with multiple children in the school children are scheduled for the same in-person instructional days.</p>		

Curriculum

Due to the health-related school closure, students experienced interrupted instruction during the 2019-2020 school year. To remediate the effects of learning loss, multiple actions are being taken by the District to ensure our students' success. Students will be provided with a diagnostic assessment in September to identify specific areas where instruction or intervention may be needed to improve student learning. Curriculum pacing for mathematics and English Language Arts have been revised to include opportunities for teachers to address prerequisite skills or standards that students must have to continue to progress in their current grade levels. Additional information is provided in the table below as it relates to curriculum:

Item	District	Timelines
Assessments	<ul style="list-style-type: none"> Digital benchmark taken by students in math & ELA to assess their mastery of skills from previous grade levels. Math - ALEKS initial knowledge check will be utilized for Middle School and High School Students. ELA - Achieve3000 Grades 3-8 magnet schools & high schools that offer the program. 	Week of September 14th
Adjusted Pacing	<ul style="list-style-type: none"> Curricula for math & ELA for grades 1-8 & high school core courses for math & ELA will be developed to compensate for learning loss in the prior year on the N.J. Student Learning Standards. 	Month of September

Academic Intervention	<ul style="list-style-type: none"> • Data from the digital benchmark taken by students will be used to inform instruction and support the needs of the individual learners. • Ongoing formative assessments will be conducted to progress monitor student growth in relation to learning skills. • PLC time should be utilized to analyze data and create targeted plans for students. • Fluid groups of intervention for students to ensure that their needs are met in the most critical areas. 	Intervention will be ongoing throughout the school year. Students who are on grade level would be provided enrichment opportunities.
Option II- High School ONLY	<ul style="list-style-type: none"> • Provide students the opportunity to participate in Option II (alternative way for students to earn high school credit for learning experiences outside of the traditional classroom) and expand offerings to students, with the District determining if the student met the criteria to receive credit (For classes that are AP or IB this will not be utilized) • Students will be afforded the ability to participate in credit recovery. 	Beginning September 2020, students who are identified as falling behind will be provided Credit Recovery/ Supplemental Recovery as identified.

Physical Education

All Schools

- Locker rooms will be closed to mitigate risk and prohibit students and staff from confined spaces with limited ventilation and/or areas with large amounts of high contact surfaces.
- Students will be encouraged to wear their gym uniform and sneakers to schools in order to participate in physical education.
- Teachers will mitigate risk by limiting and/or eliminating direct contact with equipment and will not allow the sharing of equipment. If equipment must be shared it will be cleaned and disinfected between each use.
- Students will be required to wash hands immediately after outdoor activities.
- Cones, flags, tape, or other signs will be used to create boundaries between groups.
- Building Administrators will complete an inventory of outdoor spaces (athletic fields, track, green spaces, open space, and local parks) and designate zones, use stations, mark off areas, floor markers, floor tape, poly spots, etc., to ensure separation among students (six feet for social distancing).
- Physical education teachers to use outdoor space if available as frequently as possible.



Elementary Schools

- Consideration in the schedule should be made for the days that classes have physical education; that way each cohort of students will have the ability to participate in physical education.
- Students can participate in physical education and health at the same time. For days when there is in-person instruction, students can be scheduled for physical education and for days when the student is remote, the child can be provided assignments in health.
- Physical education teachers can go to the classroom instead of having students come to the gymnasium to avoid additional travel.

Schools Without A Gymnasium

- Teachers can go to the classroom to provide physical education OR another area within the school can be used.

Non-Contact Activities To Utilize During Physical Education Periods

- Dance
- Line Dancing
- Yoga
- Mindfulness Activities
- Physical Fitness
- Aerobic/Anaerobic (bodyweight) exercises
- Fitness Stations
- Power Walking

Recess

- Building administrators will identify multiple areas where recess can be held for different cohorts of students to minimize crowding. Outdoor and indoor space should be utilized.
- When indoor spaces are used, doors and windows will be kept open for maximum circulation and air flow.
- Students and staff must wash or sanitize hands before and after recess.
- Eliminate the use of recess play equipment that would be passed between or shared by multiple students.
- Recess periods will be staggered. Building administrators will create a schedule for recess to allow for social distancing. If two or more groups are participating in recess at the same time, they should have at least six feet of open space between them.

Professional Development

Professional learning will focus on topics that will better equip leaders, staff, students and parents with the resources necessary to adapt to altered educational environments and experiences. Below are the topics the district will address further for the listed audiences in the 2020-2021 school year.

Audience	Topics
Staff	<ul style="list-style-type: none"> ● G-Suites for Education ● Content/Program Curriculum PD ● OTUS -new learning management system ● Re-entry Protocols ● Safety protocols (pre-recorded) ● Social Emotional Learning (pre-recorded) ● State mandated trainings ● Survey on Mental Wellness ● Onspire R3 and C3 modules of social emotional and psycho-emotional trainings ● Social Justice/ Restorative Practice ● Digital Citizenship
Students	<ul style="list-style-type: none"> ● Using Google Classroom & Education apps ● Safety protocols (pre-recorded) ● Survey on Mental Wellness ● Re-entry Activities ● Onspire R3 and C3 social emotional and psycho-emotional trainings ● Social Justice/ Restorative Practice ● Digital Citizenship
Administrators	<ul style="list-style-type: none"> ● G-Suites for Education ● OTUS ● Social Emotional Learning (pre-recorded) ● Re-entry Protocols ● Safety Protocols (pre-recorded) ● Curriculum Revisions ● Survey on Mental Wellness ● Onspire R3 and C3 social emotional and psycho-emotional trainings ● Social Justice/ Restorative Practice ● Digital Citizenship
Parents	<ul style="list-style-type: none"> ● Navigating Google Classroom ● Remote Learning ● Digital Citizenship ● Parent Portal (Infinite Campus) ● Social Media and HIB protocols (Family & Community Dept.) ● Re-entry Plans ● Safety protocols (pre-recorded)

The first two weeks of school will focus on the following items for students:

Principals will create a video that welcomes students back to school with a brief summary of COVID-19 and how we all must work together to maintain a safe and healthy environment. Video tutorials and discussions on topics regarding changes to the school environment such as:

- Classroom set-up and expectations
- Cafeteria set-up and expectations
- Traveling in the corridors set-up and expectations
- Restroom expectations
- PPE protocols

Social Emotional Learning

Building staff will have conversations with students regarding COVID-19; survey regarding students' fears, concerns, and expectations.

- Determine how to change the fears, concerns, and expectations into a positive climate and culture.
- Person-to-person contact guidelines.

Type	Scenarios	Times
Survey staff to identify their current social well being	<ul style="list-style-type: none"> • All teachers will receive an email during opening day to access their current level of social wellbeing. 	Survey should be completed as part of the reopening meetings with principals and their staff on September 1st. All surveys should be completed by noon.
Staff Survey Results	<ul style="list-style-type: none"> • Staff who may exhibit apprehension of being able to effectively teach can receive referral information for mental health support. 	Resource information should be shared with staff during opening days. Staff who exhibit apprehension should be monitored to determine if additional supports may be needed.
Survey students to identify their current social well being	<ul style="list-style-type: none"> • All teachers will receive a link to complete a survey to access their current level of social wellbeing. 	Students should complete as part of a re-opening exercise for school.

Student Survey Results	<ul style="list-style-type: none"> Students who may have experienced trauma/crisis as a result of COVID-19 should be referred for clinical support. 	Students will be monitored daily to determine if an additional referral is needed to the Child Study Team.
Students	<ul style="list-style-type: none"> Teachers will provide 15 minutes of mindfulness or yoga daily prior to instruction beginning. 	This will occur daily.
Mental Health Referrals	<ul style="list-style-type: none"> Students who have experienced trauma/crisis due to COVID-19 would receive a referral for clinical support, that could translate to a referral to I&RS or Child Study Team. 	Tracking will occur throughout the school year.
Staff and Student Resources	<ul style="list-style-type: none"> Providers will be able to support staff and/or students for more intense supports, in volume if needed. 	Organizations should be identified prior to the reopening of school.
SEL Committee	<ul style="list-style-type: none"> Committee is developing additional resources, activities, and best practices for school personnel to use for lesson planning . 	Resource guide will be completed by July 31st for cabinet review.
SEL Curriculum	<ul style="list-style-type: none"> The Mental and Social Health curriculum currently exists under the district health curriculum. Standards are embedded across contents and should be infused into weekly lesson plans <ul style="list-style-type: none"> Teachers would be required to embed 15 minutes of SEL into the aligned content area, per the grade, as part of their daily instruction 	Resource guide will be completed by July 31st for cabinet review. Upon cabinet approval, the guide will be submitted for Board review. Upon approval, the resource guide will be shared during Administrators Institute and opening day for staff.

Operations

School buildings will reopen at much different capacities than they had before they closed in March. Therefore, schoolwide logistics and operations will be modified in order for the District to maintain the health and safety of the students and staff by complying with social distancing and safety protocols.

Area of Operations	Recommendation
Masks	<p>In compliance with state guidelines issued on August 3, 2020, Paterson Public Schools will require students and staff to wear masks in schools at all times. There will be no mask breaks. This includes when students and staff are outside of classrooms and on playgrounds. The only time students and staff will be able to remove their masks is when they eat a meal.</p> <p>Students and teachers will also have plastic partitions around their desks.</p>
Hallways	<p>All persons in hallways will maintain six feet or more between each other and must wear masks. Hallways will be divided to help encourage students/staff to keep to the right at all times when walking hallways.</p>
Cubbies & Lockers	<p>In all schools, lockers will not be used unless students are guaranteed their own locker or cubby. Principals will create a locker schedule so that social distancing is adhered to.</p> <p>Students will place their coats and backpacks on the back of their chairs when there are no lockers utilized.</p>
Restrooms	<p>Principals will assign Staff to monitor restrooms to ensure that only two pupils are in a particular restroom at a time, and handwashing procedures are followed accordingly.</p> <p>If possible, there should be a system outside the restroom indicating how many students are occupying the restroom.</p>

Cafeterias & Lunchrooms	<p>Pre-K Students: Students will eat lunch in their classrooms with the teacher and instructional assistant.</p> <p>Kindergarten Students: Students will eat lunch in their classrooms with instructional aides serving as monitors for lunch periods. This duty will be part of the instructional aides' schedule.</p> <p>Elementary/Middle Schools: Students will be able to eat in the cafeterias and/or other large areas where social distancing is possible. As per NJDOE guidelines, students should sit on one side of the table. Consideration should be given to split students for recess and lunch to further reduce the number of students in one area at a time. Prior to the students exiting the building at the end of the day, a process will be created by the Building Administrators to distribute breakfast and lunch meals for the days that the students will not be present for in-person instruction.</p> <p>High Schools: Students will be able to receive a "grab & go" for breakfast. Building Administrators will ensure that the lunch periods allow for social distancing in the cafeteria or other large spaces. Prior to the students exiting the building at the end of the day, a process will be created by the Building Administrators to distribute breakfast and lunch meals for the days that the students will not be present for in-person instruction.</p>
COVID-19 Safety Announcements	After each period/block, announcements regarding social distancing and wearing of masks will be made.
Classroom Set-Ups	All excess furniture will be removed to allow students to social distance.
Seating Arrangements	The NJDOE recommends students sit in rows with no more than 15 students in a class at a time.

Personal Dividers	Kindergarten: For most schools, students will be seated at tables. To maintain social distancing, no more than two students can be seated at one table. Protective clear dividers will be available for students. It is strongly recommended that students remain in their classrooms and teachers travel. The students will have breaks in between to stretch. Students will travel with their dividers to all classes and return to their homeroom at the end of the day for daily cleaning.
Water Stations	Each preschool classroom either has a water fountain or is provided with water coolers. These will be controlled by the teacher or teacher's assistant. Water fountains will still be in use with routine cleaning. Students will be encouraged to bring a water bottle.
Shared Resources	Each preschooler will receive a box for their supplies. There will be no sharing of resources (i.e. crayons, pencils, scissors). School supply lists will be provided by the Principals prior to the opening of schools via the school website. Students participating in instrumental music instruction must have their own instrument. Instruments cannot be shared.
Technology Labs	Technology classes are encouraged to occur in their homerooms with their individual Chromebooks.
Back to School & Report Card Night	Virtual sessions will be scheduled by the schools.
Feedback Loops	Surveys will be conducted quarterly to gather data on what is effectively working and or needs remediation.

Finalizing The 2019-2020 Academic Packets/Online Work Submission To Rectify Incomplete Grades

The work of collecting, reviewing and checking in packets and outstanding online assignments is ongoing until all five packets and assignments are collected and recorded for submission. Principals, teachers and the designated team at 90 Delaware Avenue will continue to collect, review and record submission of all packets and work. Student rosters will continue to be uploaded into the Principals' Google Drive and information will be updated throughout the summer and the fall.

The goal is to capture all student work submission so that every student is assigned a grade in place of an (I) Incomplete for Marking Period 4 and their final grade. Paper packets will be graded according to the District's COVID grading guidance and virtual assignment grades will receive accurate individual grades by the teacher /principal.

Every student will have an opportunity to make up packets and virtual assignments they failed to submit. Students with incomplete work will be granted a reasonable timeline (assigned by their principal) to complete the work and submit the packet/online assignments. Principals will record each student's plan and obtain approval from their unit assistant superintendent. Upon receipt of packet/work, student grade changes will be completed, and report cards and transcripts will be reissued and posted to the Infinite Campus portal.

A Note About RETENTION For The 2019 -2020 School Year

All recommendations for retention must adhere to the guidelines in the promotion manual calendar. As per the promotion calendar, parents were notified of the possibility of retention by the end of the second marking period. Students in danger of retention, after specific intervention was assigned and implemented, received parent notification via the third marking period progress report and report card. If these steps did not occur, in addition to a timely referral to the I & RS Committee, the recommendation for retention was not supported. No new recommendations for retention based solely on 4th Marking Period performance were considered.

Early Childhood Education



Recognizing our proud traditions, diverse community, and partnerships, the Department of Early Childhood Education's mission is to build a solid foundation for learning through connecting and collaborating with stakeholders and families and educating our students. Our fundamental purpose is to increase student achievement. Our vision is to be the leader in educating New Jersey's preschool children by igniting a passion for learning through a high quality preschool experience.

The Paterson Public School "State Mandated Preschool Program" is a full day program for all resident three and four-year-olds. The educational component is 180 days and the schedule of the day is comparable to the District's school day: 8:20 a.m. to 3:00 p.m. with a childcare component consisting of before and after educational hours and days.

The early childhood collaborative is the result of cooperation between representatives from two distinct and dedicated groups: the District's own pre-K programs and the 23 non-public school-based early childhood community providers.

The District's pre-K programs are located at:

- The Dale Avenue School
- The Edward W. Kilpatrick School
- The Dr. Martin Luther King, Jr. Educational Complex
- The Dr. Hani Awadallah School
- The Early Learning Center

- Public Schools No. 9, 15, 16, 24, 25, 26, 27, and 28

The 23 state-mandated preschool centers are located at:

- BJ Wilkerson I and III
- Calvary Baptist
- El Mundo De Colores
- El Mundo Del Nino
- Friendship Corner II
- Gilmore Memorial I, II, and III
- Head Start (Eastside, Westside, Michaels' Energy Factory)
- Hogar Infantil
- IEP Early Learning Center
- La Vida Too
- La Vida Three
- Memorial Day I and II
- Omega Preschool
- Paterson Day Care 100
- Paterson Family Center
- Passaic County Community College Child Development Center
- YMCA Preschool

Early Childhood Education During The Pandemic And Preparation For Re-Entry

The Department of Early Childhood Education prepared instructional packets for all preschool children in March 2020. Instructional packets were taken from The Creative Curriculum's Home Activities and included a schedule of daily activities for families. Additionally, each in-district preschool child received a bag with the instructional packet, pencils, markers, paper, crayons, manipulatives, etc. Children in State Mandated Preschool Centers received their packets from their respective sites. Teachers and instructional assistants remained in contact with students since school buildings closed on March 17. Each staff member maintained a daily work log which was submitted to their immediate supervisor. All state-mandated preschool directors submitted weekly logs to The Department of Early Childhood Education.

The Department of Early Childhood Education met bi-monthly with all state mandated preschool centers to ensure clear communication between the District and the centers. The

department currently holds weekly directors' meetings to ensure open communication, review the re-entry policies, share information from preschool centers that are open throughout the summer, and provide updates from the New Jersey Department of Children and Families.



Each state-mandated preschool has conducted a parent survey with each family that is enrolled for preschool to determine family needs. An Early Childhood Re-Entry Task Force has been established to include stakeholders from both in-district, state-mandated preschools, including Head Start, and a Board of Education commissioner.

The Early Childhood Re-Entry Task Force has completed the following components: Arrival and Departure Procedures, Procedures for Sick Children, Letter to Parents (regarding safety at school), Guidance on Wearing Masks, Toileting and Diapering, Cleaning and Disinfecting of the Classroom and Classroom Materials, classroom

schedules that reflect in person and remote learning, and a professional development plan for all preschool staff.

Screening

Children and staff must be screened for fever or signs of COVID-19 illness prior to entry to the program. The state-mandated preschool and in-district preschool sites must:

- Principals with preschool classrooms need to identify a separate door for entering and exiting and have someone to greet, screen, take the temperature of the students and escort the students to the classroom.
- As per N.J. Department of Children and Families guidance, principals will ensure that preschool teachers are screened and have their temperature taken upon entering the building.
- Principals will establish an area, outdoors or in the immediate entryway of the facility, to be designated for screening.
- Principals will ensure indoor screening areas must be separated from the program facility by walls or physical barriers.

- Principals will ensure that outdoor screening areas must be sufficiently sheltered to allow utilization during inclement weather.
- Staff members must stand behind a physical barrier, such as a glass or plastic window, that can serve to protect the staff member's face and mucous membranes from respiratory droplets that may be produced if the child being screened sneezes, coughs, or talks.
- Staff must make a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
- Staff will conduct temperature screening.
- If disposable or non-contact (temporal) thermometers are used and there is no physical contact with the child, staff do not need to change gloves before the next check.
- If non-contact thermometers are used, they must be cleaned with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each person. The same wipe can be reused as long as it remains wet.
- Once the child is cleared to enter the building, the child should immediately wash hands at the entrance way or inside of the classroom. Staff will walk the child to the classroom or one of the children's teachers will come to get the child.
- Parents should not enter the building unless necessary. If the parent does need to enter the building, the above screening steps must be followed. All parents entering the building must wear a mask. No exceptions.

Arrival Procedures For On-Site Screenings

All State Mandated Preschool Centers must complete a "Procedure for Arrival/Dismissal and Screening of Preschoolers Attending an On-Site Program" form for department review and approval. This form is at the end of this section.

All plans will include the following requirements:

- Markers will be placed outside the entrance way to indicate social distance spacing.
- All adults entering the center will be required to wear a mask.
- Before entrance into the program parents will be prompted to move to a health screening station.
- Staff trained in health and safety protocols will take and record the child's temperature and perform a mandatory health screening.
- The Office of Licensing Daily Log reporting document (Appendix 2) will be utilized in all

State Mandated Preschool Centers. In-district sites will follow district procedures.

- A visual inspection of the child for signs of illness will take place.
- If the child has a fever or other symptoms of COVID-19 or has had exposure to persons known to have COVID-19 during the preceding 14 days, the parent will be asked to take the child home.
- If the child does not have a fever or other symptoms of COVID-19 or had exposure to persons known to have COVID-19 during the preceding 14 days, the child will be cleared to stay.
- All children that are cleared to stay will be received at the entrance by his/her teacher or an approved staff member (substitute).

If A Child Or Staff Member Becomes Sick During The Day

- If a child or staff member develops symptoms of COVID-19 while at the facility (e.g. fever of 100.4 degrees or higher, cough, shortness of breath, chills, muscle pain, sore throat, new loss of taste or smell, or other signs of new illness), immediately separate the person to an isolation room or area away from well people until the ill person can leave the facility. That person should wear a mask, if possible.
- If the child has symptoms of COVID-19 (e.g. fever, cough, shortness of breath), the caregiver waiting with the child should remain as far away as safely possible from the child (preferably, six feet) and wear a mask.
- The child's parent/guardian should be called immediately, and the child must be picked up within an hour.
- If symptoms persist or worsen, a health care provider should be contacted for further guidance.

If A Person Tests Positive For COVID-19

The facility should immediately notify **local health officials, staff, and families** of a possible or confirmed case while maintaining confidentiality.

Facilities should be prepared to provide the following information when consulting public health:

- The identity of the person with COVID-19 or probable COVID-19 (i.e. staff, child in care, household contact).
- The date the person with COVID-19 or probable COVID-19 was last in the building.

- The date the person developed symptoms. Types of interactions the person may have had with other persons in the building or in other locations.
- How long their interactions were with other persons in the building.
- If other persons in the childcare program have developed any symptoms
- Any other information to assist with the determination of next steps.

When Quarantined Individuals Can Return To Childcare Facilities

Individuals who have symptoms of COVID-19 AND have tested positive by polymerase chain reaction (PCR), rapid molecular or antigen testing OR have not been tested (i.e. monitoring for symptoms at home) should stay home and away from others until ALL of the following conditions have been met:

- At least 14 days have passed since their symptoms first appeared.
- He or she has had three full days without symptoms for at least 72 hours without the use of medicine that reduces fever or discomfort.
- The individual's other symptoms have improved (for example, symptoms of cough or shortness of breath have improved).

Individuals who have NO symptoms and have tested positive should stay home and away from others until at least 10 days have passed from the collection date of their positive COVID-19 diagnostic test AND they have not developed symptoms.

Individuals who have symptoms and have tested negative should stay home and away from others until 72 hours after their fever has ended without the use of fever-reducing medications and other symptoms improve.

Individuals who are identified as close contacts (someone who has been within six feet of an infected person for at least a period of 10 minutes) should self-quarantine and monitor for symptoms for 14 days from the last date of exposure with the person, even if contact tested negative.

If A Suspected Or Confirmed Case Of COVID-19 Infection Occurs In One Defined Group Within The Center

- If a suspected or confirmed case of COVID-19 infection occurs in one defined group within the center, the ill person should be sent home.
- Other staff and children in the group would be considered close contacts of that case and must be quarantined in their homes for 14 days.
- Parents/guardians and staff facility-wide will be informed of the situation.
- The CDC guidance for cleaning and disinfection will be followed.
- Other groups within the childcare facility can continue to function, with daily and vigilant screening for illness occurring and social distancing and personal and environmental hygiene measures strictly adhered to.

If suspected or confirmed cases occur in multiple groups within the facility, then all childcare operations within the facility need to be suspended.

Communication With Parents

The Department of Early Childhood Education is committed to communicating with parents on the available options for enrollment and requirements of the program. Re-registration may be required to accommodate family needs. (This will be determined by the enrollment requirements by the NJDOE.)

Prior to the beginning of school, parents will receive a letter explaining arrival, dismissal, and daily classroom procedures. The early childhood learning centers and the in-district Pre-K sites will use the two drafts of the that appear at the end of this section. (See Appendices 3 and 4) In addition to a family letter, each site will have instructional posters displayed throughout and social distance markers will be used both inside and outside of the building.

Schedule And Lesson Plans

The Department of Early Childhood Education has created a schedule to reflect both in person and remote learning. (See Appendix 5) Principals will provide families with the following options regarding scheduling options.

Option 1: Coming to school Monday through Thursday; Fridays remote

Option 2: Following the District's elementary A/B cohort schedule

Option 3: Program is entirely online (Devices and materials will be provided by the District. Families must contact their perspective preschool to fill out the required form.)

Both synchronous and asynchronous learning will take place. Lesson plans have been created

for teachers to implement to address both in person and remote learning. Chromebooks have been purchased for all preschool staff and children. All preschool children will receive a drawstring bag with materials to use at home.

Professional Development Plan

The goal of the professional development system is to enable every administrator, teacher, and staff member to develop the knowledge, skills and behaviors required to create learning environments, which enable all students to demonstrate high levels of achievement. This is especially important during these unprecedented times.

The preschool program's professional development plan directly relates to the district's mission and The Creative Curriculum for Preschool. It includes ongoing training and is based on research on adult learning and children's development. The Department of Early Childhood Education, in collaboration with State Mandated Preschool Centers, will ensure staff and families are trained in implementing distance learning. Professional development is focused on helping children meet the standards outlined in the Preschool Teaching and Learning Standards and is available for District and provider teachers alike.

In June, all preschool teachers and State Mandated Preschool Center directors were trained in Google Classroom Phase I. Phase I introduced teachers to the basics regarding Google Classroom and focused on setting up a virtual classroom and communicating with families. There are plans to provide Google Classroom Phase I for instructional assistants during the summer.

Google Classroom Phase II training will take place during the first professional development opportunity in September.

Professional development topics for first six weeks will include:

- Resiliency for staff due to COVID-19
- New Health and Safety Standards according to CDC, Licensing, and NJDOE
- How to implement lesson plans and daily schedule
- GOLD online assessment
- New request for assistance/response to intervention protocols and procedures
- New teacher training
- Positive ways to social distance within the classroom; room arrangement
- Communicating with families

Appendices Index

Appendix 1

Procedures for Arrival/Dismissal and Screening
of Preschoolers Attending an On-Site Program

Appendix 2

Daily Log of Child and Staff Entry Health Screenings and Attendance

Appendix 3

Letter to Families - Option 1

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Appendix 5

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Appendix 6

Safe and Healthy Diapering Guidance

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Appendix 8

Guidance for Cleaning and Disinfecting

Appendix 1 - Procedures for Arrival/Dismissal and Screening of Preschoolers Attending an On-Site Program

Center Name:

Arrival Procedure

Will you be using multiple access points for parents to bring their children for screening and entrance into the school? List points of entry.

What will be done to guide parents to their screening location and how will you ensure social distancing is maintained? Please explain.

Will arrival times be staggered in order to manage the flow of children? How will this impact the start and end of the school day? Please explain.

Who will be screening children upon arrival and completing the Office of Licensing Daily Log? How will screening occur? Be specific.

What protective measures will be used by staff screening children on arrival?

Once children have been cleared to enter classroom, how will children be brought to their classrooms?

Dismissal Procedures

Please explain any differences between the arrival and dismissal procedures.

Appendix 2 - Daily Log of Child and Staff Entry Health Screenings and Attendance

[illegible]

Appendix 3 - First Letter to Families

Name of State Mandated Preschool Center or School Name

Families,

The following protocols and procedures are taken from guidance given by the federal Centers for Disease Control and Prevention (CDC) and the New Jersey Division of Early Childhood Education. It is important for all families to understand and follow these requirements.

Group Size and Social Distancing

- Children will be placed in groups of 10 and social distancing will be maintained between each group
- Each group will remain with the one designated teacher and instructional assistant
- Combining or mixing groups shall not be permitted
- Play time at stations and centers will be staggered on a rotating schedule
- Recess time will be staggered and only groups of 10 children will be allowed to use the playground
- Social distancing shall be realized during nap time

Personal Items/Sanitizing

- Each child will have their own bin for personal items and school items
- All materials and supplies brought in by children will be returned home for sanitizing (i.e. sheets)
- Materials and supplies should be returned the following day after they have been cleaned and sanitized daily
- Children are not permitted to bring toys from home into the center
- Stations/centers will be sanitized after a group has visited and/or played in that area
- When students share school toys, toys will be sanitized after each use
- Students will thoroughly wash their hands throughout the day
- Snack and lunch will take place in the classrooms
- Students will receive individual plates, family style eating will not be practiced

Masks

- Children shall be encouraged to wear cloth face coverings within the center
- Children must bring a mask to school everyday
- Masks will not be placed on a child during nap or sleep periods

Appendix 3 - First Letter to Families

Visitors

- All individuals entering the center will be required to wear a mask
- Visitors shall not be permitted into the center during operating hours with the exception of first responders, law enforcement or Department of Children and Families personnel, and Paterson Public Schools personnel
- All other visitors shall be required to visit the facility after operating hours
- All visitors will be required to sign the visitors log

If a Child Develops Symptoms of COVID-19

- If a child develops symptoms of COVID-19 while at the facility (e.g. fever of 100.4 or higher, cough, shortness of breath, chills, muscle pain, sore throat, new loss of taste or smell, or other signs of new illness), they will be immediately separated from the group until they are picked up
- If symptoms persist or worsen, a health care provider will be contacted for further guidance

If your child has symptoms of COVID-19 AND has tested positive your child should stay home and away from others until:

- At least 14 days have passed since their symptoms first appeared
- They have had no fever for at least 72 hours (three full **days without the use of medicine that reduces fever**) AND
- Other symptoms have improved (for example, symptoms of cough or shortness of breath have improved)

Individuals who have NO symptoms and have tested positive should stay home and away from others until:

- 14 days have passed from the collection date of their positive COVID-19 diagnostic test AND they have not developed symptoms

Individuals who have symptoms and have tested negative should stay home and away from others until:

- 72 hours after their fever has ended without the use of fever reducing medications and other symptoms improve

Individuals who are identified as a close contact should: (*Close contact is defined as being within 6 feet for at least a period of 10 minutes)

- Self-quarantine and monitor for symptoms for 14 days from the last date of exposure with the person, even if contact tested negative

All children that have demonstrated COVID 19 signs and have been sent home must obtain a doctor's note releasing the child to return to school.

Your cooperation is greatly appreciated.

Sincerely,

Appendix 4 - Second Letter to Families

Welcome to the 2020-2021 School Year! We have been preparing for your child's arrival and are committed to ensuring that we provide a safe, clean, and high quality preschool experience for your child.

The following protocols and procedures have been established to guarantee our arrival, dismissal and daily routines are safe for all children, families, and staff. We need your support! Please read the following carefully, everyone is expected to fully understand and cooperate with the protocols and procedures that have been put in place for the safety of your child and the staff.

As per the State's guidelines, **all children must be screened prior to being admitted to the center each day.** Children with a fever in excess of 100.4 degrees Fahrenheit or exhibiting other symptoms of COVID-19 shall not be allowed to enter the facility, nor will children that have had exposure to persons known to have COVID-19 during the preceding 14 days. Please note that centers are required to immediately notify their county department of health and the DCF Office of Licensing of any known or suspected COVID-19 exposure in the program facility. All entering the facility need to follow the outlined protocols and procedures:

Admittance and Screening (Each site will include the specific area to report to daily)

- All individuals entering the center will be required to wear a mask
- Markers will be placed on the ground for social distancing
- Parents will be prompted to move to the screening station to have the child's temperature taken and recorded
- Additionally, parents will be asked to confirm that the child does not have shortness of breath, or a cough
- Furthermore, the staff member will make a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing, fatigue or extreme fussiness
 - If the child **has** a fever, symptoms of COVID-19, or has had exposure to persons known to have COVID-19 during the preceding 14 days the parent will be asked to take the child home
 - If the child does **not have** a fever, symptoms of COVID-19 or had exposure to persons known to have COVID-19 during the preceding 14 days the parent will be asked to sign the child in
 - All children that are cleared to stay will be received at the entrance by his/her teacher or a staff member

Dismissal Procedures

- Parents/Guardians should adhere to social distancing markers on the ground
- Sanitize hands
- Parents/Guardians should follow dismissal procedures and pick up their child at the designated area
- Child(ren) will be brought the door with their belongings
- Parents will have the opportunity to see the child's teacher

Your cooperation is greatly appreciated.

Sincerely,

Appendix 5 - Preschool Schedule



HYBRID DAILY SCHEDULE

IN SCHOOL & REMOTE LEARNING FOR PRE-K STUDENTS

- ALL STUDENTS participate daily through synchronous & asynchronous times. Staff will post live and recorded events in their Google Classroom and share “News & Announcements” for the day.
- The timeframe for each daily component is contingent upon EACH school. Staff will determine times for families to join synchronously and/or asynchronously based on their individual class schedule.

COHORT A				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
IN SCHOOL	REMOTE	IN SCHOOL	REMOTE	REMOTE

COHORT B				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
REMOTE	IN SCHOOL	REMOTE	IN SCHOOL	REMOTE

IN SCHOOL SCHEDULE

Time Allotment	Component
40 Minutes	Arrival/Morning Routine
5-10 Minutes	Morning Group Meeting
5 Minutes	Transition Outdoors
30-45 Minutes	Outdoor
5 Minutes	Transition Indoors
75 Minutes	Academic Choice/Small Group
5-10 Minutes	Read Aloud
(11:30 AM) up to 30 Minutes	Lunch
80 Minutes	Rest /Quiet Activity
80 Minutes	Academic Choice/Small Group
5 Minutes	Music and Movement
10-15 Minutes	WGE/Afternoon Group Meeting

REMOTE LEARNING SCHEDULE

Time Allotment	Component	
Before 9:00am	Morning Routine	Students eat breakfast, make their bed, brush teeth and get dressed.
5-10 Minutes	Morning Group Meeting	Families log into Google Classroom to participate in daily events.
10-15 Minutes	Small Group	Google Classroom
5-10 Minutes	Read Aloud	Google Classroom
10 Minutes	STREAM Extensions	Google Classroom
5 Minutes	Afternoon Group Meeting	Google Classroom

Safe and Healthy Diapering to reduce the spread of germs

Keep a hand on the child for safety at all times!



1. PREPARE

- Cover the diaper changing surface with disposable liner.
- If you will use diaper cream, dispense it onto a tissue now.
- Bring your supplies (e.g., clean diaper, wipes, diaper cream, gloves, plastic or waterproof bag for soiled clothing, extra clothes) to the diapering area.



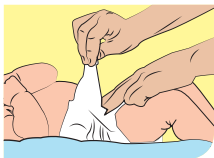
2. CLEAN CHILD

- Place the child on diapering surface and unfasten diaper.
- Clean the child's diaper area with disposable wipes. Always wipe front to back!
- Keep soiled diaper/clothing away from any surfaces that cannot be easily cleaned. Securely bag soiled clothing.



3. REMOVE TRASH

- Place used wipes in the soiled diaper.
- Discard the soiled diaper and wipes in the trash can.
- Remove and discard gloves, if used.



4. REPLACE DIAPER

- Slide a fresh diaper under the child.
- Apply diaper cream, if needed, with a tissue or a freshly gloved finger.
- Fasten the diaper and dress the child.



5. WASH CHILD'S HANDS

- Use soap and water to wash the child's hands thoroughly.
- Return the child to a supervised area.



6. CLEAN UP

- Remove liner from the changing surface and discard in the trash can.
- Wipe up any visible soil with damp paper towels or a baby wipe.
- Wet the **entire surface** with disinfectant; make sure you read and follow the directions on the disinfecting spray, fluid or wipe. Choose disinfectant appropriate for the surface material.



7. WASH YOUR HANDS

- Wash your hands thoroughly with soap and water.



Centers for Disease
Control and Prevention
National Center for Emerging and
Zoonotic Infectious Diseases

CS251744

Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

How to Wear Cloth Face Coverings

Cloth face coverings should—

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

CDC on Homemade Cloth Face Coverings

CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), **especially** in areas of significant community-based transmission.

CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the cloth face covering without assistance.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?

Yes. They should be routinely washed depending on the frequency of use.

How does one safely sterilize/clean a cloth face covering?

A washing machine should suffice in properly washing a cloth face covering.

How does one safely remove a used cloth face covering?

Individuals should be careful not to touch their eyes, nose, and mouth when removing their cloth face covering and wash hands immediately after removing.



CS316353B 04/10/2020, 8:07 PM

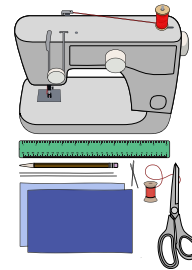
cdc.gov/coronavirus

Appendix 7 - Using Cloth Face Coverings Guidance

Sewn Cloth Face Covering

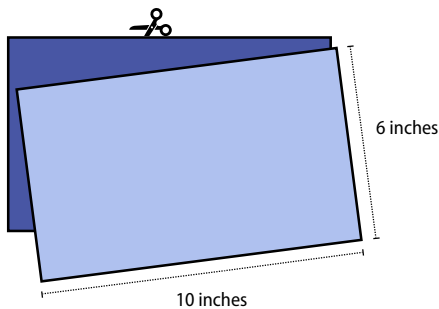
Materials

- Two 10"x6" rectangles of cotton fabric
- Two 6" pieces of elastic (or rubber bands, string, cloth strips, or hair ties)
- Needle and thread (or bobby pin)
- Scissors
- Sewing machine

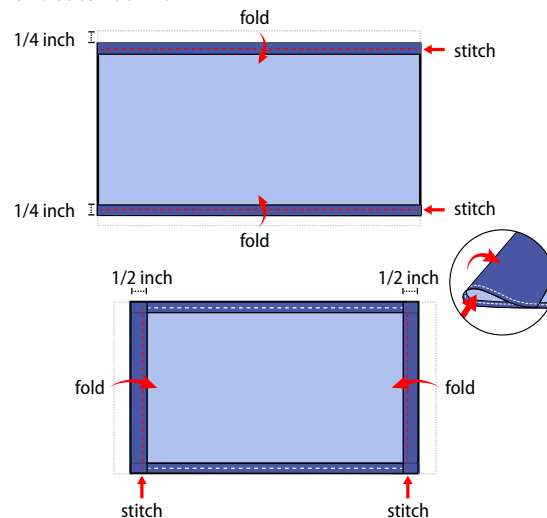


Tutorial

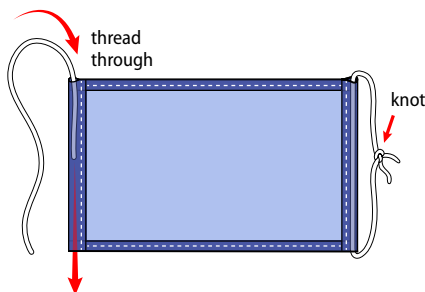
1. Cut out two 10-by-6-inch rectangles of cotton fabric. Use tightly woven cotton, such as quilting fabric or cotton sheets. T-shirt fabric will work in a pinch. Stack the two rectangles; you will sew the cloth face covering as if it was a single piece of fabric.



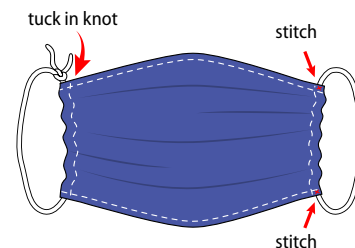
2. Fold over the long sides $\frac{1}{4}$ inch and hem. Then fold the double layer of fabric over $\frac{1}{2}$ inch along the short sides and stitch down.



3. Run a 6-inch length of $\frac{1}{8}$ -inch wide elastic through the wider hem on each side of the cloth face covering. These will be the ear loops. Use a large needle or a bobby pin to thread it through. Tie the ends tight. Don't have elastic? Use hair ties or elastic head bands. If you only have string, you can make the ties longer and tie the cloth face covering behind your head.



4. Gently pull on the elastic so that the knots are tucked inside the hem. Gather the sides of the cloth face covering on the elastic and adjust so the mask fits your face. Then securely stitch the elastic in place to keep it from slipping.



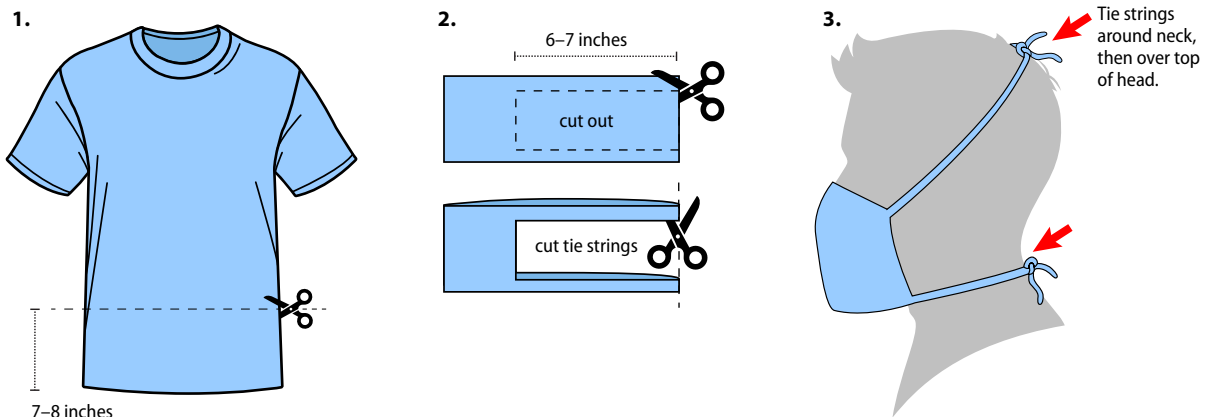
Appendix 7 - Using Cloth Face Coverings Guidance

Quick Cut T-shirt Cloth Face Covering (no sew method)

Materials

- T-shirt
- Scissors

Tutorial

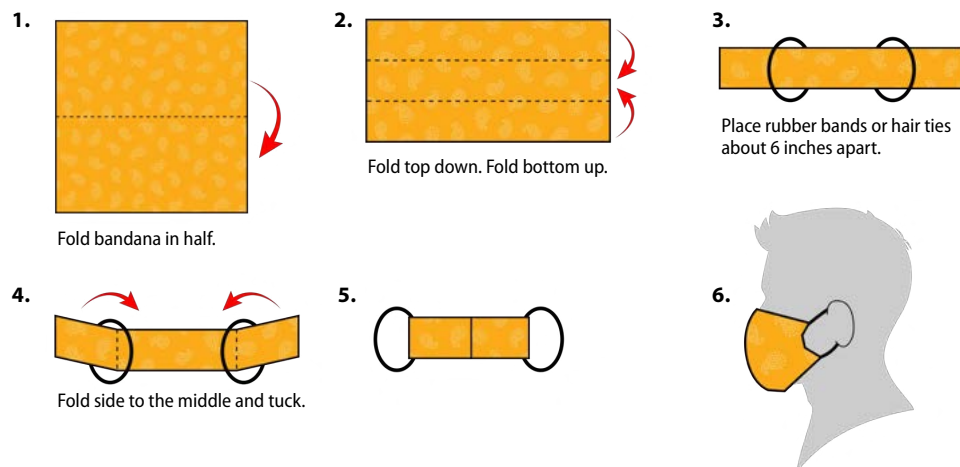


Bandana Cloth Face Covering (no sew method)

Materials

- Bandana (or square cotton cloth approximately 20"x20")
- Rubber bands (or hair ties)
- Scissors (if you are cutting your own cloth)

Tutorial



GUIDANCE FOR CLEANING & DISINFECTING

PUBLIC SPACES, WORKPLACES, BUSINESSES, SCHOOLS, AND HOMES



SCAN HERE
FOR MORE
INFORMATION

1 DEVELOP YOUR PLAN

DETERMINE WHAT NEEDS TO BE CLEANED. Areas unoccupied for 7 or more days need only routine cleaning. Maintain existing cleaning practices for outdoor areas.

DETERMINE HOW AREAS WILL BE DISINFECTED. Consider the type of surface and how often the surface is touched. Prioritize disinfecting frequently touched surfaces.

CONSIDER THE RESOURCES AND EQUIPMENT NEEDED. Keep in mind the availability of cleaning products and personal protective equipment (PPE) appropriate for cleaners and disinfectants.

Follow guidance from state, tribal, local, and territorial authorities.

2 IMPLEMENT

CLEAN VISIBLY DIRTY SURFACES WITH SOAP AND WATER prior to disinfection.

USE THE APPROPRIATE CLEANING OR DISINFECTANT PRODUCT. Use an EPA-approved disinfectant against COVID-19, and read the label to make sure it meets your needs.

ALWAYS FOLLOW THE DIRECTIONS ON THE LABEL. The label will include safety information and application instructions. Keep disinfectants out of the reach of children.

3 MAINTAIN AND REVISE

CONTINUE ROUTINE CLEANING AND DISINFECTION. Continue or revise your plan based upon appropriate disinfectant and PPE availability. Dirty surfaces should be cleaned with soap and water prior to disinfection. Routinely disinfect frequently touched surfaces at least daily.

MAINTAIN SAFE PRACTICES such as frequent handwashing, using cloth face coverings, and staying home if you are sick.

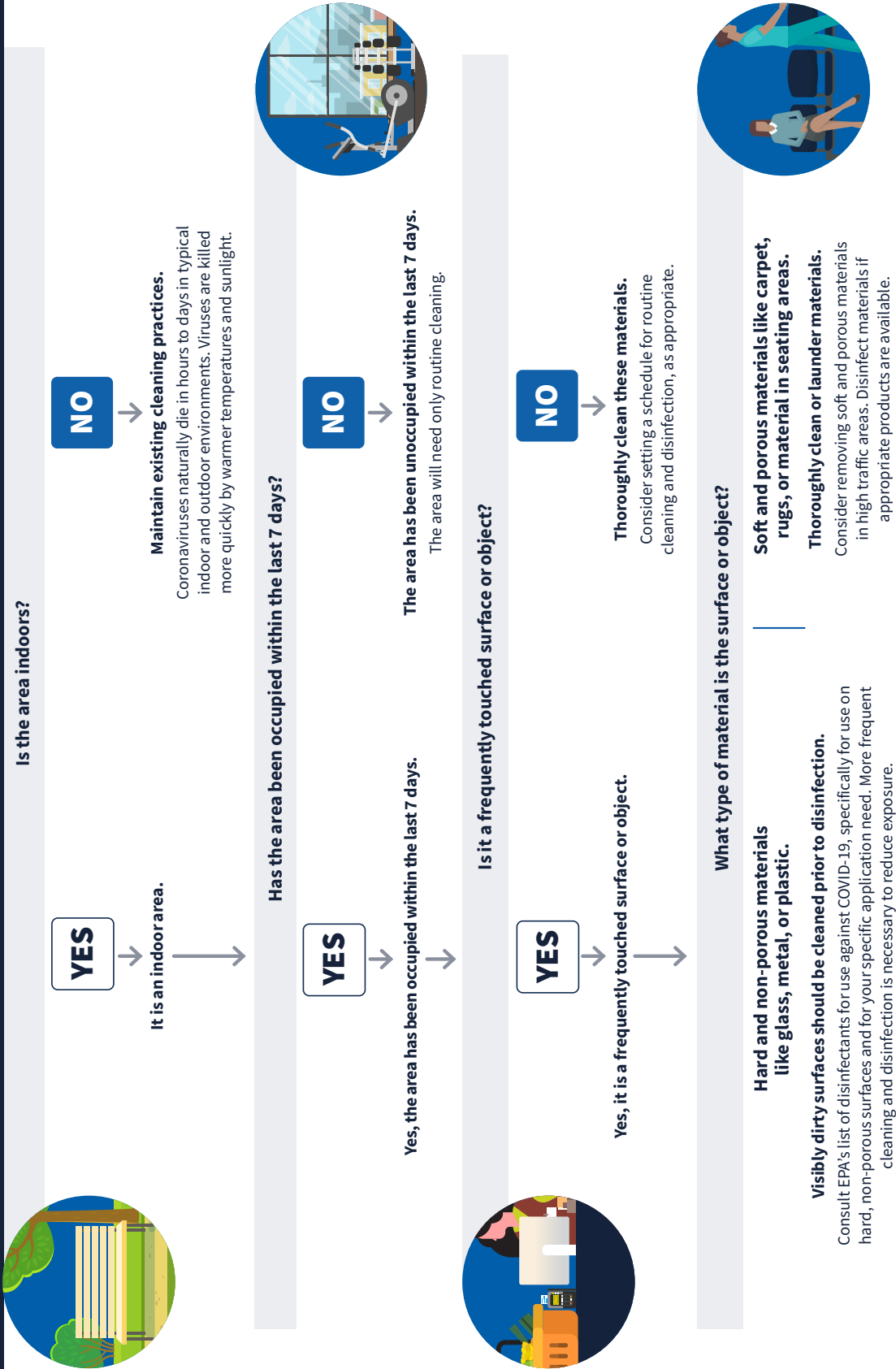
CONTINUE PRACTICES THAT REDUCE THE POTENTIAL FOR EXPOSURE. Maintain social distancing, staying six feet away from others. Reduce sharing of common spaces and frequently touched objects.



Appendix 8 - Guidance for Cleaning and Disinfecting

MAKING YOUR PLAN TO CLEAN AND DISINFECT

Cleaning with soap and water removes germs, dirt, and impurities from surfaces. It lowers the risk of spreading infection. Disinfecting kills germs on surfaces. By killing germs on a surface after cleaning, it can further lower the risk of spreading infection.



Nursing Services



The Nursing Department has worked to provide districtwide safety and health protocols to combat the spread of the COVID-19 virus, and to educate students, staff and families about how to guard against contracting and spreading the virus.

Training On COVID-19

Trainings will be provided for students, parents, teachers and staff before school starts for staff in-services, and as needed for updates and reminders. The trainings are centered on preventive strategies to help people protect themselves and others. The recurring theme that comes from meetings with various groups is how is the District going to keep students and staff safe.

The Centers for Disease Control (CDC)'s guidance information is on the CDC's website. Posters and videos have been selected to inform and educate the District's population.

Protecting Yourself And Others

The CDC has provided website information, posters, handouts, and videos of the best practices to slow the spread of the virus by:

- Educating the public about how COVID-19 spreads.
- Maintaining social distancing of six feet or more between people.
- Frequent handwashing with soap and water for 20 seconds. If soap and water are not

available, a hand sanitizer that contains at least 60 percent alcohol can be used. (Soap and water remove the virus. Hand sanitizer inactivates it.)

- Covering mouth and nose with a cloth face covering when around people.
- Covering coughs and sneezes with an elbow or using a tissue, placing it in the trash, followed by immediate handwashing.
- Routinely cleaning and disinfecting frequently touched surfaces.

Modes Of Transmission

- **Droplets** - When an infected person coughs, sneezes, or talks, droplets with the virus fly into the air from their nose or mouth. Anyone who is within six feet of that person can inhale those droplets.
- **Aerosolized Transmission** - This occurs when the virus is passed person-to-person through the air by means of inhalation of infectious particles.
- **Surface Transmission** - This occurs when a person touches a surface that is contaminated by the virus.
- **Fecal-Oral Transmission** - This occurs when a person uses the restroom, doesn't wash their hands, and touches and contaminates people and things.
- **Pre-Symptomatic Transmission** - This occurs when a person has been infected by the virus, but signs and symptoms of the virus have not yet become evident. The infected individual is able to transmit the virus prior to exhibiting any signs and symptoms. The individual will develop symptoms within 2 to 14 days.
- **Asymptomatic Transmission** - This occurs when a person has the virus and does not develop symptoms. The person can infect others with the virus.

Close Contact And Self-Quarantine

Close contact is the term that describes when a person has been within six feet of a person with the virus for 10 minutes or more. This is also referred to as being exposed. If a person has been exposed, then they are required to stay at home or and self-quarantine for 14 days, starting from the day they were exposed.

Quarantine means to separate from other people and pets by staying in a specific room in your home. If possible, the quarantined person should use a separate restroom. If the quarantined person needs to leave his or her room, the person should wear a face covering and maintain social distancing. The quarantined person should avoid public transportation, ride-sharing services, and taxis. The quarantined person does not need to wear the cloth face covering when alone in his or her quarantine room.

The quarantined person should avoid sharing personal household items, dishes, drinking glasses, cups, eating utensils, towels, and bedding. These items should be washed thoroughly with soap and water after use.

The quarantined person should clean and disinfect surfaces in his or her room and restroom. Another person in the household should clean and disinfect surfaces in the home's common areas.

COVID-19 Signs And Symptoms

Signs and symptoms of COVID-19 may appear within 2-14 days after exposure to the virus. Symptoms may consist of, but are not limited to:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New onset of loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

COVID-19 has one unique symptom, which is a new loss of taste or smell.

If You Are Sick Or Think You Might Have COVID-19

If you are sick:

- Avoid close contact with sick individuals (even if they are in your home).
- Maintain social distancing with other people.
- Wear a face covering.
- Monitor yourself for symptoms and stay home if you are sick except to get medical care.

If you have COVID-19 symptoms or have been exposed:

- Follow guidance about when to call your doctor
- Self-quarantine for 14 days
- Monitor your signs and symptoms
- Contact your doctor with signs and symptoms
- Call ahead before visiting your doctor
- Wear a face covering when out of quarantine area
- Maintain social distancing

Most people who get COVID-19 can take care of themselves at home. Contact your doctor and take precautions to protect yourself and others around you.

Protocol For Sick Student Health Office Visits

For a student with respiratory symptoms:

- Provide face covering to the student if the student is not already wearing one. (Teachers should be provided with face coverings for students for this purpose.)
- Call the nurse before sending the student to the Health Office to ensure safe distancing in the Health Office and protect individuals in the Health Office.
- Nurse will assess the student and decide whether to send the student home.
- If the nurse identifies COVID-19 symptoms, the student will be excluded from school according to Regulation 8451. (See Appendix 1)
- If the student tests positive for COVID-19, the school will notify the parents of the students and staff who had been in contact with the infected student.
- School closure decisions are made based on level of community transmission which is based on state guidance and with the local Board of Health officials.

Personal Protective Equipment (PPE) In Schools

How to Wear Cloth Face Coverings

Cloth face coverings are an additional step to help slow the spread of COVID-19 and should be combined with everyday preventive actions and social distancing in public settings. Proper use of cloth face coverings helps protect others in case you are infected with COVID-19 but do not have symptoms.

To properly wear a cloth face covering:

- Wash your hands before putting on your face covering.
- Put the face covering over your nose and mouth and secure it under your chin. Try to fit it snugly against the sides of your face. Do not put the face covering around your neck or up on your forehead.
- Make sure you can breathe easily.
- Wear a face covering in public settings when around people who don't live in your household, especially when it may be difficult for you to stay six feet apart from each other.
- Do not touch the face covering. If you do touch it, wash your hands or use hand sanitizer.
- If a medical-grade face mask is not available, a cloth face covering such as a scarf or bandana may be used.

To properly remove the face covering:

- Take off the cloth face covering carefully when you are at home.
- Untie the strings behind your head or stretch the ear loops.
- Handle only by the ear loops or ties.
- Fold outside corners together.
- Wash cloth face coverings after each use.
- Be careful not to touch your eyes, nose, and mouth when removing face covering.
- Wash hands immediately after removing.

Cloth face coverings should not be placed on children aged 2 and younger, anyone who has trouble breathing, or anyone who is not able to remove the covering without help.

PPE To Be Provided To Staff

The following PPE will be provided to staff with the resources and protection for them to feel safe and supported as the District reopens school buildings:

- **For nurses:** gloves, face shields, face coverings, aprons (or smocks or paper gowns), and safety glasses.
- **For custodians:** gloves, face shields, face coverings, and safety glasses.
- **For general education teachers:** gloves and face coverings will be provided upon request.
- **For paraprofessionals and personal aides in pre-K and special education rooms:** face coverings will be provided upon request, and, gloves, face shields, and gowns will be provided.

General education teachers will receive face coverings and gloves upon request. Hand sanitizer will be provided in each classroom and throughout the school in common areas.

All school buildings require adequate supplies of:

- soap
- paper towels
- hand sanitizer (60% alcohol) to be provided in schools' common areas and each classroom
- tissues

Students' Privacy And COVID-19

Students' privacy is protected by two federal laws: The Family Education Rights and Privacy Act (FERPA), which protects the privacy of students' educational records, and the privacy rule of the Health Insurance Portability and Accountability Act (HIPAA), which protects individuals' medical records and other personal health information. All staff working in public schools, including registered nurses, must always comply with these laws.

Under FERPA, a student's personal identifying information such as a name or Social Security number is prohibited to be released without parental consent. FERPA spells out very specifically what information needs to be included in a written consent to release educational records.

An exception to this rule is if there is a health and safety emergency. In this case, a student's personal information can be released without parental consent to public health agencies such as public health department. This exception is only for the limited time that the health emergency exists.

A school administrator or school nurse discloses a student's personal identifying information to the supervisor of nursing during a public health and safety emergency. The school must maintain a record of each request for disclosure, who made the request, whether the request was fulfilled, and the reason why the request was fulfilled or not. This record for the educational record of the student with the basis for the disclosure.

A school administrator and school nurse can disclose that a student or staff member has tested positive for COVID-19 as long as none of the personal identification information of the infected person is disclosed.

The District can alert school communities to a positive COVID-19 case by posting signs, issuing written notifications (letters and emails), and other forms of communication (automated phone messages). These communications should alert students, staff, parents and guardians a potential risk of having been exposed to the virus and advise them to closely monitor for symptoms.

Reporting Positive Cases Of COVID-19 In The District

The District has been in compliance of the policy and regulations of the communicable disease notification process.

If the teacher is notified of a positive COVID-19 case, the teacher notifies the principal and the school nurse. The principal notifies the assistant superintendent he or she reports to, and the assistant superintendent notifies the superintendent. The principals and/or the school nurse contacts the nursing supervisor. The nursing supervisor obtains the person's demographic information and exposure to students and staff information. Then, the nursing supervisor immediately contacts the Board of Health of the community where the person who tested positive resides.

If the principal is notified of a positive COVID-19 case, the principal contacts the assistant superintendent, and the assistant superintendent notifies the superintendent and the nursing supervisor. The nursing supervisor obtains the person's demographic information and exposure to students and staff information. Then, the nursing supervisor immediately contacts the Board of Health of the community where the person who tested positive resides.

If the school nurse is notified of a positive COVID-19 case, she confidentiality notifies the principal and immediately contacts the nursing supervisor. The nursing supervisor obtains the person's demographic information and exposure to students and staff information. Then, the nursing supervisor immediately contacts the Board of Health of the community where the person who tested positive resides.

If the person who tested positive is from Paterson, the guidance from the City of Paterson's health officer is that the District will have all persons who had contact with the positive case quarantined for 14 days from the last day they had contact with the infected person. This is to be done regardless of whether face coverings were worn, and social distancing maintained, and it pertains to siblings or staff that live in the household and attend/work at Paterson Public Schools.

The local Board of Health will be contacted according to the city addresses of the positive COVID-19 case. The Board of Health will provide guidance to the District and conduct contact tracing. The nursing supervisor reports the guidance received from the local Board of Health to the superintendent.

In the District the positive COVID-19 cases and the exposure information have come from a teacher, essential staff to the principal or their direct report then to the assistant superintendent, to the superintendent and then to the nursing supervisor. During remote learning, the principal would notify the school nurse after he or she notified the assistant superintendent. The nurse would also notify the District's director of nursing services.

Positive cases have also been reported by directors and supervisors of student meal distribution sites to the assistant superintendent to the superintendent then to the nursing supervisor. The confidentiality requirement is different if it is disclosed to a nurse first.

If information about a student who tested positive for COVID-19 is given directly to a school nurse, the school nurse cannot disclose the student's identity to the principal without the permission from the student's parent.

Confidentiality

Confidentiality of personal information of those who test positive for COVID-19 will be practiced and maintained as per the guidelines set forth by FERPA and HIPAA. The nurse supervisor is to be notified of all positive COVID-19 results. The nursing supervisor will notify the local Board of Health as per the state's guidelines.

The school nurse is to be notified if and when a student becomes infected or has COVID-19 signs and symptoms to take the necessary measures to help maintain the health and safety of the school community.

Parent Information Packet

The parent information packet is a paper-based packet of information that includes health guidelines during the COVID-19 pandemic that will be distributed to students for parents. It will be made available on the District's website (paterson.k12.nj.us) and translated into various languages. It contains a letter and additional District information informing parents of the procedures and processes that are in place to protect students and staff and reduce the spread of COVID-19.

Below is the letter that will be included in the parent information packet.

Dear Parents,

We hope you and your family are doing well during this challenging time. In anticipation of the upcoming school year, we would like to reassure you Paterson Public Schools' nurses are working diligently to assist with a plan to provide our students with the safest environment possible when school buildings reopen. We are following all the guidelines set forth by Governor Phil Murphy, the Centers for Disease Control and the Paterson Department of Health and Human Services.

However, we need your cooperation in order to maintain the healthiest standards for our students, staff and families. Please take the time to familiarize yourselves with the attached information regarding the new guidelines for opening our school buildings.

Together, we can help prevent the spread of COVID-19 and keep our students in school.

Thank you for helping make Paterson Public Schools a place where students can return to the healthy and safe environment they so deserve.

We are all looking forward to welcoming our students back and being together again.

Sincerely,

Paterson Public Schools Nurses

Guidelines for Building Entry

- Children who are sick or not feel well should stay home.
- School schedules should stagger the times students need to be in school buildings to maintain social distancing.
- Students must wear face coverings unless doing so would inhibit the student's health.
- Cloth face coverings should be washed daily with soap and water.
- Visitors to school buildings should be limited. All visitors must wear face coverings.
- Everyone in school buildings must maintain social distancing, keep a minimum of six feet away from everyone else.
- Hand sanitizer stations will be placed throughout District buildings and in each classroom.

Sending A Student Or Staff Member Home

Students and staff are required to stay home if they are sick. If student or staff member exhibit one or more COVID-19 symptoms, he or she will be redirected home as per NJDOE guidelines. The person will self-quarantine for 14 days at home, contact his or her healthcare provider, and monitor symptoms.

Stay in touch with your doctor. Call before you get medical care. Be sure to get care if you have trouble breathing, or have any other emergency warning signs, or if you think it is an emergency. Follow care instructions from your healthcare provider and local health department. Your local health authorities may give instructions on checking your symptoms and reporting information.

When Someone Tests Positive For COVID-19

When a student or staff member tests positive for the COVID-19 virus, he or she will stay home for 14 days and follow the previously stated guidelines for self-quarantining. They need a physician's medical clearance to return to school.

Guidance For Families Living With A COVID-19 Positive Person

If a student or staff member lives in a household with a person who is sick or has tested positive for the COVID-19 virus, then he or she will learn/work remotely for 14 days. If he or she shows no symptoms after the 14 days, then they may return to the District, but only after the COVID-19 positive person in the household has shown no COVID-19 signs or symptoms without medication for three days.

What Your Test Results Mean

If you test negative for COVID-19, You probably were not infected at the time your sample was collected. However, that does not mean you will not get sick. It is possible that you were early in your infection when your sample was collected and that you could test positive later.

Pickup Of Students Who Are Not Feeling Well

The District asks that parents and guardians be reachable by phone throughout the school day. Parents and guardians should verify that their contact info is accurate with the principal of their child's school. In the event a child is sick, children must be picked up from school in a timely manner. This protocol is for the health of our school community and in accordance with state guidelines. Anyone who has exhibited any COVID-19 symptoms may only return to school with a doctor's note stating that they are medically cleared. Students who must quarantine at home will receive virtual instruction until they are cleared to return.

Resources

The following resources are available to assist families, students and staff with information that will help reduce the spread of COVID-19:

- Paterson Department of Health (patersonnjhealth.gov)
- Centers for Disease Control (cdc.gov)
- Coronavirus Hotline, 1-800-222-1222

Standard Operating Procedure (SOP) - Schools Reopening Amid The Pandemic

The Board of Education recognizes that control of the spread of COVID-19 is essential to the wellbeing of the school community as well as the entire community in light of an ongoing pandemic.

School districts must comply with the Centers for Disease Control (CDC), state, and local guidelines. Each school district has to develop standards that works for them.

The Board shall be bound by the statutes, rules and guidelines of the State Board of Education for the exclusion and readmission of pupils who have been exposed to or tested positive for the COVID-19 virus. The Board is also obligated to provide for the instruction of teachers in health and the prevention of spreading the virus. The Board shall comply with regulations of the New Jersey Department of Health, the New Jersey Department of Education, in accordance with CDC guidelines.

General Health And Safety Guidelines

- Schools must also minimize use of shared objects, pen, pencils, rulers etc. If and when shared, equipment must be sanitized several times while in use.
- Schools should ensure indoor facilities have adequate ventilation. Keep all windows open
- Prepare and maintain hand sanitizing stations, and ensure students wash hands frequently.

A sick pupil will be isolated in an established isolation area in school. Students shall remain in isolation with continued supervision until picked up by an authorized adult, who will be wearing face covering.

Any pupil retained at home or excluded from school for having or being suspected of having COVID-19 shall not be readmitted to his/her classroom until he/she presents written evidence of being free of COVID-19 from a health care professional.

Anyone found to have COVID-19 or who has known exposure shall not be readmitted to school as per the guidelines set forth by the NJ Department of Health.

Timeframe For Self-Isolation/Quarantine Based On Testing Result

The purpose of **quarantine** is to keep people who might have been exposed (but not sick) to COVID-19 away from others. **Isolation** is to keep sick people and those infected with the COVID-19 virus away from those who are not infected. Self-quarantine/isolation are voluntary practices to reduce the spread of COVID-19. It is expected that any person with symptoms getting a COVID-19 diagnostic test (nasal swab or saliva) will self-quarantine after specimen collection AND are advised of the results of their test, unless otherwise directed by those administering the test. These recommendations are not for individuals who got serologic test (antibody). Depending on the test result, see below for the length of time that the individual should self-isolate/self-quarantine.

	Symptomatic Tested +	Symptomatic Tested -	Asymptomatic Tested +	Asymptomatic Tested - No COVID-19 household* or close contacts*	Asymptomatic Tested - But is a household contact* or close contact*	Asymptomatic Not/Never tested But is a household* or close contact*
Timeframe for Self- Quarantine or Self- Isolation	72 hours (3 full days) fever-free without use of fever- reducing medications AND improvement in respiratory symptoms AND 10 days since symptoms first began (whichever is longer)	At least 72 hours (3 full days) after symptoms go away	10 days after specimen collection, assuming no symptoms develop	No self- quarantine days required	14 days from last known exposure with the COVID-19 + person NOTE: Self-quarantine for individuals with household contacts who are COVID-19 positive begins AFTER the end of self-isolation of the household contact ends	

Contact Tracing

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

The District shall collaborate with the City of Paterson Department of Health and Human Services and engage school nurses to develop contact tracing policies and procedures, as well as educate the broader school community on the importance of contact tracing.

The District will use virtual assemblies, trips and performances in lieu of gatherings.

Health Office

Every school's Health Office will identify a designated space in the office as an isolation area for ill students.

Every school's Health Office will maintain a Healthy Visit Area for students with non-communicable health issues.

Every school's Health Office will use a waiting or screening area until students are assessed and returned to class or isolated.

Every school's Health Office will use of all the above spacing layouts, barriers, modified and reduced use as the office is able.

Every school's Health Office will maintain students in classrooms as much as able for non-communicable complaints.

Every school's Health Office will have the staff contact the school nurse before sending students to the Health Office to help maintain social distancing in the Health Office.

Every school's Health Office will use plastic barriers where appropriate, especially in Health Offices where it is difficult to separate ill and well children.

Every school's Health Office will have portable barriers structures available for use as needed.

Shared Objects

District staff will provide for separation of personal and classroom items, as well as adequate spacing of all personal belongings and classroom supplies to ensure separation of item use in rooms shared with other groupings of children.

The District will provide for a minimal number of classrooms used by students per day wherever the ideal of only one room per day is not possible.

District students and staff will not use commonly-shared passes from class to places in the school building (Restroom, Main Office, etc.).

The District will provide for proper disinfecting of all common spaces and items between uses. The District will limit restroom and elevator use occupancy in accordance with social distancing requirements.

Appendices Index

Appendix 1

Paterson Public Schools Regulation R 8451

REGULATION

PATERSON SCHOOL DISTRICT

OPERATIONS
R 8451/page 1 of 5
Control of Communicable Disease
M

R 8451 CONTROL OF COMMUNICABLE DISEASE

A. Detection of Communicable Diseases

1. Teachers will be trained to detect communicable diseases in pupils by recognizing the symptoms of disease.
2. In general, a pupil who shows one or more of the following symptoms should be sent to the school nurse for evaluation and/or treatment:
 - a. Pain, generalized or specific,
 - b. Chills,
 - c. Fever,
 - d. Earache,
 - e. Vomiting,
 - f. Sore throat,
 - g. Enlarged glands,
 - h. Skin eruption,
 - i. Running nose, or
 - j. Red and discharging eyes.
3. A pupil who shows symptoms of any of the following communicable diseases should be sent promptly to the school nurse for evaluation.
 - a. Chicken pox: Small reddish, itchy eruptions on the skin resembling pimples or blisters, which later fill with fluid and form crusts; slight fever.
 - b. German measles (rubella): A common cold followed by a light red rash on face and body; small beady lumps behind ears; slight fever.
 - c. Measles (rubeola): Cold, runny nose, watery and light-sensitive eyes, fever, followed by bluish-white specks (Koplik spots) on inside of mouth, red blotchy rash, and dry cough.



REGULATION

PATERSON SCHOOL DISTRICT

OPERATIONS
R 8451/page 2 of 5
Control of Communicable Disease

- d. Mumps: Tenderness and swelling of the salivary glands below and a little in front of the ear; fever.
 - e. Streptococcal infections (including scarlet fever, sore throat, and erysipelas): Sudden onset of fever, sore throat, strawberry tongue, followed by bright red rash on body, usually on the inner arm and thigh.
 - f. Whooping cough (pertussis): A common cold, with irritating cough, followed by repeated series of violent coughs without inhaling, often with respiratory whoops. Cough may end with vomiting.
 - g. Fifth disease (erythema infectiosum): Fine rash that is most apparent on the cheeks and later spreads to arms and legs, low grade fever.
 - h. Pink eye (conjunctivitis): Redness of white areas of eyes, accompanied by some itching; eyes may discharge pus and be light sensitive.
 - i. Head lice (pediculosis): Itching scalp, presence of lice and nits at hair roots.
 - j. Impetigo (staphylococcus infection): Lesions.
 - k. Meningitis-meningococcal: Severe headache, chills, vomiting, convulsions, fever, stiff neck, pain in neck.
 - l. Hepatitis infectious: Fever, anorexia, nausea, malaise, abdominal discomfort, followed by jaundice.
4. Any person who is ill or infected with any disease below and as outlined in N.J.A.C. 8:57-1.3 or any communicable disease, whether confirmed or presumed will be reported immediately by the school Principal to the County Health Officer or to the New Jersey Department of Health if the County Health Officer is not available. Such telephone report will be followed up by a written report or electronic report within twenty-four hours of the initial report. The diseases to be immediately reported are:

REGULATION

PATERSON SCHOOL DISTRICT

OPERATIONS
R 8451/page 3 of 5
Control of Communicable Disease

- a. Botulism (*Clostridium*);
- b. Diphtheria (*Corynebacterium diphtheriae*);
- c. *Haemophilus influenzae*, invasive disease;
- d. Hepatitis A, institutional settings;
- e. Measles;
- f. Meningococcal disease (*Neisseria meningitidis*);
- g. Pertussis (whooping cough, *Bordetella pertussis*);
- h. Plague (*Yersinia pestis*);
- i. Poliomyelitis;
- j. Rabies (human illness);
- k. Rubella;
- l. Viral hemorrhagic fevers, including, but not limited to, Ebola Lassa, and Marburg viruses;
- m. Foodborne intoxications, including, but not limited to, mushroom poisoning;
- n. Any foodborne, waterborne, nosocomial, outbreak or suspected outbreak or any outbreak or suspected outbreak of unknown origin;
- o. Any other disease included in N.J.A.C. 8:57-1.3.

B. Exclusion From School

1. A pupil who exhibits any of the symptoms described in §A2 or whose condition suggests the presence of a communicable disease as described in §A3 or A4 will be sent to the school nurse's office. The teacher will ensure that the pupil is accompanied by an adult or a responsible pupil.
2. The teacher will communicate to the school nurse, directly or by written note, the reason for which the pupil is sent for medical assessment.



REGULATION

PATERSON SCHOOL DISTRICT

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3. The school nurse will examine the pupil and, in consultation with the school medical inspector if the pupil's condition so indicates, recommend to the Principal the pupil's exclusion from school for medical reasons.
4. In the event neither the school nurse or the school medical inspector is available to be consulted about the pupil's condition, the Principal may determine to exclude the pupil from school.
5. The parent, adult family member, or other responsible adult designated by the parent will be promptly notified by telephone of the pupils' exclusion and requested to come to school to fetch the pupil. Until the adult arrives to remove the pupil, the pupil will be kept in an isolated location in the school and will be made as comfortable as possible. The pupil will be supervised at all times by a school staff member.

C. Readmission to School

1. A pupil who has been excluded from school or retained at home by reason of having or being suspected of having a communicable disease shall not be readmitted to school until the pupil presents written evidence that he/she is free of communicable disease.
2. Evidence that a pupil is free of communicable disease will consist of the certification of the school medical inspector or another qualified physician who has personally examined the pupil.

No pupil who has had a communicable disease will be readmitted to school until a physician's certificate indicating the symptoms of the disease have ceased has been provided to the Principal or designee or the school nurse.

D. Reports

1. The school nurse will file such reports as may be required by the New Jersey State Department of Health and in the reporting of communicable diseases in schools.



REGULATION

PATERSON SCHOOL DISTRICT

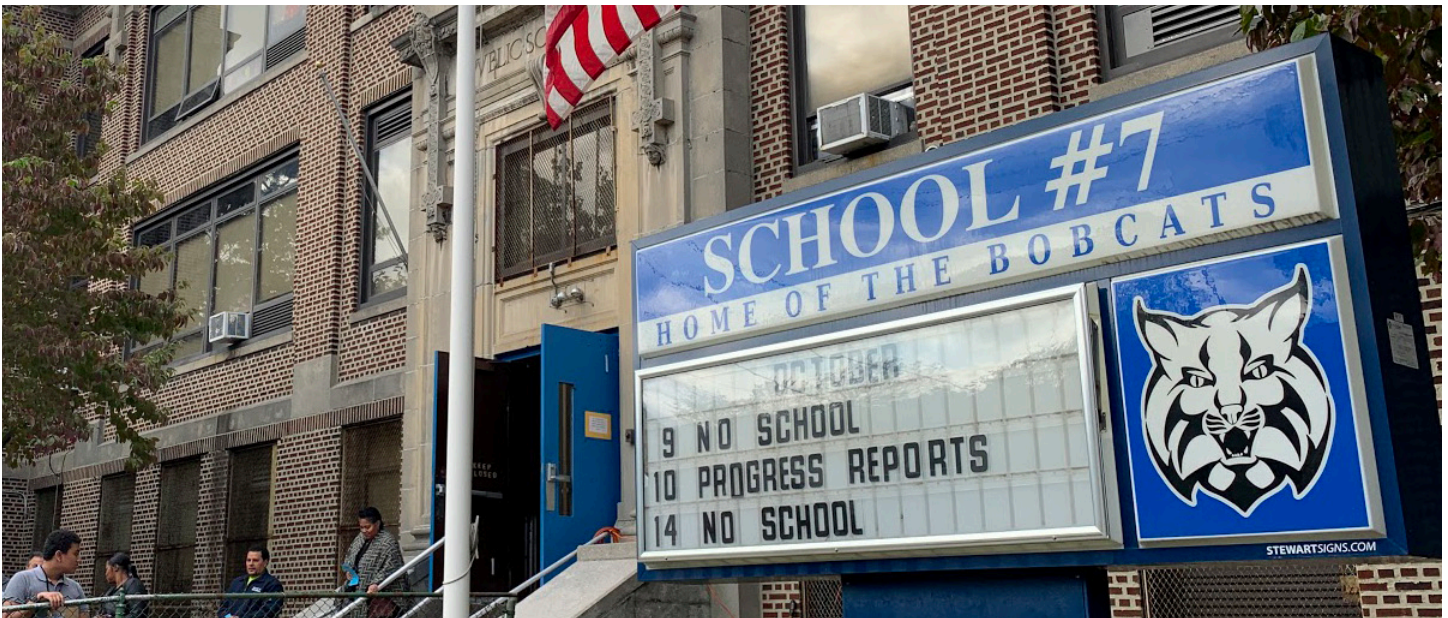
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2. When the rate of school absenteeism is in excess of fifteen percent, the school nurse shall report the absenteeism to the local and/or the County Board of Health.
3. The teacher may, with the advice and consent of the Principal and the school nurse, inform the parent(s) or legal guardian(s) of pupils in his/her class that a pupil in the class has contracted a communicable disease. The information given to parents or legal guardians may include the specific symptoms of the disease and parent(s) or legal guardian(s) may be encouraged to consult their personal physicians for inoculations that may prevent the disease or ease the symptoms of the disease.

Adopted: 17 June 2009



Facilities Department



The Facilities Department is taking several steps to ensure a safe and successful reopening of schools. The custodial contractor was mobilized via the final one-year extension of their contract that has received Board approval. Janitorial supplies for the summer cleaning efforts have been ordered and received. The first phase of cleaning schools began with the decluttering of classrooms. Program spaces will be cleaned and disinfected, then set up to satisfy state-mandated social distancing requirements. Additionally, a request for proposals (RFP) for personal protective equipment (PPE) and sanitizing products was issued, and bids

were received. The initial order will result in a three-month supply of products for districtwide use.

Initial risk assessment walk-throughs of offices at 200 Sheridan Avenue and 90 Delaware Avenue were completed, resulting in the installation of COVID-19 mitigation such as, protective barriers, and floor markings throughout the office spaces. Summer in-service training is being scheduled for the facilities staff, maintenance staff, chief custodians, and Central Stores Department and Food Service truckers.

A successful school opening will be contingent upon the institution of protocols that are in line with the Centers for Disease Control (CDC) guidelines and N.J.

Síntomas del coronavirus (COVID-19)

Conozca los síntomas del COVID-19, que pueden incluir:

Los síntomas pueden ser de leves a graves, y aparecer de 2 a 14 días después de la exposición al virus que causa COVID-19.

***Busque atención médica de inmediato si alguien tiene signos de advertencia de emergencia del COVID-19.**

- Dificultad para respirar
- Dolor o presión persistente en el pecho
- Confusión de aparición reciente
- Dificultad para despertarse o mantenerse despierto
- Color azulado en los labios o el rostro

*Esta lista no incluye todos los síntomas posibles. Llame a su proveedor de servicios médicos por cualquier otro síntoma grave o que le preocupe.

Department of Education (NJDOE) directives.

The plan to mitigate the spread of the virus in schools begins with the school's administration actively encouraging all staff and students to abide by the District's Stay at Home regulation, for those who are sick or have a temperature of 100.4 degrees or higher or who have recently had close contact with a person with COVID-19. (See Appendix 1: PPS Regulation 8451.01.) The District's regulation is compliant with the CDC's guidance for when persons are sick and when they may return to school after a positive diagnosis. Signs will be posted throughout the District, in multiple languages, to reinforce the stay at home regulation.

Regulation 8451.01 also provides guidance for when an employee is sick at work and the reporting of the conditions to the department heads, nursing supervisor and superintendent.

Hygiene And Respiratory Etiquette

In support of the District's COVID-19 mitigation efforts, the Facilities Department will encourage all maintenance employees to use the prescribed hand hygiene and respiratory etiquette recommended by the CDC. Staff will receive training and be encouraged to cover coughs and sneezes and wash hands immediately with soap and water for at least 20 seconds. Maintenance employees will receive training to support handwashing with soap and water for at least 20 seconds as often as possible. If soap and water are not readily available, we recommend the use of hand sanitizer that contains at least 60 percent alcohol. Hand sanitizers along with signs and charts will be located near main entrances and exits to buildings, in and near communal spaces, near entrances to restrooms, in break and locker rooms, in each classroom, and in main offices and hallways.

Compulsory Face Coverings

Face and mouth coverings are compulsory and must be worn by everyone on District property except for those with a documented medical condition. The teaching staff and students will receive a reusable cloth mask every three months during the school year. A three-month supply of single-use type face coverings will be stored and made available for maintenance, security, and clinical staff. To reinforce the proper use of PPE during the workday, signage will be installed throughout workspaces, daily announcements will be made on schools' public address systems, and annual training will include topics on PPE.

Procure And Store Adequate Supplies

The Facilities Department will procure and make available a three-month supply of PPE and cleaning and disinfecting products for use districtwide. The inventory of supplies will be managed in the Central Stores Department's database. Central Stores will receive incoming janitorial supplies and PPE from vendors. Requests to replenish janitorial supplies and PPE will be made by the chief custodian via the Schooldude work order system. The Central Stores' shipper/delivery form will be used to track deliveries. The custodial chief, or his/her designee, is required to sign and acknowledge receipt of the supplies. Central Stores will require at least two additional employees and one additional truck to service the daily need for PPE and janitorial supplies districtwide.

COVID-19 Mitigation Signs And Messaging and Training

Signs to reinforce COVID-19 mitigation measures (the use of PPE and disinfecting products, hand washing, general hygiene) will be posted in high visibility locations in District buildings (e.g., school entrances, communal spaces, restrooms, break rooms, program spaces, janitorial closets). School administrators will broadcast daily announcements on the schools' public address systems and will include messages to reduce the spread of COVID-19.

In-service training on the proper use of equipment and products used to disinfect and sanitize school buildings will be provided to Facilities Department and custodial staff. Regular in-service training of Facilities Department staff will include topics on infection control (use of PPE), District regulations to reduce the spread of COVID-19, symptoms of COVID-19, general hygiene, social distancing, and safe work practices.

Cleaning and Disinfection Of Occupied Spaces

The use of PPE (gloves, face respirator, eye protection) by maintenance and custodial staff will be required during their daily routine. High-traffic areas and frequently touched surfaces will be cleaned and disinfected regularly, using only EPA-approved disinfectants. A procedure has been established for disinfecting contaminated areas in the event of on-site COVID-19 exposure.

The cleaning and disinfecting of frequently touched surfaces (e.g., playground equipment, door handles, sink handles, drinking fountains, desktops, backs of chairs) in and around schools will be done daily or between use as much as possible. Products certified by the EPA to be effective in killing the COVID-19 virus will be used to clean and sanitize surfaces. When

possible, the Facilities Department staff will avoid sharing tools and other work implements. All maintenance staff received disinfectant spray and hand sanitizer for their work vehicles.

School administrators will be encouraged to stagger the use of communal spaces to allow for cleaning and disinfecting between use. Facilities Department sector supervisors will monitor the effort of the custodial contractor with daily reports and day/night cleaning and sanitizing checklists. Cleaning protocols have been established for areas throughout District facilities. (e.g., restrooms, cafeterias, lobby entrances, educational program spaces). The sector supervisors will meet at least monthly with building administrators to verify the efficacy of the cleaning services and make the necessary adjustments or changes to the cleaning protocol for the building. The chief is required to conduct a visual inspection and send a daily report to include the daily cleaning logs and completed checklists to their sector supervisor. Daily inspections by the six custodial contract supervisors will be documented in weekly reports confirming that cleaning protocols were accomplished. The contracted custodial service will train their staff on cleaning and disinfecting protocols that are in line with CDC guidance and provide certification that all of their staff were trained accordingly.

The cleaning and disinfecting response to COVID-19 infected area(s) will require the chief custodian to close off COVID infected area(s), increase fresh air circulation in the area, wait at least 24 hours, then disinfect the area, open windows, wipe down all surfaces with an EPA approved disinfectant, mop floors and use a spray mist machine to coat all vertical surfaces six feet above finished floors, from the window wall leading out of the room. The chief will post a "Do Not Enter" sign on the door, prohibiting access for at least 24 hours.

HVAC And Indoor Air Quality

The Maintenance Department will continue servicing HVAC systems based on manufacturers' specifications for preventive and routine maintenance. Filters will be monitored and replaced if required, even ahead of the normal replacement interval. HVAC systems will be serviced via work order requests. Wherever possible, we will increase fresh air circulation through buildings without central HVAC systems, by opening windows and doors where it does not create an imminent health/safety hazard.

Maintain Potable Water Systems

The Maintenance Department will ensure all drinking water and handwashing fixtures are functioning normally. Custodians will clean and sanitize drinking fountains hourly during the day. The District will complete the annual lead testing of potable water units to ensure proper water flow and pressure. Water fountain/cooler filters will be replaced on a PM (SchoolDude)

schedule; filters are replaced twice per year. If the building (area) water main is shut down for any reason, filters will be replaced after the building's potable water pipes are flushed.

Modified Room Layouts To Promote Social Distancing

The Facilities Department in conjunction with the District administration and Nursing Services Department will conduct a hazard assessment of workplaces including administration offices, nurse stations, main offices, security stations and program spaces. A social distancing space calculator will be used to determine the maximum occupancy of rooms with persons spaced at



least six feet apart.

Individual student desks will be configured at least six feet apart, facing in the same direction rather than facing each other, or students will sit on only one side of tables, spaced apart. Each student will be provided a portable, tri-fold protective, see through barrier for his/her desk. The student will travel with the barrier and use it in communal spaces and classrooms. The barrier must be sanitized at the end of the school day.

Physical plexiglass barriers have been installed throughout workspaces at 90 Delaware Avenue and 200 Sheridan Avenue as part of a pilot program to provide protection where social distancing cannot be achieved. Physical guides, such as tape on floors and signs on walls, will also be installed districtwide to

ensure that staff members maintain at least six feet of distance from each other.

The goal of the Facilities Department, together with the other restart committees, will be to implement operating procedures that support the reimagined education milieu and mitigate the spread of the COVID-19 virus.

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REGULATION

**PATERSON
SCHOOL DISTRICT**

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M

R 8451 CONTROL OF COMMUNICABLE DISEASE

A. Detection of Communicable Diseases

1. Teachers will be trained to detect communicable diseases in pupils by recognizing the symptoms of disease.
2. In general, a pupil who shows one or more of the following symptoms should be sent to the school nurse for evaluation and/or treatment:
 - a. Pain, generalized or specific,
 - b. Chills,
 - c. Fever,
 - d. Earache,
 - e. Vomiting,
 - f. Sore throat,
 - g. Enlarged glands,
 - h. Skin eruption,
 - i. Running nose, or
 - j. Red and discharging eyes.
3. A pupil who shows symptoms of any of the following communicable diseases should be sent promptly to the school nurse for evaluation.
 - a. Chicken pox: Small reddish, itchy eruptions on the skin resembling pimples or blisters, which later fill with fluid and form crusts; slight fever.
 - b. German measles (rubella): A common cold followed by a light red rash on face and body; small beady lumps behind ears; slight fever.
 - c. Measles (rubeola): Cold, runny nose, watery and light-sensitive eyes, fever, followed by bluish-white specks (Koplik spots) on inside of mouth, red blotchy rash, and dry cough.



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PATERSON SCHOOL DISTRICT

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Control of Communicable Disease

- d. Mumps: Tenderness and swelling of the salivary glands below and a little in front of the ear; fever.
 - e. Streptococcal infections (including scarlet fever, sore throat, and erysipelas): Sudden onset of fever, sore throat, strawberry tongue, followed by bright red rash on body, usually on the inner arm and thigh.
 - f. Whooping cough (pertussis): A common cold, with irritating cough, followed by repeated series of violent coughs without inhaling, often with respiratory whoops. Cough may end with vomiting.
 - g. Fifth disease (erythema infectiosum): Fine rash that is most apparent on the cheeks and later spreads to arms and legs, low grade fever.
 - h. Pink eye (conjunctivitis): Redness of white areas of eyes, accompanied by some itching; eyes may discharge pus and be light sensitive.
 - i. Head lice (pediculosis): Itching scalp, presence of lice and nits at hair roots.
 - j. Impetigo (staphylococcus infection): Lesions.
 - k. Meningitis-meningococcal: Severe headache, chills, vomiting, convulsions, fever, stiff neck, pain in neck.
 - l. Hepatitis infectious: Fever, anorexia, nausea, malaise, abdominal discomfort, followed by jaundice.
4. Any person who is ill or infected with any disease below and as outlined in N.J.A.C. 8:57-1.3 or any communicable disease, whether confirmed or presumed will be reported immediately by the school Principal to the County Health Officer or to the New Jersey Department of Health if the County Health Officer is not available. Such telephone report will be followed up by a written report or electronic report within twenty-four hours of the initial report. The diseases to be immediately reported are:

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- a. Botulism (*Clostridium*);
- b. Diphtheria (*Corynebacterium diphtheriae*);
- c. *Haemophilus influenzae*, invasive disease;
- d. Hepatitis A, institutional settings;
- e. Measles;
- f. Meningococcal disease (*Neisseria meningitidis*);
- g. Pertussis (whooping cough, *bordetella pertussis*);
- h. Plague (*Yersinia pestis*);
- i. Poliomyelitis;
- j. Rabies (human illness);
- k. Rubella;
- l. Viral hemorrhagic fevers, including, but not limited to, Ebola Lassa, and Marburg viruses;
- m. Foodborne intoxications, including, but not limited to, mushroom poisoning;
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PATERSON SCHOOL DISTRICT

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1. A pupil who has been excluded from school or retained at home by reason of having or being suspected of having a communicable disease shall not be readmitted to school until the pupil presents written evidence that he/she is free of communicable disease.
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PATERSON SCHOOL DISTRICT

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2. When the rate of school absenteeism is in excess of fifteen percent, the school nurse shall report the absenteeism to the local and/or the County Board of Health.
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Adopted: 17 June 2009



Facilities Department Appendix 2

How To Clean And Disinfect Guidelines



PRITCHARD INDUSTRIES, INC.

A Building Services Company

147 COLUMBIA TPKE., SUITE 207
FLORHAM PARK, NEW JERSEY 07932
(973) 301-4010 FAX: (973) 301-2112

How to clean and disinfect




Clean

- Wear disposable gloves to clean and disinfect.
- Clean surfaces using soap and water, then use disinfectant.
- Cleaning with soap and water reduces number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces.
- Practice routine cleaning of frequently touched surfaces.
 - More frequent cleaning and disinfection may be required based on level of use.
 - Surfaces and objects in public places, such as shopping carts and point of sale keypads should be cleaned and disinfected before each use.
- High touch surfaces include:
 - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.



Disinfect

- Recommend use of [EPA-registered household disinfectant](#)  .
Follow the instructions on the label to ensure safe and effective use of the product.
Many products recommend:
 - Keeping surface wet for a period of time (see product label).
 - Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

Always read and follow the directions on the label to ensure safe and effective use.

- Wear skin protection and consider eye protection for potential splash hazards
- Ensure adequate ventilation
- Use no more than the amount recommended on the label
- Use water at room temperature for dilution (unless stated otherwise on the label)
- Avoid mixing chemical products
- Label diluted cleaning solutions
- Store and use chemicals out of the reach of children and pets

You should never eat, drink, breathe or inject these products into your body or apply directly to your skin as they can cause serious harm. Do not wipe or bathe pets with these products or any other products that are not approved for animal use.

See [EPA's 6 steps for Safe and Effective Disinfectant Use](#) 



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Soft surfaces

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

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



Cleaning and disinfecting your building or facility if someone is sick

- **Close off areas** used by the person who is sick.
 - Companies do not necessarily need to close operations, if they can close off affected areas.
- **Open outside doors and windows** to increase air circulation in the area.
- **Wait 24 hours** before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect **all areas used by the person who is sick**, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- **[Vacuum the space if needed.](#)** Use vacuum equipped with high-efficiency particulate air (HEPA) filter, if available.
 - Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
 - Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Once area has been **appropriately disinfected**, it can be opened for use.
 - **Workers without close contact** with the person who is sick can return to work immediately after disinfection.
- If **more than 7 days** since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
 - Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.



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When cleaning

- **Regular cleaning staff** can clean and disinfect community spaces.
 - Ensure they are trained on appropriate use of cleaning and disinfection chemicals.
- **Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.**
 - Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
 - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.
- **Wash your hands often** with soap and water for 20 seconds.
 - Always wash immediately after removing gloves and after contact with a person who is sick.
 - Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

Always read and follow the directions on the label to ensure safe and effective use.

- Keep hand sanitizers away from fire or flame
- For children under six years of age, hand sanitizer should be used with adult supervision
- Always store hand sanitizer out of reach of children and pets

See [FDA's Tips for Safe Sanitizer Use](#) and [CDC's Hand Sanitizer Use Considerations](#)

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

RULES & PROTOCOLS FOR RE-OPENING PATERSON PUBLIC SCHOOLS

1. **ALWAYS PROPERLY WEAR YOUR MASK WHEN WORKING IN DISTRICT.**
2. **Social Distance at least 6 feet** away from other people when in the buildings.
3. Practice proper personal hygiene.
4. If you don't feel well or are sick in any way... **STAY HOME.** Do not come to work.

I have read and understand the new requirements of my job in order to return to work in district.

X _____

DATE: _____



Cómo limpiar y desinfectar



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Cómo limpiar y desinfectar



Limpie

- **Use guantes desechables** para limpiar y desinfectar.
- **Limpie las superficies con agua y jabón, y luego use desinfectante.**
- Limpiar con agua y jabón **reduce la cantidad de gérmenes, suciedad e impurezas** sobre la superficie. **La desinfección mata los gérmenes** en las superficies.
- **Limpie de manera rutinaria** las superficies que se tocan con frecuencia.
 - - Podría ser necesario limpiar y desinfectar con mayor frecuencia según el nivel de uso.
 - Las superficies y los objetos en espacios públicos, como carritos de compras y teclados en puntos de venta, deben limpiarse y desinfectarse antes de cada uso.
- **Las superficies de contacto frecuente incluyen:**
 - Mesas, manijas de las puertas, interruptores de luz, mesones, manijas, escritorios, teléfonos, teclados, inodoros, grifos, lavabos, etc.



Facilities Department Appendix 3

Cómo limpiar y desinfectar



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Desinfecte

- **Recomiende uso de [desinfectantes domésticos registrados por la EPA](#)**

Siga las instrucciones que figuran en la etiqueta para garantizar un uso seguro y eficaz del producto.

Muchos productos recomiendan:

- Mantener húmeda la superficie por un tiempo (vea la etiqueta del producto).
- Precauciones como el uso de guantes y asegurarse de ventilar bien los ambientes durante el uso del producto.

Siempre lea y siga las instrucciones que figuran en la etiqueta para garantizar un uso seguro y eficaz del producto.

- Use protección para la piel y considere utilizar protección para los ojos en caso de salpicaduras peligrosas
- Garantice una ventilación adecuada
- No use más que la cantidad recomendada en la etiqueta
- Use agua a temperatura ambiente para la dilución (a menos que la etiqueta especifique otra cosa)
- Evite mezclar productos químicos
- Etiquete las soluciones de limpieza diluidas
- Almacene y use los productos químicos fuera del alcance de niños y mascotas



Facilities Department Appendix 3

Cómo limpiar y desinfectar



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Nunca debe ingerir, beber, respirar o inyectarse estos productos en el cuerpo ni aplicarlos directamente sobre la piel ya que pueden provocar daños graves. No limpie ni bañe a sus mascotas con estos productos ni con ningún otro producto que no haya sido aprobado para usar en animales.

Vea [6 medidas de la EPA para un uso seguro y eficaz de los desinfectantes](#)



Superficies blandas

En superficies blandas como pisos alfombrados, tapetes y cortinas

- **Limpie la superficie con agua y jabón** o utilice limpiadores apropiados para esas superficies.
- **Lave los objetos** (de ser posible) según las instrucciones del fabricante. Use la máxima temperatura de agua permitida y séquelos completamente.
- **Desinfectelos con un desinfectante de uso doméstico registrado por la EPA.** [Estos desinfectantes](#) cumplen los criterios de la EPA para combatir el COVID-19.
- [Use la aspiradora como de costumbre.](#)



Cómo limpiar y desinfectar



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Cómo limpiar y desinfectar su edificio o establecimiento si alguien está enfermo

- **Cierre las áreas** utilizadas por la persona enferma.
 - Las compañías no necesitan cerrar necesariamente sus operaciones si pueden cerrar las áreas afectadas.
- **Abra las puertas y ventanas exteriores** para aumentar la circulación de aire en el área.
- **Espere 24 horas** antes de limpiar o desinfectar. Si no puede dejar pasar 24 horas, espere tanto como sea posible.
- Limpie y desinfecte **todas las áreas utilizadas por la persona enferma**, como oficinas, baños, y áreas comunes, además de los equipos electrónicos compartidos, como tabletas, pantallas táctiles, teclados, controles remotos y cajeros automáticos.
- [Aspire el lugar si es necesario](#). Use una aspiradora que tenga un filtro de aire de alta eficiencia para partículas (HEPA, por sus siglas en inglés), si está disponible.
 - No use la aspiradora dentro de una habitación o un espacio donde hay personas. Espere hasta que la habitación o el lugar estén vacío para utilizar la aspiradora; por ejemplo, aspire de noche en los espacios comunes o durante el día en las habitaciones privadas.
 - Apague momentáneamente los ventiladores y el sistema central de calefacción, ventilación y aire acondicionado (HVAC) para que las partículas que se desprenden al aspirar no circulen por todo el establecimiento.



Facilities Department Appendix 3

Cómo limpiar y desinfectar



PRITCHARD INDUSTRIES, INC.

A Building Services Company

147 COLUMBIA TPKE., SUITE 207
FLORHAM PARK, NEW JERSEY 07932
(973) 301-4010 FAX: (973) 301-2112

- Una vez que el área fue **debidamente desinfectada**, se **puede abrir para su uso**.
 - **Los trabajadores que no hayan tenido contacto cercano** con la persona enferma pueden volver a trabajar de inmediato luego de la desinfección.
- Si pasaron **más de 7 días** desde que la persona enferma estuvo en el establecimiento o utilizó las instalaciones, no es necesario realizar tareas de limpieza y desinfección adicionales.
 - Continuar con la limpieza y desinfección habituales. Esto incluye las prácticas cotidianas que las empresas y comunidades implementan normalmente para mantener un entorno saludable.



Al limpiar

- **El personal normal de limpieza** puede limpiar y desinfectar los espacios comunitarios.
 - Asegúrese de que esté capacitado sobre cómo usar correctamente los productos químicos de limpieza y desinfección.
- **Use guantes y batas desechables para todas las tareas involucradas en el proceso de limpieza, incluida la manipulación de basura.**
 - Podría requerirse el uso de equipo de protección personal (EPP) adicional según los productos de limpieza/desinfección que se utilicen y si existe riesgo de salpicadura.



Facilities Department Appendix 3

Cómo limpiar y desinfectar



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- Los guantes y batas deben retirarse cuidadosamente para evitar contaminar a quien los lleva puestos así como al área circundante.
- **Lávese las manos frecuentemente** con agua y jabón durante 20 segundos.
 - Lávese siempre las manos de inmediato después de quitarse guantes y luego de tener contacto con una persona enferma.
 - Desinfectante de manos: si no dispone de agua y jabón y sus manos no están visiblemente sucias, puede usar un desinfectante de manos a base de alcohol que contenga al menos un 60 % de alcohol. No obstante, si sus manos están visiblemente sucias, siempre debe lavárselas con agua y jabón.

Siempre lea y siga las instrucciones que figuran en la etiqueta para garantizar un uso seguro y eficaz del producto.

- Mantenga los desinfectante de manos lejos del fuego o la llama
- En niños menores de seis años de edad, el desinfectante de manos debe usarse con la supervisión de un adulto
- Siempre almacene el desinfectante de manos fuera del alcance de niños y mascotas

Vea [Consejos de la FDA para el uso seguro de desinfectantes](#) y [Consideraciones de los CDC para el uso de desinfectante de manos](#)



Facilities Department Appendix 3

Cómo limpiar y desinfectar



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- **Otros momentos clave en que debe lavarse las manos** incluyen:
 - Después de sonarse la nariz, toser o estornudar.
 - Después de ir al baño.
 - Antes de comer o preparar la comida.
 - Después de estar en contacto con animales o mascotas.
 - Antes y después de brindar cuidados de rutina a otra persona que necesite asistencia (p. ej., un niño).

REGLAS Y PROTOCOLOS PARA RE-ABRIR LAS ESCUELAS PÚBLICAS DE PATERSON

1. **UTILIZAR SU MASCARILLA DE MANERA CORRECTA A TODO MOMENTO MIENTRAS ESTE TRABAJANDO EN LAS ESCUELAS**
2. Distanciamiento social de otras personas un mínimo de 6 pies cuando se encuentre en la escuela
3. Practique higiene personal de manera adecuada
4. Si no se siente bien o se encuentra enfermo de alguna forma...**QUEDESE EN CASA....**No venga a trabajar



Facilities Department Appendix 4

UltraBoard Desktop Distancing Barriers Information

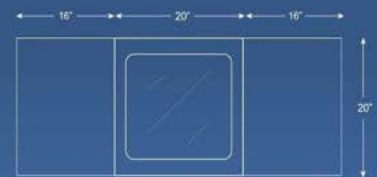
ENSURE STUDENT SAFETY FOR THE 2020 SCHOOL YEAR



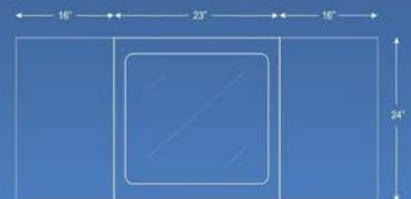
ULTRABOARD BARRIER MICRO™

DESKTOP DISTANCING BARRIERS FOR SCHOOL AND EDUCATIONAL ENVIRONMENTS

UltraBoard Barrier Micro is an all-plastic corrugated barrier that is ideal for school desktops and educational institutions. Micro barriers are completely sanitizable and available in 2 different sizes with panel fronts measuring 20" x 20", and 23" x 24".



Small 20" x 20"



Large 23" x 24"

Facilities Department Appendix 5

Contracted Custodians Daily Responsibilities List

PATERSON PUBLIC SCHOOLS
Facilities Department
General Cleaning & Disinfecting Standards

Table 1 - Daily Responsibilities
Contracted Day Custodians: To be completed daily

Building Name: _____
Shift: _____
Date: _____
Area: _____

DAILY BATHROOM RESPONSIBILITIES	FREQUENCY
Inspect all bathrooms as scheduled	Minimum hourly
Clean and disinfect sinks	inspection
Clean and disinfect toilet bowls	
Clean and disinfect urinals	
Clean and dry floor	
Disinfect dispensers (soap, paper towels, toilet paper)	
Inspect all dispensers and restock as needed	
DAILY CAFETERIA RESPONSIBILITIES (if applicable)	FREQUENCY
Set up tables and breakdown as required	As identified by
Empty trash containers in between each lunch period	building Chief
Sweep and mop floor	
Trash containers must be washed and disinfected	
Clean and disinfect water fountains (if applicable)	
DAILY KITCHEN RESPONSIBILITIES	FREQUENCY
Clean and disinfect floor	As identified by
Clean and disinfect handwashing sink	building Chief
Clean and disinfect desks and table tops	
Clean and disinfect chairs backs and seats	
Clean and disinfect dispenser	
Inspect all dispensers and restock as needed	
DAILY HALLWAY AND STAIRCASE RESPONSIBILITIES	FREQUENCY
Tours to be conducted during bathroom inspections	Minimum hourly
Clean and disinfect push plates and panic bars	inspection
Clean and disinfect door glass	
Clean and disinfect handrails	
Clean and disinfect water fountains	
Clean and disinfect elevators and chairlifts	
DAILY GYM AND LOCKER ROOM RESPONSIBILITIES	FREQUENCY
Clean and disinfect water fountains (if applicable)	Minimum hourly
Clean and dry floor	inspection

Facilities Department Appendix 5

Ultraboard Desktop Distancing Barriers Information

OTHER DAILY RESPONSIBILITIES	FREQUENCY
Remove debris as needed	As identified by
Remove bodily fluids with spill kits in accordance with Bloodborne Pathogens	building Chief
Setup and breakdown for events as needed	
Move furniture, books, boxes, etc. as required	
Accept all drop ship deliveries as required	
Change light bulbs as needed	
Conduct PM cleaning as directed by PPS	
Remove graffiti as required	
Carry out duties at fire drills as specified in the building fire drill instructions	

OR July 2020

Ultraboard Desktop Distancing Barriers Information

Table 2 - Daily Responsibilities
Contracted Night Custodians: To be completed daily

DAILY BATHROOM TASKS
Clean and disinfect sinks
Clean and disinfect toilet bowls
Clean and disinfect urinals
Clean and disinfect walls, mirrors, partitions, doors and hardware
Clean and disinfect floors
Disinfect dispensers
Inspect all dispensers and restock as needed
Change light bulbs as needed
Remove debris from ceiling
Remove graffiti as required
DAILY CLASSROOM TASKS
Empty trash cans
Disinfect all desktops, chair backs and seats
Disinfect light switches, doorknobs and other touchpoints
Sweep and clean/disinfect floor
Clean and disinfect water fountains (if applicable)
Clean and disinfect sinks (if applicable)
Disinfect dispensers (if applicable)
Inspect all dispensers and restock as needed (if applicable)
Change light bulbs as needed
Remove graffiti as required
DAILY OFFICE TASKS
Empty trash cans
Clean and disinfect all table tops and counters
Disinfect light switches, doorknobs and other touchpoints
Sweep and clean/disinfect floor
Change light bulbs as needed
DAILY NURSES OFFICE TASKS
Empty trash cans
Clean and disinfect all table tops and counters
Disinfect light switches, doorknobs and other touchpoints
Sweep and clean/disinfect floor
Clean and disinfect water fountains (if applicable)
Clean and disinfect sinks (if applicable)
Clean and disinfect dispensers (if applicable)
Inspect all dispensers and restock as needed (if applicable)
Change light bulbs as needed

Facilities Department Appendix 5

Ultraboard Desktop Distancing Barriers Information

DAILY TEACHERS ROOM TASKS
Empty trash cans
Clean and disinfect all table tops and counters
Disinfect light switches, doorknobs and other touchpoints
Sweep and clean/disinfect floor
Clean and disinfect water fountains (if applicable)
Clean and disinfect sinks (if applicable)
Clean and disinfect dispensers (if applicable)
Inspect all dispensers and restock as needed (if applicable)
Change light bulbs as needed
DAILY GYM AND LOCKER ROOM TASKS
Empty trash cans
Clean and disinfect all table tops, chair backs and seats
Clean and disinfect all bleachers and benches
Clean and disinfect all lockers
Clean and disinfect all floors
Clean and disinfect all workout equipment (if applicable)
Change light bulbs as needed
Remove graffiti as required
DAILY HALLWAY AND STAIRCASE TASKS
Clean and disinfect doorknobs, push plates and panic bars
Clean and disinfect door glass
Clean and disinfect water fountains
Clean and disinfect all handrails
Clean and disinfect all floors, steps and landings
Change light bulbs as needed
Remove graffiti as required
Clean and disinfect elevators and chairlifts
OTHER DAILY TASKS
Remove debris as needed
Remove bodily fluids with spill kits in accordance with Bloodborne Pathogens
Setup and breakdown for events as needed
Move furniture, books, boxes, etc. as required
Accept all drop ship deliveries as required
Change light bulbs as needed
Conduct PM cleaning as directed by PPS
Remove graffiti as required

OR July 2020

Síntomas del coronavirus (COVID-19)

Conozca los síntomas del COVID-19, que pueden incluir:



Los síntomas pueden ser de leves a graves, y aparecer de 2 a 14 días después de la exposición al virus que causa COVID-19.

***Busque atención médica de inmediato si alguien tiene signos de advertencia de emergencia del COVID-19.**

- Dificultad para respirar
- Dolor o presión persistente en el pecho
- Confusión de aparición reciente
- Dificultad para despertarse o mantenerse despierto
- Color azulado en los labios o el rostro

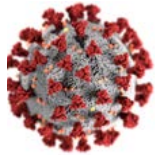
*Esta lista no incluye todos los síntomas posibles. Llame a su proveedor de servicios médicos por cualquier otro síntoma grave o que le preocupe.



cdc.gov/coronavirus-es

MP 317142-A 20 de mayo, 2020 10:44 a.m.

Lo que usted debe saber acerca del COVID-19 para protegerse y proteger a los demás



Infórmese sobre el COVID-19

- La enfermedad del coronavirus 2019 (COVID-19) es una afección causada por un virus que se puede propagar de persona a persona.
- El virus que causa el COVID-19 es un nuevo coronavirus que se ha propagado por todo el mundo.
- El COVID-19 puede causar desde síntomas leves (o ningún síntoma) hasta casos de enfermedad grave.



Practique el distanciamiento social

- Cuando sea posible, compre comestibles y medicamentos, consulte al médico y complete actividades bancarias en línea.
- Si tiene que ir en persona, manténgase a una distancia de al menos 6 pies de los demás y desinfecte los objetos que tenga que tocar.
- Obtenga entregas a domicilio y comidas para llevar, y limite el contacto personal tanto como sea posible.



Sepa cómo se propaga el COVID-19

- Usted puede infectarse al entrar en contacto cercano (alrededor de 6 pies o la longitud de dos brazos) con una persona que tenga COVID-19. El COVID-19 se propaga principalmente de persona a persona.
- Usted puede infectarse por medio de gotitas respiratorias si una persona infectada tose, estornuda o habla.
- También podría contraer la enfermedad al tocar una superficie o un objeto en los que esté el virus, y luego tocarse la boca, la nariz o los ojos.



Si está enfermo, prevenga la propagación del COVID-19

- Quédese en casa si está enfermo, excepto para conseguir atención médica.
- Evite el servicio de transporte público, vehículos compartidos o taxis.
- Manténgase alejado de otras personas y de las mascotas en su casa.
- No hay un tratamiento específico para el COVID-19, pero puede buscar atención médica para que lo ayuden a aliviar los síntomas.
- Si necesita atención médica, llame antes de ir.



Protéjase y proteja a los demás contra el COVID-19

- En la actualidad no existe una vacuna que proteja contra el COVID-19. La mejor manera de protegerse es evitar la exposición al virus que causa el COVID-19.
- Quédese en casa tanto como sea posible y evite el contacto cercano con los demás.
- En entornos públicos, use una cubierta de tela para la cara que cubra la nariz y la boca.
- Limpie y desinfecte las superficies que se tocan con frecuencia.
- Lávese las manos frecuentemente con agua y jabón por al menos 20 segundos o use un desinfectante de manos que contenga al menos un 60 % de alcohol.



Conozca su riesgo de enfermarse gravemente

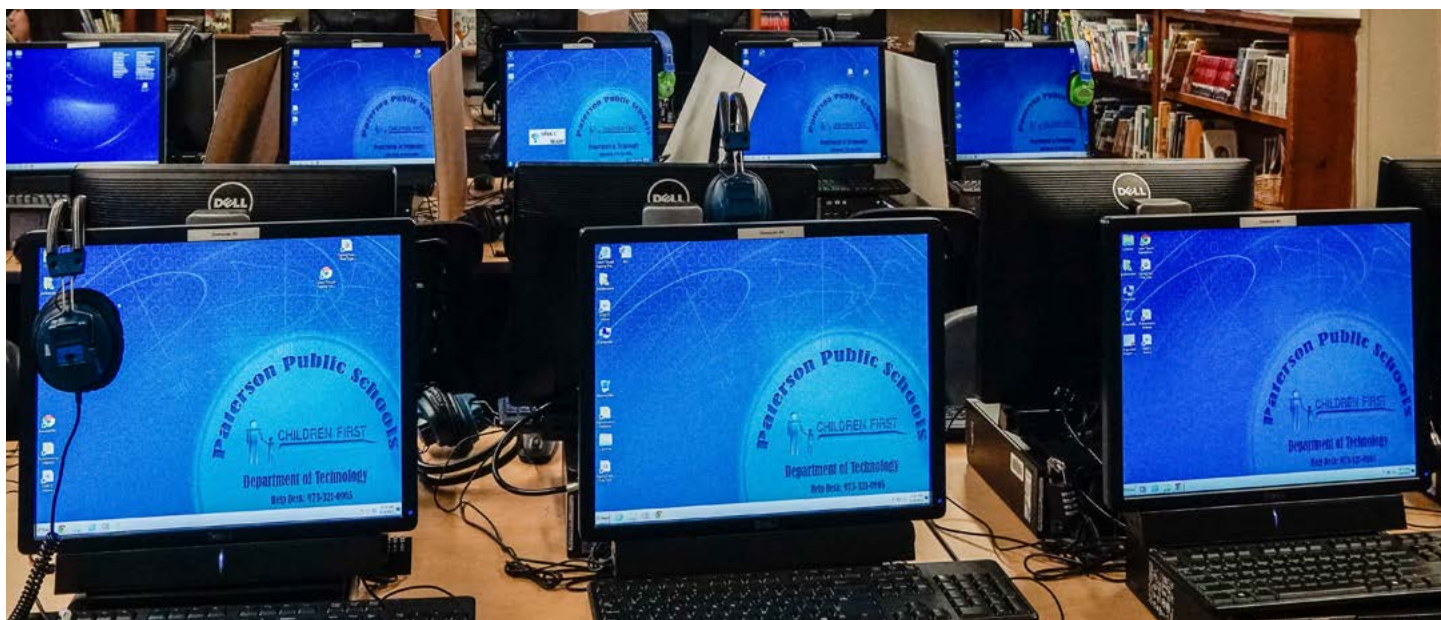
- Todos están en riesgo de contraer el COVID-19.
- Los adultos mayores y las personas de cualquier edad que tengan afecciones subyacentes graves podrían tener un mayor riesgo de enfermarse más gravemente.



CS 314937A 06/01/2020

cdc.gov/coronavirus-es

Information Technology



The Department of Information Technology (IT) provides the District and its schools with reliable, state-of-the-art network computing resources and informational technology services. The department manages more than 28,000 network accounts, 20,000 workstations and mobile devices, 100 applications and data servers, and many related peripheral devices including printers, hubs, switches, routers, scanners, and wireless connections.

The Department of Information Technology is also responsible for many of the District's data systems including management systems and academic assessment and data systems. The IT Department generates reports to local, state, and federal government agencies, and provides custom database design and integration services.

The Department of Information Technology also provides support for applications supporting academic and administrative programs including productivity tools, virtual learning tools, and assessment tools .

During this pandemic, the Department of Information Technology has worked in a hybrid format with some staff members working remotely and others being onsite for continued support of the District's technological needs. With this limited capacity, the department was still able to deploy more than 9,000 Chromebook devices to students to enable them to participate in remote instruction.

The IT Department continues to find ways to prepare devices for students to use remotely by purchasing a cloud solution that works to take older operating systems and convert them to the Chrome operation system. This will enable several hundred outdated devices to be returned to production to assist in closing the District's device shortfall. With the help of the Department of Information Technology, the District has partnered with Altice Business to provide Wi-Fi enabled devices to students so they can stay connected even when the devices are away from the District's campuses. The IT Department continues to work closely with the District's Business Office, Federal Programs Department and Purchasing Department to try and bridge the digital divide for the students of Paterson. The distribution and collection of these devices will be handled at the school level as outlined by the District's Chromebook distribution process.

To continue to support the District's technology needs, the Department of Information Technology team members who report to the Central Office will be required wear masks when moving within the building, around the department and in the common areas.

All IT Department staff will wear masks when interacting in-person within the office. To every extent possible, in-person communication with someone in their office or area should take place at the doorway or at a distance of at least six feet, thus ensuring social distancing. It is recommended, but not required, that staff wear gloves when handling paperwork and other items.

Visitors to the IT Department will be required to keep their masks on and will be required to stay in designated areas to reduce contamination of the department's office area. All vendors visiting the IT Department will be required to follow all state and local mandates and regulations before gaining access into the department's area for service.

All IT Department team members who travel between locations will be required to follow all rules mentioned above when entering the locations to complete workorders. All Department of Information Technology staff members are encouraged to carry hand sanitizer or wear gloves as they will come in contact with several touch points during the day. If a team member feels sick or has a temperature of 100.4 degrees or higher, the team member should stay home or will be sent home if they respond yes to any of the health screening questions.

When schools reopen, the Department of Information Technology will function as normally as possible given the situation with support staff being onsite at the Central Office and the

technicians performing their duties in the schools. We will be sharing services with the City of Paterson to perform surveys quarterly of the student population and communities to assist in the determination internet and device needs in Paterson homes.



The department will perform tech audits to determine which lifecycle stage the District's devices are in. This effort will begin in the Central Office. The IT Department will work to remove outdated desktops and replace them with laptops or Chromebooks for more mobility. This will prepare the District for any future need to close District buildings.

The network services area will continue upgrade the District's infrastructure to allow the highest bandwidths possible, internally and externally. The Department of Information Technology will work to suggest and provide devices to support a hybrid learning environment for the faculty and students. The IT Department will also provide the necessary training for staff to enable them to get the most appropriate and effective usage out of the devices they use.

Appendices Index

Appendix 1

Chromebook Distribution Plan

Appendix 2

Chromebook Collection Plan

Information Technology Appendix 1

Chromebook Distribution Plan



PATERSON PUBLIC SCHOOLS



Office of Technology
90 Delaware Avenue, Paterson NJ 07503
Office: (973) 321-0905 Fax: (973) 321-0901

Christopher Lewis
Director of Business Applications
celewis@paterson.k12.nj.us

Ms. Eileen Shafer
Superintendent of Schools

Chromebook Distribution Plan.

- **All devices will be moved to a central location for distribution at the direction of the building administrator. Staff for the distribution process will be identified by the building administration.**

The serial number should be identified back to the student loan agreements and initialed once confirmed by a building staff member.

Before this process can start, principals will be surveyed to make sure they have the secondary power packs delivered with all devices. If they do not have then the power bricks will have to be removed from the carts for distribution. During this process each device will be removed from the cart the sanitized/wiped down, serial number identified and place into a small garbage bag with the charging brick.

- Tables will be setup to enforce the 6' social distancing.
 - Upon entry student and parent will inform personnel at the table of their student ID number, if they do not know it, it will be on the provided roster.
 - The serial number will be documented next to the student's name on the roster and on the equipment loan form. (Exhibit A).
 - Parent and student will sign the loan form and handbook.
 - End of the day all rosters and signed loan agreements will be scanned and emailed to helpdesk for device/student association in Google console.
- **Distribution time per locations**
 - Repeat as needed until all devices are rolled out and can be modified as needed to suit the building.
 - All sites will have student rosters for each grade per day.

Date / Time	Grade
Aug. XX, 2020 8 AM – 11 AM	XX
Aug. XX, 2020 12PM – 3 PM	XX
Aug. XX, 2020 8 AM – 11 AM	XX
Aug. XX, 2020 12 PM – 3 PM	XX

Paterson — A Promising Tomorrow
Together We Can

Information Technology Appendix 2

Chromebook Collection Plan



PATERSON PUBLIC SCHOOLS



Office of Technology
90 Delaware Avenue, Paterson NJ 07503
Office: (973) 321-0905 Fax: (973) 321-0901

Christopher Lewis
Director of Business Applications
celewis@paterson.k12.nj.us

Ms. Eileen Shafer
Superintendent of Schools

Chromebook Distribution Plan

- **Device Security and Web/google protection**
All district issued chromebooks are managed by the Paterson Public Schools Technology department. Management includes but not limited to:
 - Forcing user log into the device with only a @ppsstaff.org or @ppsstudent.org account.
 - Google Admin license – Allows remoted management of device setting and users allowed to log into the device.
 - GoGuardian – The application allows the technology department to track devices when misplaced in addition to monitoring the users web activity and send alerts to administrators.
 - Bark – An application to monitor user's activity on the device in google applications and sends alerts to administrators.
- **Internet for all District Student Chromebooks provided by Altice/Optimum-WiFi**
This partnership/service will allow all enabled devices to connect to the Altice SSID provided there a strong enough signal. The browsing and filtering of the internet service will be provided as stated in the previous section.
 - As of Friday April 3rd, all district chromebooks that will be distributed (All High Schools) will be able to connect to the optimumwifi SSID that can be found in the greater New Jersey Area.
 - As more devices are procured, they too will be added to the service.
- **Recommended materials for disinfecting for devices Clorox (Bleach-Free) disinfecting wipes or comparable wipe.**

Paterson — A Promising Tomorrow
Together We Can

Transportation



The Paterson Public Schools Transportation Department is responsible for the safe and efficient transport of students. The safety of every child is the department's top priority. The department provides transportation to and from school to public and charter school students, as well as students attending special accredited schools in other districts. The department transports approximately 5,000 students daily to schools in and out of the District, as well as bussing for field trips and athletic events.

For many Paterson Public Schools students, the school day begins on the school bus. The bus ride is an important time for socializing with friends, as well as making the mental transition from home to classroom. Paterson Public Schools provides secure, reliable student transportation services so your children arrive safely, on time, and ready to learn.

Transporting students poses a particularly difficult challenge to restarting school operations in the presence of COVID-19. As the 2020-2021 school year approaches, the District will need to get students to and from school buildings while protecting the health and safety of those students and the personnel who provide transportation services.

Social Distancing and Face Coverings

Students riding on school buses must maintain social distancing, keeping at least six feet apart from one another.

All students and bus staff must wear a face covering or mask when entering, riding, and exiting the bus. Accommodations for students who are unable to wear a face covering should be addressed according to that student's particular need and in accordance with all applicable laws and regulations.

All buses must display signs for social distancing and face coverings/masks, which will be provided by the Transportation Department.

Boarding And Exiting Buses

Students are required to board the bus by filling the back rows first and then progressing forward. Students will exit the bus from front to back upon arrival at school. Seats that are not permitted for sitting will be marked with an "X" with tape.

Students with special needs will have assigned seating and will also follow the boarding and exiting procedures.

Ridership On Buses























In order to maintain social distancing, buses will not be operating at their full capacity of passengers. The following shows the maximum number of passengers that will be allowed to travel on different sized buses.

Regular Education And Charter School Students

54 passenger bus: Maximum 22 students = 1 student per seat

- 2 students per row (Do not skip rows.), siblings sit together

54 Passenger Bus

DOOR											
	X	X	X	X	X	X	X	X	X	X	X
WALKWAY											
DRIVER	X	X	X	X	X	X	X	X	X	X	X
											

Students With Special Needs









All buses transporting students with special needs will have a bus aide. The bus aide will be seated in the back of the bus.

7-passenger bus: Maximum 2 students and 1 adult = 1 child per row

16-passenger bus: Maximum 8 students and 1 adult = 1 student per seat

- 2 students per row, siblings sit together

16 Passenger Bus

DOOR				
	<i>X</i>	<i>X</i>	<i>X</i>	<i>X</i>
WALKWAY				
DRIVER	<i>X</i>	<i>X</i>	<i>X</i>	<i>X</i>
				

24-29 passenger bus

- Maximum 10-14 students and 1 adult = 1 student per seat
- 2 students per row, siblings sit together

Two wheelchairs will be permitted per bus with one to two adults, nurses or aides to assist the children in the wheelchairs.

Parent Contracts

Case Managers should attempt to increase parents' awareness of the ability to waive transportation for the school year, whereby parents receive a payment to waive transportation services in accordance with 18A;39-1c. The district will offer \$1,000. per parent contract.

Bus Accidents

In the event of a bus getting into an accident, all passengers must continue to maintain social distancing and wear face coverings.

Cleaning Of Buses

All school buses are to be cleaned using a Centers for Disease Control (CDC) approved disinfectant before and after each trip.

[illegible]

Field Trips

All field trips are cancelled until further notice.

Training

All companies must sign the certificate confirming that their staff has been trained on CDC guidelines and on the procedures for students while riding on the bus.

Human Resources



The Department of Human Resources consists of three main departments: Recruitment/ Staffing, Staff Attendance/Benefits and Human Resources Operations. The Paterson Public School District employs more than 3,800 staff, who support more than 29,000 students. The Human Resources Department is responsible for recruitment, position control, onboarding new staff, training, salary administration, employee benefits administration, employee relations and related activities designed to select, develop, and maintain an effective Paterson Public Schools workforce. The department ensures fair and equitable treatment of all staff and compliance with federal, state, and local laws, as well as Paterson Public Schools policies and regulations affecting equal opportunity in education and employment.

The Department of Human Resources is here to assist employees in the employment process and to serve the existing staff by promoting their professional growth while ensuring staff safety. The department's goal is to make employees' experience with the department efficient and productive so that staff can focus on enriching the academic achievement of the District's students.

During these trying COVID-19 times, the Department of Human Resources shall be ready to assist building administrators if and when they find the need to rely on a combination of in-person work (adhering to safety protocols), telecommuting, and/or rotating schedules to ensure school operations continue to function without interruption. Any concerns that staff members may have about these issues should be reported to their immediate supervisor, who

will notify their assistant superintendent, who in turn will confer with the Human Resources Department.

The Department of Human Resources has developed a mechanism that allows for the evaluation of a request from staff members to work remotely. As students return to school in the Fall, Central Office employees shall report physically to their onsite work location, unless specific accommodations have been made via the Department of Human Resources.

In general, external partners, vendors and volunteers will be limited in buildings to reduce the number of individuals in buildings, offices and classrooms. Only essential visitors, volunteers, vendors and partners will be allowed to regularly engage in District activities.

The Department of Human Resources is committed to providing all employees with a safe and healthy work environment.

Teachers With Compromising Health Conditions Working Remotely

Employees shall be required to adhere to the directives in Governor Murphy's June 26th guidance document, The Road Back: Restart and Recovery Plan For Education. The District has a standard operating procedure to establish a uniformed practice throughout the District.

Employee Requirements

To request to work remotely, the employee shall provide the Human Resources Department with copies of the three documents prior to the release being effective:

- Doctor's note/evaluation
- A completed Coronavirus (COVID-19) "Request for Emergency Paid Sick Leave or Request to Work Remotely" form (See Appendix 1)
- A completed "Certification of the Health Care Provider detailing the Employee's Serious Health Condition" form (See Appendix 2)

Documents shall be sent via email or hand delivery to ensure receipt. If documents are sent interoffice, the employee shall assume all responsibility for lost or missing paperwork. The forms are available for download on the Human Resources page on the District's website at the "Forms" tab.

A doctor's note/evaluation that depicts the detailed medical reasoning why the employee must work remotely. The doctor's evaluation must detail the rationale; why the patient cannot work in the normal working environment, even though the District shall follow the CDC's guidelines to ensure a safe working environment. Re-evaluation by the employee's physician shall be required monthly to determine a return to work estimate.

Compromising Illnesses That Shall Warrant Consideration For Remote Worksite

In accordance with state guidance, reasonable accommodations should be provided for individuals that the CDC identifies as having a higher risk for severe illness from COVID-19, including adults aged 65 years and older and individuals with disabilities or serious underlying medical conditions, including:

- Chronic lung disease or asthma (moderate to severe)
- Serious heart conditions
- People who are immunocompromised
- Severe obesity (body mass index, or BMI, of 40 or higher)
- Diabetes
- Chronic kidney disease undergoing dialysis
- Liver disease

Procedures For Remote Working

While working remotely, the employee shall complete a daily log of work performed and shall submit said logs daily to his/her immediate supervisor to ensure work productivity and attendance.

The employee shall be responsible for all grading, planning and teaching as if the employee was on site. Other responsibilities include taking daily period attendance, updating and submitting virtual data binders, and attending professional development events.

Employees shall be required to use Google Classroom or other District-approved software/hardware system to communicate and instruct students.

A teacher will have the option to take a medical leave or work remotely from home upon the certification of his/her medical provider and/or engaging into the interactive process with a member of the Human Resource Department. If the teacher is working remotely from home

they will follow their daily schedule and teach the class remotely and a substitute shall be assigned to the teacher's classroom to support classroom management.

Teachers must use their planning time to virtually meet with the substitute assigned to their classroom for the purpose of lesson planning and differentiation of instruction.

The teacher shall teach his/her class remotely via Zoom, Google Classroom, Google Meet or any other online meeting software system approved by the District.

The teacher shall follow a normal schedule as if she/he was onsite, thus he/she shall be provided with the appropriate amount of preps, a lunch period or other non-teaching periods as outlined in his/her schedule.

Teacher evaluation procedures shall not be altered and will continue as normal. Evaluation conferences shall be held virtually using a District-approved system and format.

Teachers shall attend mandatory grade level meetings, professional learning communities (PLCs), and/or vertical articulation meetings scheduled during the week.

Meetings shall be held virtually with the teacher's supervisor or designee.

The staff member shall be required to enter his/her absence in AESOP and advise their building principal of their absence before the start of the workday.

Back to School Night or other meetings that require parent interactions shall be conducted virtually for the 2020-2021 school year by teachers making appointments with parents.

Securing Substitute Teachers

The Department of Human Resources shall establish weekly meetings with representatives of Kelly Services (the agency previously known as Insight). Procedures shall be established to ensure per diem substitutes have been screened to be free of COVID-19 symptoms before entering school buildings.

All substitute teachers shall be required to adhere to the following:

- masks must be worn
- social distancing must be observed in accordance with CDC guidelines

The Paterson Public School Health Questionnaire is a daily questionnaire that shall be filled out before a substitute teacher can accept a position in the District. The questionnaire shall be uploaded and housed on the Kelly Services database and on the Department of Human Resources page on the District's website for school usage. If a substitute teacher answers "yes" to any question, the substitute teacher shall be disqualified and will be rejected from working that day.

Contact Tracing

If a substitute teacher has tested positive for COVID-19, contact tracing efforts will include the classroom(s) in which the substitute teacher was working with, as well as, the staff/students that were in proximity or came in close contact with the classroom.

Parents of the students in the classroom(s) shall be contacted, to inform them of the situation and recommend that they monitor their child/children for symptoms.

All staff members that came in contact with the substitute teacher shall also be notified.

Hiring Vacancies And Job Fairs

The Department of Human resources shall advertise and establish procedures for virtual job fairs in order to fill all budgeted vacancies. The Human Resources Department shall be the conduit between principals, administrators and/or a hiring manager and the candidate(s). A Human Resources Department representative shall schedule virtual interviews at mutually acceptable times between the parties and will sit in on every interview as a silent observer to be utilized as a resource if necessary.

Staff Attendance

All staff members authorized to work remotely, shall log into AESOP and record his/her attendance for the day. In addition, staff members shall submit an email to his/her direct supervisor, indicating they are present for work. Those teachers teaching remotely will be monitored by their principals through Google Classroom. If a staff member working remotely shall find the need to take a sick day or personal day, he/she shall also report their status in AESOP and via an email to their immediate supervisor.

Those staff members reporting to their normal work sites shall scan in/out using the Kronos Attendance clocks.

Leaves of Absence

At the time an active teacher files for a Leave of Absence and he/she is not able to perform their duties remotely - Human Resources shall advertise and conduct remote interviews with the building principal to secure a "Replacement Teacher" for the period of time that the regular classroom teacher is absent. At the time a Principal receives notification from Human Resources that the teacher's leave of absence was approved, it shall be the responsibility of the building administrator to notify the student's parents, that their child's teacher will be out during the period of time outlined in HR's communication.

Appendices Index

Appendix 1

Request for Emergency Paid Sick Leave
or Request to Work Remotely form

Appendix 2

Certification of the Health Care Provider detailing
the Employee's Serious Health Condition form

Human Resources Appendix 1

Request for Emergency Paid Sick Leave or Request to Work Remotely form

PATERSON PUBLIC SCHOOLS



Request for Emergency Paid Sick Leave or Request to Work Remotely

To request emergency paid sick leave as provided under the Families First Coronavirus Response Act or request to work remotely as a result of YOUR compromising medical condition, please complete the following request form and submit the form to Human Resources (Attn: Attendance Dept.) as soon as possible but it must be received before the leave or the remote work commences. Verbal notice shall not be accepted.

Medical documentation from your physician, supporting the request must be included with this application before consideration shall be granted.

Circle reason: Emergency paid sick leave as provided under the Families First Coronavirus Response Act **or** Request to work remotely as a result of YOUR compromising medical condition

Employee Name (print clearly): _____

Department: _____

Supervisor: _____

Date requested: Start Date: _____ End Date: _____

The amount of emergency paid sick leave being requested is _____ (if applicable).

[Optional: I wish to take intermittent leave for reason #5 below, during the following days and hours:]

Monday	Tuesday	Wednesday	Thursday	Friday

Circle reason: I am requesting emergency paid sick leave as provided under the Families First Coronavirus Response Act **or** I am requesting to work remotely as a result of YOUR compromising medical condition because (check the appropriate reason below):

- ☐ 1) I am subject to a federal, state, or local quarantine or isolation order related to COVID-19.
- ☐ 2) I have been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
- ☐ 3) I am experiencing symptoms of COVID-19 and seeking a medical diagnosis.
- ☐ 4) I am requesting to work remotely as I have a personal compromising medical condition that is highly susceptible to the Coronavirus.
- ☐ 5) I My Physicians medical opinion reveals that I am to isolate myself
From: _____ To: _____

I have attached appropriate documentation supporting my need for leave.

Employee Signature: _____ Date: _____

Manager Signature: _____ Date: _____

HR Department Rep. Signature: _____ Date: _____

By signing this document, you hereby certify under penalty of law that your medical condition/diagnosis described as part of this application or the reason used for the paid leave request is accurate. I understand that the District can immediately terminate my employment for falsifying my condition.

Human Resources Appendix 2

Certification of the Health Care Provider detailing the Employee's Serious Health Condition form

Certification of Health Care Provider for
Employee's Serious Health Condition
LOA Due to Covid-19

Employer Name: _____

Phone Number: _____

Employee's Job Title: _____

Work Site/Location: _____

Employee's essential job functions: _____

Check if job description is attached: _____

SECTION II: For Completion by the EMPLOYEE

INSTRUCTIONS to the EMPLOYEE: Please complete Section II before giving this form to your medical provider. Paterson public Schools requires that you submit a timely, complete, and sufficient medical certification to support a request emergency paid sick leave as provided under the Families First Coronavirus Response Act or request to work remotely as a result of your compromising medical condition. Failure to provide a complete and sufficient medical certification may result in a denial of your request.

Your name: _____
First Middle Last

SECTION III: For Completion by the HEALTH CARE PROVIDER

INSTRUCTIONS to the HEALTH CARE PROVIDER: Your patient has requested emergency paid sick leave as provided under the Families First Coronavirus Response Act or request to work remotely as a result of his/her compromising medical condition. Answer, fully and completely, all applicable parts. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your best estimate based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as "lifetime," "unknown," or "indeterminate" may not be sufficient to determine coverage. Limit your responses to the condition for which the employee is seeking leave. Do not provide information about genetic tests, as defined in 29 C.F.R. § 1635.3(e), or the manifestation of disease or disorder in the employee's family members, 29 C.F.R. § 1635.3(b). Please be sure to sign the form on the last page.

Provider's name and business address: _____

Type of practice / Medical specialty: _____

Telephone: (_____) _____ Fax: (_____) _____

Human Resources Appendix 2

Certification of the Health Care Provider detailing the Employee's Serious Health Condition form

PART A: MEDICAL FACTS

1. Approximate date condition commenced: _____

Probable duration of condition: _____

Mark below as applicable:

In accordance with Governor Murphy's Restart and Recovery Plan for Education - Reasonable accommodations should be provided for individuals that the Centers for Disease Control identifies as having a higher risk for severe illness from COVID-19, including older adults (aged 65 years and older) and individuals with disabilities or serious underlying medical conditions, which include:

Check all that apply:

- _____ Chronic lung disease or asthma (moderate to severe)
- _____ Serious heart conditions
- _____ Immunocompromised
- _____ Severe obesity (body mass index, or BMI, of 40 or higher)
- _____ Diabetes
- _____ Chronic kidney disease undergoing dialysis
- _____ Liver disease

Has the patient tested positive for Coronavirus (Covid-19)? Yes _____ No _____

Date test was conducted _____

Date results were known _____

In your professional medical opinion, can the patient work in their Paterson Public School work site if all CDC guidelines are followed and enforced, thus providing the staff member with safe working conditions?

_____ Yes _____ No, explain

Will the patient need to have regular treatment due to the condition? No _____ Yes _____

Was medication, other than over the counter medication, prescribed? _____ No _____ Yes.

Was the patient referred to other health care provider(s) for evaluation or treatment (e.g., specialist)?
_____ No _____ Yes. If so, state the nature of such treatments and expected duration of treatment:

2. Use the information provided by the employer in Section I to answer this question. If the employer fails to provide a list of the employee's essential functions or a job description, answer these questions based upon the employee's own description of his/her job functions.

Is the employee unable to perform any of his/her job functions due to the condition: _____ No _____ Yes.

Human Resources Appendix 2

Certification of the Health Care Provider detailing the Employee's Serious Health Condition form

If so, identify the job functions the employee is unable to perform:

3. Describe other relevant medical facts, if any, related to the condition for which the employee seeks to take a leave of absence (such medical facts may include symptoms, diagnosis, or any regimen of continuing treatment such as the use of specialized equipment):

PART B: AMOUNT OF LEAVE NEEDED

4. Will the employee be incapacitated for a single continuous period of time due to his/her medical condition, including any time for treatment and recovery? ☐ No ☐ Yes.

If so, estimate the beginning and ending dates for the period of incapacity: _____

5. Will the employee need to attend follow-up treatment appointments or work part-time or on a reduced schedule because of the employee's medical condition? ☐ No ☐ Yes.

If so, are the treatments or the reduced number of hours of work medically necessary?
☐ No ☐ Yes.

Estimate treatment schedule, if any, including the dates of any scheduled appointments and the time required for each appointment, including any recovery period:

Estimate the part-time or reduced work schedule the employee needs, if any:

_____ hour(s) per day; _____ days per week from _____ through _____

6. Will the condition cause episodic flare-ups periodically preventing the employee from performing his/her job functions? ☐ No ☐ Yes.

Is it medically necessary for the employee to be absent from work during the flare-ups?
☐ No ☐ Yes If so, explain:

Based upon the patient's medical history and your knowledge of the medical condition, estimate the frequency of flare-ups and the duration of related incapacity that the patient may have over the next 6

Certification of the Health Care Provider detailing the Employee's Serious Health Condition form

Duration: _____ hours or _____ day(s) per episode

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface.

Date _____

If submitted, it is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 20 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Ave., NW, Washington, DC 20210. **DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR: RETURN TO THE PATIENT.**

Communications



The mission of the Communications Department is to make sure that the students, families, staff and the public understand the work that the District is doing. The mission has never been more imperative than during the COVID-19 pandemic.

The Communications Department entered into the pandemic having accomplished more than the department ever had before, having matched the number of earned media clips for the entire 2018-2019 school year by the middle of 2019-2020. Even through the pandemic, the 2019-2020 school year ended with the Communications Department achieving an 88 percent increase in earned media ("positive press").

When the pandemic led to the declaration of a state of a public health emergency in New Jersey, and the subsequent closing of the District's school buildings, the Communications Department responded with a revitalized commitment to its mission. Clear and reliable communications with students and families has been the top priority.

During the COVID-19 crisis, the Communications Department has:

- Launched and maintained a comprehensive COVID-19 webpage that includes critical information for families about meal and home instruction packet distribution, as well as parental resources to aid in home instruction and guard against the spread of the virus.
- Launched the District's live streaming platform called Eduvision, enabling Board of Education meetings, community forums, senior meetings to be broadcasted to the public in

real time.

- Created, produced and distributed numerous video messages.
- Resolved the problem of School Messenger automated phone messages not being received by hundreds of staff members and parents.
- Conducted surveys of parents on the reopening of school buildings and family home technology needs. Report data to the Superintendent's Cabinet.
- Created and revised messaging on student meal distribution and the distribution of home instruction packets.
- Cultivated extensive media coverage of two-thirds of PPS students being stranded on the wrong side of the digital divide during the pandemic.
- Launched an online fundraiser for Chromebooks that raised more than \$50,000.
- Managed the transmission of the online virtual memorial for Dr. Gerald Glisson
- Coordinated the transmission of virtual graduations of district high schools on the PPS website.
- Made student home instruction packets available on the District's website.
- Continued media outreach during the pandemic to promote student and staff accomplishments.

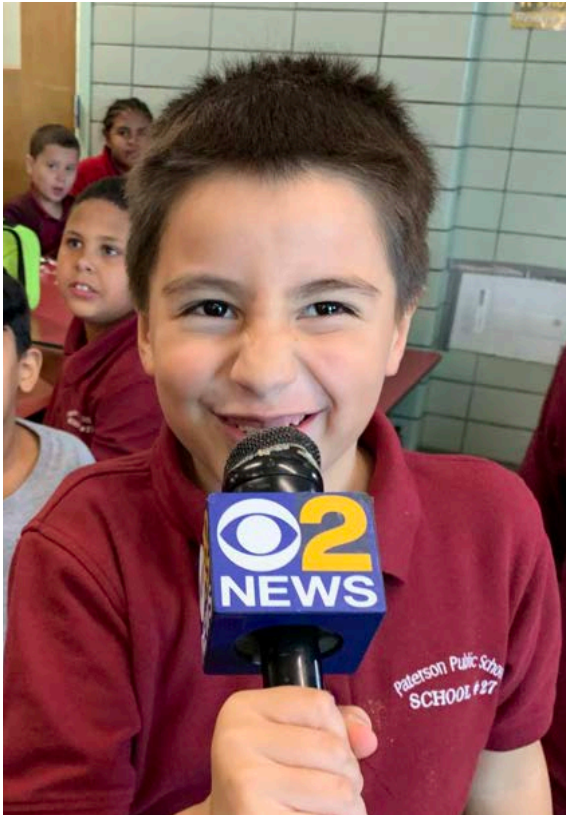
All the while, the Communications Department has continued to promote the District's needs, initiatives as well as student and staff accomplishments to the media. Press conferences were held during the pandemic promoting Victor Cruz's donation of Chromebooks (further highlighting the District's digital divide) and honoring the District's COVID-19 distribution site volunteers.

The N.J. Department of Education (NJDOE)'s *The Road Back: Restart and Recovery Plan* for Education is a comprehensive guide that cites clear and consistent communications as vital to the District's plan to reopen school buildings. Reopening strategies and the rationales for them need to be clearly understood by the District's students, families, staff and community stakeholders.

In an effort to achieve these objectives, the Communication Department held virtual meetings of the Communications Committee of the District's Restart Task Force. The input from the committee members has informed the following plan.

Accuracy And Clarity

All communications issued by the Communications Department incorporate the input from District administrators, are vetted by the Communications Department leadership, and are ultimately approved by the superintendent. This practice will continue to be upheld as the District's works toward reopening school buildings and will ensure the information's accuracy and messaging's clarity.



Translations

Most communications are issued in English and Spanish. The Communications Department issues communications in Arabic and Bengali when staff or community volunteers are available.

Immediate And Direct Communication

The Communications Department will continue immediate and direct communication with the District's students, families, staff and community stakeholders through:

- Automated phone messages (robocalls)
- Mass emails
- Video-recorded messages
- The Paterson Public Schools custom mobile app (push notifications)

These modes of communications reach the people the District's needs to reach the most, the families. They give the District the ability of pinpoint targeting of recipients with the greatest reliability.

Supporting Resources

The immediate and direct communication efforts will be supported by:

- The Paterson Public Schools website (paterson.k12.nj.us)
- Social Media
- YouTube Channel

The homepage of the District's website is frequently modified (Quick Links) and has the ability to quickly meet the ever-changing needs of the District with the new "scroller" feature. We will continue to maintain the COVID-19 page but will launch a similar page when the reopening of school buildings becomes more imminent. The page creates links that can easily be shared on social media, embedded in emails, or embedding in push notifications on the app.

Outreach Through Community Partners

The District is fortunate that the many members of the Communications Committee have expressed their willingness to support the District's communications by participating in an "echo chamber." That is, sharing communications issued by the District with their constituencies or group members. The participating people and organizations include:

- The Paterson Education Fund
- The Paterson Alliance
- Passaic County Community College
- The New Jersey Development Corporation
- The City of Paterson
- Strength 2 Stand Up
- Paterson Public Schools parents
- Paterson Public Schools teachers
- Paterson Public Schools

Virtual Public Events

A major component of ensuring that students and parents have a clear understanding of how the plan to reopen schools will be implemented will be a series of online forums to be held in late-July and early August. These meetings will be held on the District's Eduvision live streaming platform on the following dates and times.

- **Wednesday, July 22th**
 - 1:00 p.m. Administrators & Principals
 -
- **Tuesday, July 28th**
 - 9:30 a.m. Administrators & Principals

- **Wednesday, July 29th**
 - 11:00 a.m. Elementary School Teachers
 - 1:30 p.m. High School Teachers
 - 3:30 p.m. Instructional Assistants, Personal Assistants & School Secretaries
- **Thursday, July 30th**
 - 10:00 a.m. Vice Principals, Central Office Administrators, & Supervisors
 - 1:00 p.m. Central Office Staff
 - 3:00 p.m. Facilities personnel
 - 6:00 p.m. Community Forum for Schools in Wards 1 & 2
- **Monday, August 3rd**
 - 11:00 a.m. High School Students
 - 1:00 p.m. Middle School Students
 - 6:00 p.m. Community Forum for Schools in Wards 3 & 4
- **Tuesday, August 4th**
 - 6:00 p.m. Community Forum for Schools in Wards 5 & 6

Superintendent Shafer will review the District's plan to restart schools in detail and will answer questions from the forum participants. These meetings will be preceded by aggressive promotional efforts.

Management of Information Services



Office Protocols

The Management of Information Services Department (MIS) will require all staff to wear masks when moving around the department and in the common areas. All MIS Department staff will wear a mask when interacting in-person within their office. To the extent possible, in-person communication with someone in their office should take place at the doorway, thus ensuring social distancing. A minimum of six feet must separate staff during in-person conversation. It is recommended, but not required, that staff wear gloves when handling paperwork and other items. Visitors to the MIS Department will be required to keep their masks on at all times. MIS will continue to support schedulers with necessary training as classroom scheduling guidelines become available.

Student Database Management - Infinite Campus Grade Book

The MIS Department will implement Campus Learning, a learning management system that integrates with Google Classroom. Campus Learning will allow the District to leverage technology to ensure seamless integration of synchronous teaching and self-paced courses. The department will monitor teacher grade books and provide feedback to school and District administration that will ensure students receive report cards in a timely manner.

Student Database Management - Student/Parent Portal

The MIS Department will regularly provide the school designee with parent activation codes, which are necessary to give parents access to the Infinite Campus Parent Portal. Where

possible, the MIS Department will support activities that provide opportunities for parents to sign up for the portal, while adhering to Centers for Disease Control (CDC), N.J. Department of Education (NJDOE) and District health and safety guidance.

MIS will continue to support the ongoing effort to increase portal usage as follows:

- Continue to send principals monthly reports containing activation keys for new parents to sign up
- Train staff on how to set up and activate new portal users
- Support efforts with other departments to sign up parents during community activities

Student Database Management And Student Attendance Monitoring

MIS will work in conjunction with the Student Attendance Department to ensure that accurate student attendance, in line with applicable guidance, is reported to the state. On-site student attendance will be entered into Infinite Campus in line with current District policy and procedures. If the District transitions to remote learning, the following guidance will be followed.

State Guidance On Developing An Attendance Policy

The following is the NJDOE's guidance on creating an attendance policy as stated in, *The Road Back: Restart and Recovery Plan for Education*.

"Consider creative, flexible solutions in attendance monitoring. Based on parent work schedules, some students may be engaging in learning in the evening. While synchronous morning meetings may be effective for some populations, provide opportunities for students to show attendance asynchronously."

Reporting Daily Attendance For Hybrid Learning (Cohorts A & B)

- Students who are physically in class will be considered present for the day in accordance with the District's policy.
- A student will be expected to view and participate in live streamed lessons on the days they are at home to receive credit for a full day of attendance. The homeroom teacher will post a Social Emotional Learning (SEL) question of the day and the content teacher will post a "Do Now"/class assignments relative to their content area, in Google Classroom. This task will need to be completed by the student no later than 9:00 p.m. to be considered present for the day. The homeroom teacher will record all nonresponses as absences in Infinite Campus on the next day. The school secretary will certify the attendance by 10:00 a.m.

Reporting Daily Attendance For All Remote Learning (Cohort C)

- The homeroom teacher will post an SEL question of the day to be completed by the student no later than 9:00 pm to be considered present for the day. The attendance will be certified by the school secretary by 10:00 a.m. the next day.
- A student experiencing technical difficulties and/or internet interruption will be considered present upon completing their SEL question.

Procedure For Monitoring Student Absences

- The Student Attendance Department will provide a Google Document to school principals to document students if no contact has been made with either the student or the family for three or more consecutive days.
- All communication and updates regarding a student will be logged and accessible to the school and Central Office.
- The “No Contact List” must be reviewed and submitted by the principal and/or designee to the Supervisor of Student Attendance and their unit assistant superintendent every Friday.

Wellness Checks Process And Procedures

If a student or parent/guardian is unable to be contacted by the school after three consecutive absences a wellness check will be conducted by Student Attendance Department or the Security Department.

- On the third day of absence, the teacher must notify the school secretary and principal of the student absence from both hybrid and remote learning.
- The school secretary, principals or the principal’s designee must submit a log to the Supervisor of Student Attendance with the student’s name, contact information and a brief description of the steps taken by the school to reach the student/family.
- The Student Attendance Department will reach out to each family to assess the student’s well-being via phone call, parent email or home visit.
- If there is no answer at the student’s home address, the attendance specialist will leave a letter in the mailbox for the parent to contact the Student Attendance Department. If no contact is made within three days of the letter, the District will follow the guidelines of Policy 8462 Potentially Missing and Abused Children. Reports of incidents under Policy 8462 requires reporting to the Department of Permanency & Child Protection Services at 1-877 NJ ABUSE and 911.
- All wellness checks will be documented in a District database noting the status of the student and any follow-up needed.

Each school will reconcile and submit student enrollment and attendance (end of month report) in accordance with New Jersey School Register requirements. The end of month report is due to the MIS Department within five days of the close of each month.

NJDOE Submissions - ASSA

The New Jersey School Register is the basis of the District's Application for State School Aid (ASSA). In order to submit an accurate and on time ASSA, MIS will do the following:

- **Train new school staff members responsible for submitting the monthly register report.** Training will be scheduled to ensure the number of trainees and department staff in the office at one time allow for social distancing. All staff members will be required to wear a mask while in the office.
- **Collect and reconcile the September register report.** A timely report prohibits quarantining paperwork for the recommended period of time, so it is strongly recommended that staff members who are handling paper and materials wear gloves, even though this is not a District requirement.
- **Collect and reconcile the mid-October register report.** A timely report prohibits quarantining paperwork for the recommended period of time, so it is strongly recommended that staff members who are handling paper and materials wear gloves, even though this is not a District requirement.

NJDOE Submissions -

PPS-NJDOE District Report Card (Performance Report)

Assessment Administration

Considerations will be made when scheduling assessments to account for proper social distancing. This includes, but is not limited to, staggered assessment schedules and extended assessment windows. Bedside students will participate in online state assessments unless their individualized education plan (IEP) dictates a paper test accommodation.

Assessment Materials Distribution/Collection

Schools will be given appointments for the distribution and collection of materials. To reduce the handling of physical paperwork, all forms, tracking sheets, and other paperwork not created by the NJDOE will be collected digitally. Documentation that requires signature will be scanned and submitted via a Google Document Submission Form. When available, documents can be signed digitally prior to submission.

Training

Mandatory state assessment training will be conducted virtually via Google Meet. Groups will be separated by grade-level spans. Questions can be asked via chat while the trainer is presenting. Assessment Team members will monitor chat and answer questions. All questions will be transferred to an FAQ document that will be shared with all participants. All training materials will be posted on the Assessment Department's website. This will include agendas, training documents/tutorials, and video tutorials. In-person training will be provided on a case-by-case basis. These in-person training sessions will be limited to one-on-one sessions when needed. Otus (the District's new assessment platform) training will consist of a mix of live webinars and pre-recorded content. These training materials will also be made available on the Assessment Department's website.

Student Achievement: Guidance Supporting Evaluation Process

Median Student Growth Percentile (mSGP)

Student Growth Percentiles (SGPs):

- ✓ Measures achievement gains for "tested grades and subjects":
 - 4th-8th-grade Language Arts
 - 4th-7th-grade Math
 - SGP counts for **5%** of the overall evaluation rating

Note: Grade three (3) is considered a baseline year for PARCC because 3rd grade is the first testing year. As a result, there is no baseline data to create an SGP for that grade.

- ✓ Using the state standardized assessment, SGPs compare the change in a student's achievement from one year to the next to that of all other students in the state who had similar historical results (the student's "academic peers").
- ✓ **Student growth percentile** means a specific metric for measuring individual student progress on statewide assessments by tracking how much a student's test scores have changed relative to other students Statewide with similar scores in previous years. Tested grades/subjects: 4-7 mathematics and 4-8 ELA in areas such as ELL, SPED, General Education, push-in, pull-put, etc. **are included within the SGP** process.

Best Practice: Median Student Growth Percentile (mSGP)

For the Staff Member Growth Objective	For the Staff Member Growth Objective
In order for teachers to have an SGP score, they must have 20 separate students within a given school year and/ or over multiple school years that receive SGP scores.	The Department calculates mSGP using each school District's course roster submitted through NJ SMART • Subject areas coded 51, 52, or 73 in the course roster submission through NJ SMART meet the criteria for mSGP
Students must be enrolled for 70% or more of the course duration prior to the administration of the test. Teacher must have scheduled as "Teacher of Record" assigned to a 4th-8th-grade Language Arts or 4th-7th grade Math course with an updated and accurate roster of taught students at least 60% of the time before the state assessment.	<ul style="list-style-type: none"> ✓ Teachers are scheduled appropriately as "teacher of record" ✓ Teachers participate in the roster verification process offered throughout the District ✓ Teachers participate in the verification of rosters at the end of each post conference
Student growth from one year to the next is compared to students who participate in State assessment to their "academic peers" with a range from 1 to 99.	Long-term substitutes under contract in the District who are currently working toward earning tenure or may soon be working toward earning tenure in the District should be evaluated in the same way all contract teachers are evaluated in that District.
Teachers are identified within Infinite Campus as the "Teacher of Record" for their given courses	

NJDOE Submissions - Monitoring Student Cohort Graduation Rate

MIS will continue to support the efforts of the Director of Secondary Education to ensure that proper graduation cohort data is maintained in the NJ SMART data system. To support those efforts, MIS will do the following.

1. Cohort reports will be run monthly
 - MIS will work with the Academic Services Division to generate cohorts reports on a monthly basis (schedule to be determined by Director of Secondary Education)
 - Any interaction between persons running cohorts will follow safety protocols and PPE will be worn at all times
2. Corrected cohort reports will be returned to MIS
 - Corrected report will be returned via email
 - Required documentation must be submitted along with the requested corrections
3. MIS will update NJ SMART based on corrected cohort reports
 - No physical contact with others is necessary
 - Communication will be via phone or email

Business Office

Description	Projected Cost	Actual Cost	Difference
Extracurricular Activities	\$\$\$\$\$\$	\$\$\$\$\$	
Utilities	\$\$\$\$\$\$		
Supplies	\$\$\$\$\$\$		
Buildings	\$\$\$\$\$\$		
Performances	\$\$\$\$\$\$		
Technology	\$\$\$\$\$\$		
Advanced Designs	\$\$\$\$\$\$		
Departments			
Sporting Events			
Video/Streaming			
Video/Equipment			
Meals			
Staffing			
Source			



The Business Office exists to provide support to the District and instructional staff so that they can focus on the District's true purpose, the education of the students.

The Business Office is responsible for the sound fiscal management of financial resources provided to Paterson Public Schools by federal, state, and local entities. The office's goal is to ensure those resources are utilized effectively and efficiently while supporting the mission of Paterson Public Schools. The functions of the Business Office include preparation of the annual budget, payroll, transportation, purchasing, accounts payable and receivable, cash management, capital project financing, grant administration, state and federal compliance reporting, and financial reporting to the Board of Education commissioners.

School Funding

The federal Coronavirus Aid, Relief, and Economic Security (CARES) Act established the Elementary and Secondary School Emergency Relief (ESSER) Fund to provide money to school districts and provide funding to support areas impacted by the disruption and closure of school buildings from COVID-19. Under the law, \$310.4 million has been allocated to New Jersey, the majority of which will be provided to school districts as subgrants. Allocations to districts are based on their share of Title I, Part A funding. In order to receive its allocation of ESSER funding, a school district must have completed a grant application through the N.J. Department of Education (NJDOE)'s EWEG System no later than June 19, 2020. As part of the application, a school district must have submitted six assurances related to the receipt and use

of CARES funding. Under federal law, these funds may be used for allowable costs incurred starting March 13, 2020 and must be obligated no later than September 30, 2022. Paterson Public Schools received approval for this funding and the application has been approved. As of this writing, the District has not received the federal funds from the Cares Act.

Federal Emergency Management Agency (FEMA) indicated that any expenses the District has incurred that are related to the COVID-19 pandemic are 75 percent reimbursable. There is no deadline set for submitting these expenses. The District is awaiting further guidance on reimbursements.

As a result of the pandemic, the State of New Jersey has lost a tremendous amount of money. This led to the District's state aid allocation for the 2020-2021 budget being reduced by \$16.3 million. District officials are currently looking for solutions to fill this budget gap without eliminating teacher positions. More information is expected from the state in late August or early September.

Additionally, school districts should be mindful that certain budget actions, such as withdrawing from the emergency reserve or making transfers that cumulatively exceed 10 percent of the amount originally budgeted, require the State Education Commissioner's approval. These requirements are statutory and cannot be waived by the NJDOE, and districts should not presume that such approval will be automatic. With respect to this item, the Business Office is reporting that the City of Paterson has disbursed all required funds to Paterson Public Schools for the past fiscal year without any delay.

The District's purchasing staff is constantly reviewing what goods and services are available through the N.J. Department of the Treasury's Cooperative Purchasing Program, a buying consortium that has goods and services already competitively bid and priced.

Accounting & Electronic Personnel Transaction Forms

The Business Office has some options to improve the workflow process for Personnel Transactions Forms (PTFs). The two options are the use of Versiform and File Bank to make this process paperless and improve the efficiency in which these get processed in the District for personnel changes. All PTFs will be stored electronically and access can be provided electronically.

The District is looking to convert as many paper processes as possible to electronic in order to minimize potential exposure to the virus.

Payroll

In the future, the District will be moving to remote electronic timesheets to reduce paperwork and improve the timeliness of payments.

Accounts Payable - Eliminate Paper Invoicing And Receiving

The current system in Accounts Payable receives paper vouchers and invoices that are mailed to the Central Office. All payment documents should be sent to the general Accounts Payable email box. This includes internal invoices as well as vouchers. This is an operational change the Business Office can make immediately by removing the Central Office address at the purchase order level and inserting a general email address.

Benefits of Paperless Invoicing

- Improve timeliness of payments
- Minimize calls to Central Office on payment status
- More accountability

Purchasing

The Request For Proposal (RFP) and competitive bidding process has been moved to an all virtual process. The Purchasing Team is working towards an all-virtual platform for bid openings as well. There are some online platforms approved by the state to receive bids. The Purchasing Department will continue to research free platforms as the District moves to an all virtual purchasing process.

Athletics



The City of Paterson has a rich, storied history of prominent athletes that have participated in the Paterson Public Schools varsity athletic program. Larry Doby, the first African-American baseball player in Major League Baseball's American League; Rory Sparrow, a 12-year NBA veteran; Eric Downing, who played for the NFL's Kansas City Chiefs and San Diego Chargers; Tororris "T.J." Hill, an All-Star player for the Canadian Football League, and Essence Carson, 2016 WNBA World Champion with the Los Angeles Sparks are just a few of the Paterson athletes whose journey to greatness began with Paterson Public Schools' athletic programs. Keven Francis, Natajiana Ward and Jamier Wright-Collins and the John F. Kennedy High School boys' basketball team are a few of the District's current student-athletes who excelled at the county and state level.

The Athletic Department's core mission is two-fold. First, the department works to provide all students with an opportunity to participate in the New Jersey State Interscholastic Athletic Association (NJSIAA) programs. Second, the department works to create relationships that will address student-athletes' social-emotional needs and prepare them for success in post-secondary education and careers. The District's school nurses, athletic trainers and coaches strive to ensure the health and safety of all student-athletes are maintained at a high level. They work collaboratively with District security personnel to ensure all Paterson Public Schools stakeholders, NJSIAA schools, and spectators' safety are maintained during athletic events at all venues.

The COVID-19 pandemic created a need to review and develop specific guidelines that are aligned with the NJSIAA's Return-to-Play guidelines, the National Federation of State High School Associations (NFHS) guidelines, and the New Jersey Department of Education (NJDOE)'s reopening guidance document, The Road Back: Restart & Recovery Plan For Education.

The Paterson Public Schools Athletic Department plan provides specific COVID-19 protocols and procedures to address individual and department responsibilities to maintain a safe and healthy environment.

The reopening plan provides specific guidance to address the following areas:

- Student Health
- Student Participation
- Social Distancing
- Hygiene
- Athletic Team and Spectators' Safety
- Athletic Department Training
- Parent meetings
- Transportation

Student Health

The health of all student-athletes and staff is the department's primary concern. All students who express a desire to participate in the District's athletic programs at the Eastside Campus and the John F. Kennedy Educational Complex varsity programs are required to have a current sports physical and receive medical clearance from the District's medical personnel. Student-athletes must use their primary physician to complete this task. If a student-athlete does not have a primary physician, the student-athlete can make an appointment at the Paterson Community Health Center, Inc. at 32 Clinton Street in Paterson with a phone number of 973-790-6594.

In addition, all students are required to complete the following tasks prior to the sports season try-out period:

- Obtain the Sports Physical Packet from the Eastside Campus or the John F. Kennedy Educational Complex Athletic Departments. It is also available on the Paterson Public Schools website, paterson.k12.nj.us. Click on "Departments," then click on "Athletics," and then click on the "Forms & Documents" tab.

The Sports Physical Packet contains the following items:

- The Paterson Public Schools District Athletic Waiver
- Steroid consent form
- Sudden cardiac death pamphlet sign-off sheet
- Sports-related concussion and head injury fact sheet and acknowledgment form
- Opioid sample signature sheet
- The NJDOE Health History Questionnaire Form
- The NJDOE Athlete with Special Needs Supplemental Health History Form
- Physical Examination Form
- Clearance Form
- Sudden cardiac death fact sheet
- Sports-related eye injury fact sheet
- NJDOE opioid fact sheet
- Obtain the COVID-19 questionnaires for parents and students from the Athletics page on the District's website.
- Student-athletes are expected to return their completed sports physical forms to their respective Athletic Department by Monday, July 27, 2020. Athletic Department personnel will retrieve the forms from students who do not submit them on July 27. Coaches will follow up with their players to make sure this task is completed.
- District Nursing Services personnel will review the completed packets and submit for District medical clearance from Tuesday, July 28 through Thursday, July 30,
- The Paterson Public Schools-approved physician will review all submitted documents and provide medical clearance by July 30, 2020.
- The Eastside Campus and the John F. Kennedy Educational Complex Health Offices will maintain an athletic program file for student-athletes who participate in their respective program.

Student Participation

The NJSIAA permits schools to begin summer workouts from July 13 through July 26. The Paterson Public Schools' athletic program will not begin summer workouts before August 3. Pending Board of Education approval, the District's Phase I workout period will be from August 3 through August 16. The Phase I period must be completed before beginning Phase II.

All student-athletes who express an interest in participating in the Paterson Public Schools' athletic program must meet the requirements outlined in the District's athletic competition policy (See Appendix 1 - R 2431). Student-athletes must receive medical clearance and meet all established rules and regulations set forth by the NJSIAA.

The NJSIAA, Return-to-Play Guidelines, Phase I provides specific COVID-19 pre-screening activities, and outdoor athletic conditioning guidelines. During this period, school districts are not permitted to practice indoors or use equipment. Social distance must be maintained during athletic conditioning.

Pre-Screening

The Athletic Department will designate an employee to conduct daily pre-screening of coaches and student-athletes. This will be conducted by the athletic director or a designated coach not involved with the practice. The person screening cannot be involved in coaching student-athletes on the day they are performing this task. This will ensure the program's integrity. Additional guidance is as follows:

- The COVID-19 questionnaires for parents and student-athletes must be completed by Monday, July 27th. Any student-athlete who does not have a COVID-19 questionnaire on file will not be permitted to participate in any workouts.
- The Athletic Department will stagger student-athlete arrival and departure times.
- Each day all coaches, student-athletes, and staff must clear the pre-screening process before they are permitted to participate in the activities.
- The pre-screening process will consist of a review of the pre-screening questionnaire. If any individual answers "yes" to any question, they will be required to provide clearance from a physician before they will be permitted to resume participation in the workouts. They will not be permitted to remain onsite and must vacate the premises.
- Each day all coaches, student-athletes, and staff must have their temperature checked to ensure it is not 100.4 degrees or higher. If anyone's temperature is 100.4 degrees or higher, they will not be permitted to participate in the activity or remain onsite. The individual will be excluded from all activities until he or she receives medical clearance from a physician.
- The athletic supervisor or the athletic trainer will immediately notify the District's nursing director of information self-reported on the daily screening questionnaire and temperature readings.
- All District athletic administrators, coaches and student-athletes will adhere to all established COVID-19 policies and procedures relating to program removal and trace

reporting as per City of Paterson Department of Health guidance.

- All procedures will be followed, in accordance with NJSIAA guidelines, throughout all phases of athletic participation and competition. Information will be shared with participating schools and other personnel who were involved in the athletic competitions.

Athlete Conditioning

The Athletic Department personnel will make a reasonable effort to ensure all student-athletes are deemed physically fit to participate in the athletic program. During Phase I, they will adhere to the specific NJSIAA guidelines to ensure full compliance. During all workouts, coaches and staff will monitor student-athletes, looking for those exhibiting signs of mental distress.

The outdoor conditioning or workouts will be conducted in the following manner:

- Workouts will be no more than ninety (90) minutes in duration and include a ten (10) minute warm-up and a ten (10) minute cool down.
- Only one workout per day is permitted and there will be one (1) day of rest per every seven (7) days. This eliminates the traditional double-workout sessions.
- Only student-athletes and appropriate school personnel, such coaches and security (if deemed necessary) will be permitted to attend the workout sessions. No spectators will be permitted access to the facilities.
- No physical contact of any kind between student-athletes and coaches will be permitted during Phase I.
- Coaches are required to create structured workouts.
- All workouts must comply with the NJSIAA's Heat Participation Policy.
- Student-athletes should be provided with unlimited access to fluids.

Face Coverings

Specific guidance relating to face coverings may exceed the NJDOE's guidance. As a result, all athletic personnel and student-athletes will be required to adhere to the following guidelines:

- Coaches and District personnel will be required to wear appropriate face coverings at all times.
- Student-athletes who are engaged in high-intensity aerobic activity defined as running, sprinting, etc., do not need to wear face coverings during the activity. Once the activity is completed, student-athletes will be required to wear face coverings.

- Student-athletes who are not engaged in high-intensity aerobic activity such as waiting in line, sitting on the bench or watching plays must wear face coverings.

Grouping/Social Distancing

During Phase I, all Paterson Public Schools athletic personnel and student-athletes will be required to maintain social distancing as defined by the NJSIAA, and will adhere to the following guidelines during outdoor activities:

- No more than ten (10) student-athletes may be grouped together in a single area. Coaches must develop predetermined groups before workout sessions.
- More than one group of students can be in a single area as long as they maintain at least eighteen (18) feet between each group of student-athletes.
- Student-athletes' workout groups must remain constant during the Phase I period.
- No celebratory contact such as fist bumps, high-fives, huddles, etc. will be permitted.

Locker Room/Restrooms

Student-athletes will be provided with individual duffle bags to store equipment and personal belongings. They will not have access to locker rooms, except to use the restroom facilities. They will use locker room restrooms adhering to the Paterson Public Schools District two (2) person occupancy requirement. Otherwise, they will use the athletic field individual porta john's units. They will be required to wear face coverings and maintain social distance during this activity.

Student-athletes will be required to bring their own hand towels and come to workout sessions dressed and ready to participate in the workout. Student-athletes will not be permitted to use locker rooms to shower or change clothes.

Hygiene

To support student-athletes' hygiene, the Athletics Department will work with the Department of Facilities to secure sanitizing products, including hand sanitizers. The Athletic Department has begun purchasing additional equipment to sanitize special equipment including balls, helmets, gloves, and shoulder pads to minimize exposure to SARS and COVID-19. Student-athletes will be required to bring hand towels and to come to workout sessions dressed for practice. Locker rooms will not be made available for showers or changing clothes.

Athletic Team And Spectators' Safety

School administrators will work collaboratively with the District and contracted security personnel to maintain the safety of stakeholders at all sporting venues. School administrators will secure City of Paterson Police and Emergency Medical Technicians (EMTs) at designated athletic venues as required by NJSIAA guidelines. (See Appendix 2)

School administrators will address new COVID-19 guidance by:

- Review and revise School Emergency Action Plans
- Adhering to all established rules and regulations set forth by the NJSIAA to ensure compliance with COVID-19 and social distancing guidelines.
- Determining access to sporting events according to NJSIAA guidelines
- Requiring face coverings and temperature checks for entry to sporting events
- Having Athletic Department personnel monitor capacity at sporting events
- Denying individuals who fail to comply with established procedures access to venues or removing them from venues.
- Working with Eastside Educational Campus and John F. Kennedy Educational Complex administrators to develop specific plans to ensure spectators' safety if and when spectators are permitted to attend sports competitions.
- Working collaboratively with NJSIAA schools to ensure the safety of all individuals.



Transportation

The Athletic Department will continue providing student-athletes transportation to away games. Student-athletes will adhere to the established COVID-19 social distancing guidelines. Student-athletes will work with the District's Transportation Department to secure District vehicles to assist with large teams' transportation needs. Assistant coaches will be encouraged

to use their own vehicles. However, they will not be permitted to transport student-athletes in their own vehicles.

Athletic Personnel Required Trainings

All Paterson Public Schools Athletic Department and personnel will be required to take the following free courses from the National Federation of State High School Associations (NFHS). Certificates will be printed and provided to athletic supervisors at the Eastside Campus and the John F. Kennedy Educational Complex. Courses that contain an (*) will be required for student-athletes. Additional courses may be required as per NJSIAA guidance.

The NFHS free courses are:

- COVID-19 for Coaches and Administrators
- NCAA Eligibility
- Concussion in Sports
- Concussion for Students *
- Heat Illness Prevention
- The Collapse Athlete
- Bully, Hazing and Inappropriate Behaviors
- Engaging Effectively with Parents
- Hazing Prevention for Students *
- Learning Pro: Homework Helper *
- Learning Pro: Reading and Learning Strategies *
- Learning Pro: Testing Tips *
- Protecting Students from Abuse
- Social Media
- Social Media for Students *
- Sportsmanship
- Student Mental Health and Suicide Prevention
- Sudden Cardiac Arrest
- Understanding Vaping and E-Cigarettes
- Band Safety - (Administrator, Band Personnel)
- Appearance and Performance Enhancing Drugs and Substance

***Student-athletes must take courses marked with an asterisk (*).**

Parent Meetings

Athletic Department personnel will host virtual parent-student meetings to discuss expectations, rules, policies and procedures in an effort to support the student-athlete overall educational experience prior to each athletic season.

Important Dates

July 13th - July 30th	Student-athletes sports physical completion
August 3rd- August 16th	NJSIAA Phase I requirements
August 17th - August 28th	NJSIAA Phase II requirements
August 29th - September 13th	Virtual Period Only
September 14th	First day of fall practices
September 28th	First day for girls tennis
October 1st	First day of fall games other than football
October 2nd	First day for fall football games
October 23rd	Girls tennis season concludes
November 13th - 22nd	Fall sports conclude

Appendices Index

Appendix 1

Policy # 2431

Appendix 2

NJSIAA guidelines

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2431 ATHLETIC COMPETITION

The Board of Education recognizes the value of athletic competition as an integral part of the total school experience. Game activities and practice sessions provide opportunities to learn the values of competition and good sportsmanship.

For the purpose of this Policy, programs of athletic competition include all activities relating to competitive sports contests, games, events, or sports exhibitions involving individual students or teams of students when such events occur within or between schools within this district or with any schools outside this district. The programs of athletic competition shall include, but are not limited to, high school interscholastic athletic programs, middle school interscholastic athletic programs where school teams or squads play teams or squads from other school districts, intramural athletic programs within a school or among schools in the district, and any cheerleading program or activity in the school district

Eligibility Standards

A student who wishes to participate in a program of athletic competition must submit, on a form provided by the district, the signed consent of his/her parent. The consent of the parent of a student who wishes to participate in a program of athletic competition will include an acknowledgment of the physical hazards that may be encountered in the activity.

Student participation in a program of athletic competition shall be governed by the following eligibility standards:

1. To be eligible for participation in the interscholastic athletic program of a New Jersey State Interscholastic Athletic Association (NJSIAA) member school, all high school students must meet, at a minimum, all the eligibility requirements of the Constitution, Bylaws, and Rules and Regulations of the NJSIAA.



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2. A student in grades 8 through 12 is eligible to participate in district-sponsored competitive athletic programs through one of the district's comprehensive high schools if he/she meets applicable age requirements and has passed all courses required for promotion or graduation in the preceding marking period. District guidance department personnel will review student transcripts to determine whether each student has adequate academic credit to be eligible for participation.

The district's comprehensive high schools are Eastside High School and John F. Kennedy High School, both of which are recognized by the NJSIAA. Students who attend any other district high school may opt to participate in a competitive athletic program through one of the district's comprehensive high schools; once a selection is made, the student will join the comprehensive school's athletic program. Students may not participate in the athletic program of more than one comprehensive high school at a time.

Students enrolled in Paterson charter schools are eligible to participate in the district's high school interscholastic athletic program only if the student's charter school does not have an athletic team and complies with the Guidelines, Constitution, Bylaws, Rules and Regulations of NJSIAA, and the policies and regulations of the Board of Education.

Home schooled children are eligible to participate in school district sponsored programs of athletic competition of this district once approved by the Principal and Board of Education. Transcripts must be received by guidance.



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3. A student in any grade must maintain a satisfactory record of attendance to be eligible for participation in school district sponsored programs of athletic competition. An attendance record is unsatisfactory if the number of unexcused absences exceed ten (10) school days in the school year prior to the student commencing participation in school district sponsored programs of athletic competition.

A student who is absent with an unexcused absence for a school day may not participate in school district sponsored programs of athletic competition the afternoon or evening of that school day.

A student who is serving an out-of-school suspension may not participate in school district sponsored programs of athletic competition while serving the suspension.

4. A student in any grade who fails to observe school rules for student conduct may forfeit his/her eligibility for participation in school district sponsored programs of athletic competition.

Notice of the school district's eligibility requirements shall be available to students.

Required Examinations - Interscholastic/Intramural Team/Squad

The district will create and maintain an athletic department medical file for each student athlete who participates in a competitive athletic program through one of the comprehensive high schools. School health services personnel and athletic department health providers are responsible for record maintenance and custody. The purpose of this file is to ensure that the athletic department of each comprehensive high school has up-to-date information necessary to address emergent health concerns for their student athletes.



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Students enrolled in grades six to twelve must receive a medical examination, in accordance with the provisions of N.J.S.A. 18A:40-41.7, prior to participation on a school -sponsored interscholastic or intramural team or squad and any cheerleading program or activity.

The examination shall be conducted within 365 days prior to the first day of official practice in an athletic season with examinations being conducted at the medical home of the student. The "medical home" is defined as a health care provider and that provider's practice site chosen by the student's parent for the provision of health care pursuant to N.J.A.C. 6A:16-1.3. If a student does not have a medical home, the school district shall provide the examination at the school physician's office or other comparably equipped facility. The parent may choose either the school physician or their own private physician to provide this medical examination. The medical examination required prior to participation shall be in accordance with the requirements as outlined in N.J.A.C. 6A:16-2.2(h)1 and Regulation 2431.2 and shall be documented using the Preparticipation Physical Evaluation form required by the Department of Education.

The school district shall distribute the Commissioner of Education developed sudden cardiac arrest pamphlet to a student participating in or desiring to participate in an athletic activity, as defined in N.J.S.A. 18A:40-41.e., and the student's parent(s) shall each year and prior to participation by the student in an athletic activity comply with the requirements of N.J.S.A. 18A:40-41.d.

The school district shall annually distribute the Commissioner of Education developed educational fact sheet relative to use and misuse of opioid drugs for sports related injuries to parents of students who participate in athletic activities and comply with the requirements of N.J.S.A. 18A:40-41.10.



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Information concerning a student's HIV/AIDS status shall not be required as part of the medical examination or health history pursuant to N.J.S.A. 26:5C-1 et seq. The health findings of this medical examination shall be maintained as part of the student's health record.

Emergency Procedures

Athletic coaches shall be trained in first aid to include sports-related concussion and head injuries, the use of a defibrillator, the identification of student-athletes who are injured or disabled in the course of any athletic program or activity, and any other first aid procedures or other health related trainings required by law or the Superintendent.

The Superintendent shall prepare and present to the Board for its approval procedures for the emergency treatment of injuries and disabilities that occur in the course of any athletic program or activity. Emergency procedures shall be reviewed not less than once in each school year and shall be disseminated to appropriate staff members.

Interscholastic Standards

The Board shall approve annually a program of interscholastic athletics and shall require that all facilities utilized in that program, whether or not the property of this Board, properly safeguard both players and spectators and are kept free from hazardous conditions.

The Board adopts the Constitution, Bylaws, Rules, and Regulations of the New Jersey State Interscholastic Athletic Association as Board policy and shall review such rules on a regular basis to ascertain they continue to be in conformity with the objectives of this Board.



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The Superintendent shall annually prepare, approve, and present to the Board for its consideration a program of interscholastic athletics that includes a complete schedule of athletic events and may inform the Board of changes in that schedule.

N.J.S.A. 2C:21-11

N.J.S.A. 18A:11-3 et seq.; 18A:40-41; 18A:40-41.10

N.J.A.C. 6A:7-1.7(d); 6A:16-1.34; 6A:16-2.1 et seq.

Adopted: 31 October 2002

Revised: 10 April 2013

Revised: 31 August 2016

Revised: 05 September 2017

Revised: 29 August 2018

Revised: 26 November 2019





COVID-19 PHASE 2 – Guidelines

Rationale

The 14-day period during Phase 2 allows for increased team activities as it pertains to skills and drills development and permits schools to use indoor facilities if approved by the school district. Once individual pods of student-athletes have successfully completed Phase 1 and providing that there has not been a significant change in health conditions indicating otherwise, progression to Phase 2 is medically appropriate. Larger groups of student-athletes are permitted during Phase 2 because the individual pods have worked out together without a confirmed case of COVID-19 in a two-week period.

Phase 2 allows the pods from phase 1 to be combined into a pod of 25-30 student-athletes. Student-athletes will be permitted to share sports equipment within their newly formed pod only. Limiting the sharing of equipment to pods will, as in Phase 1, help to control the spread of COVID-19. It is imperative that all sports equipment be cleaned and disinfected in accordance with applicable guidelines.

Screening

No Additions - follow general guidelines.

Positive COVID-19 Procedure

No Additions - follow general guidelines.

Workouts

1. Phase 2 allows for increased team activities as it pertains to skills and drills development and permits schools to use indoor facilities if approved by the school district.
2. Workouts shall be no more than one hundred twenty (120) minutes in duration and shall include a ten (10) minute warm-up and a ten (10) minute cool down.
3. Phase 2 will last two (2) weeks from the date of the first workout.
4. Only one workout per day is permitted during Phase 2.
5. There must be a minimum of 2 practices for every 7 days totaling 4 practices.
6. The maximum number of practices is 6 for every 7 days totaling 12 practices.
7. There must be one (1) day of rest per every seven (7) days.
8. For indoor workouts, care should be taken to provide good air circulation.
9. Weight Room Guidelines.
 - a. Resistance training should be limited to body weight, sub-maximal lifts, and use of resistance bands.
 - b. Maximum lifts should be limited, and power cages should be used for squats and bench presses.

Revised 7/17/20

Central Registration



The Central Registration Department is located at 90 Delaware Avenue and handles all student registrations. The department registers students that reside in Paterson to public schools, private schools, charter schools, the Passaic County Technical Institute, and non-public schools. During the COVID-19 public health emergency, the department is open by appointment only. The summer hours are Monday through Thursday from 8:30 a.m. to 3:30 p.m. In late August and throughout the school year, the hours are from 8:00 a.m. to 4:00 p.m. The department may be contacted by phone or email at 973-321-2501 or centralregistration@paterson.k12.nj.us. Please feel free to contact the department with any questions.

- If you have a child that will be 5 (five) years old before October 31, 2020, please call 973-321-2501 to make an appointment to register your child for kindergarten.
- If you have a child that has been accepted to a charter school in Paterson, please contact the charter school for further information regarding registration.
- If your child attended a charter school or private school and will now be attending a Paterson Public School, you must call the Central Registration Department at 973-321-2501 to make an appointment.
- When coming to scheduled appointments, parents and guardians MUST wear a mask or face covering and have temperature checked before entering the department.
- The entrance to the Central Registration Department is located in the Super Foods parking lot in the back of the Central Office building at 90 Delaware Avenue.

We ask that you arrive promptly on time for scheduled appointments and bring a pen to fill out any additional paperwork.

We also ask that you make sure you have the proper documents to register at the time of the scheduled appointment, and please complete the required registration forms ahead of time.

The required registration documents are:

- Registration Form
- Home Language Survey
- Two (2) current proofs of address
- Parent/guardian photo identification
- Child's birth certificate
- Immunization Records & Physical (NOTE: Physical is required to start school but not required at the time of the appointment.)

The Registration Form and Home Language Survey Form may be found on the Paterson Public Schools website, paterson.k12.nj.us. Click on "Departments," then click on "Central Registration," and then click on the "Registration Documents" tab to download the forms. We will not register anyone who is missing documents at that time.

Please refer to the Central Registration page on the Paterson Public Schools website for further information, registration requirements and documents, and updates.

Family & Community Engagement



Full Service Community Center

The Paterson Public Schools Full Service Community Center (FSCC) is located in the heart of Paterson's fifth ward on the corner of Market Street and Madison Avenue. During the last two years, the center has become a relied-upon resource for the residents and parents in the area. The majority of residents are living at or below the poverty line and many are first generation immigrants. Through its programming, the center attempts to support families by offering activities that increase communication between parents and teachers via English as a Second Language (ESL) classes, parenting classes, job skills training, mental health support, emergency food distribution and health clinic services. All of these efforts are based on the premise that when the family is supported, children are supported.

During this critical time of the COVID-19 pandemic, it is important that FSCC services continue to be accessible to the families that are in need. However, it is also important that these services are provided safely.

The purpose of the FSCC protocols is to limit the probability of transmitting COVID-19 person-to-person among parents, teachers and others involved in the center's programming.

During the pandemic, the FSCC will implement the following protocols.

Classroom Instruction Scheduling & Protocols

- Two-day classes (ESL, Servsafe, etc.) will operate on a one-day virtual and one-day in-person basis.
- Three-day classes will operate on a two-day virtual and one-day in-person basis.
- All in-person classes will maintain a maximum classroom capacity of 15 students. Students can opt to take these classes virtually.
- The center's outdoor classroom will be utilized as weather permits.
- Social distancing will be maintained in all classrooms. Desks will be placed at least six feet apart.
- Classrooms with windows that can be opened will be preferred settings.
- Indoor classes will not be held if the building's ventilation system is inoperable.
- Cloth face coverings will be worn by staff and students at all times, unless doing so would inhibit the student's health.
- Students will take handwashing breaks throughout a class session.
- Staff will be screened via survey.
- If a student or staff member is sick or has any COVID-19 symptoms, he or she must go home.

Office Visits And In-Person Inquiries

- Parents and other visitors will follow The Security Department's guidelines on building entry.
- Visitors will ring the center's front doorbell and wait for instructions from the posted security guard.
- Visitors will enter at a FSCC designated location, complete a COVID-19 survey, submit to a temperature scan, wear a face covering, and clean hands with provided hand-sanitizer.
- Visitors will communicate with FSCC staff at a designated safe desk.

Building Deliveries

- Mail deliveries will be made at a FSCC designated area.
- Office delivery personnel will report to the front door first and then make deliveries at the rear of the center.
- If a delivery requires a person to enter the building, the delivery person must follow the office visitation protocols.
- All deliveries will be made under the direction of security.

Full Service Community Schools Program

Paterson Public Schools began implementing the Full Service Community Schools (FSCS) initiative in 2010 to help students learn and succeed and to strengthen families and communities.

The District currently has seven Full Service Community Schools:

- Public School No. 2
- Public School No. 5
- Public School No. 15
- Dr. Frank Napier School of Technology
- New Roberto Clemente School
- Senator Frank Lautenberg School
- John F. Kennedy Education Complex

Each Full Service Community School has a community lead agency and a medical provider to provide services and programs to help support the education and wellbeing of students and their families.

All Board-approved after school programs will commence on October 1st and will end no later than 6 p.m. The programs include:

- Full Service Community Schools
- 21st Century Learning Programs
- Paterson Boys and Girls Club
- City of Paterson Recreational Programs
- City of Paterson School Based Center
- Paterson Music Project (Remote)
- Girl Scouts of America (Remote)
- Boy Scouts of America (Remote)
- Youth Consultation Services (YCS)
- N.J. Community Development Corporation - Compete For Life
- ESL Civic PACE
- College Achieve
- Street to Street
- Tutoring

The District custodial staff will clean and sanitize the facilities.

The District has the option of discontinuing any of the afterschool programs in the interest of protecting students and staff from contracting the COVID-19.



In preparation for the reopening of school buildings, The Department of Full Service Community Schools is working closely with the District, partner community agencies, and the medical care provider to determine the safest way to continue to provide our programming. While the department is planning for in-person programming, specifically for students, the department is prepared to switch to virtual programming if needed.

With the focus on a safe restart for students, staff and families, and in addition to adhering to all District and building protocols, the Department of Full Service Community Schools will practice all of the protocols and safety measures prescribed by the District and public health officials.

General Health Precautions

- All staff, students, and visitors will maintain social distancing.
- Staff and adult visitors will be required to wear a face covering unless it would inhibit their health.
- Students will be encouraged to wear face coverings and required to when social distancing is not possible.
- Programs will develop a substitute staff list in the event staff need a medical accommodation in accordance to the District.
- Proper hand hygiene and respiratory etiquette will be required.
- Program space will be marked with proper signs and messaging.

Communication

- New protocols will be communicated to parents and update families of any changes to programs.
- A web-based registration system will be implemented to reduce the exchange of paperwork.

Classroom, Testing and Therapy Rooms

Program Space

- Reconfigure classroom configurations and classroom size to accommodate for social distancing of at least six feet.
- Turn desks to face the same direction or have students sit on one side of the table, spaced apart.
- Identify separate areas in which students will keep their personal belongings.
- Weather permitting, keep windows open to allow for greater air circulation.
- When conducting in-person parent events, if permitted, configure the event space to allow for social distancing of at least six feet with consideration for the flow of foot traffic around the room.

Program Scheduling

- Adhere to Paterson Public Schools' instructional schedule.
- Students will be placed in program cohorts and participate in activities per cohort.
- Provide flexibility in programming so students may attend in-person when receiving in-person instruction at school, within identified classroom size limits.
- All services provided by the School-based Health Clinic will be appointment based, pending emergency situations.

Student/Parent Participant Levels

Adhere to Paterson Public Schools' teacher student ratio, in conjunction with the required teacher ratio as per the DOE for 21st Century Programs and required teacher ratio set forth by the Department of Children and Families for partner child care licenses.

Clinics will provide services to one student at a time, except in group counseling environments where students will be in small groups and maintain social distance.

Adhere to crowd and event limits as set forth by Paterson Public Schools and the State of New Jersey.

Program Activities

Limit use of shared objects

Utilize outdoor space where possible, weather permitting

Student Flow, Entry, Exit, and Common Areas

Student Flow

- Limit classroom to classroom movement within daily program operations.
- Stagger classroom to classroom movement if necessary.

Program Entry And Exit

- Identify program entrance time and location by grade level cohorts for after school programs.
- Stagger dismissal times by grade level cohorts.
- Identify student pick-up by parents by grade level cohorts.

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

Screening/Response to Students and Staff Presenting Symptoms

- Program supervisor and staff will visually check staff, students, scheduled vendors, and/or parents for symptoms upon arrival to the program.
- If signs of COVID-19 are observed, results will be documented and the program supervisor will contact the program nurse on duty to administer further District protocols.

PPE

- Adequate amounts of personal protective equipment will be provided in accordance with the District.

Contact Tracing

Record Keeping

- FSCS and 21st Century Programs will maintain registration information for all students including family contact information
- Attendance will be maintained electronically daily

Facilities Cleaning Practices

Daily Operations

- Maintain an orderly classroom/event space and remove daily clutter for evening custodial staff to perform District mandated cleaning
- Limit use of shared objects

Restroom Use

- Limit number of students who can enter the bathroom at one time
- Designate staff member to monitor bathroom capacity

Drinking Fountains

- Encourage staff, students, and families to bring bottled drinking water

Meals**Mealtimes**

- Meals will be staggered by grade level cohort or meals will be served in the classrooms as permitted.
- Snacks will be served in the classroom as permitted.
- Students will be monitored while eating to ensure social distancing and to discourage the sharing of food.
- Meals and snacks will be served in individually wrapped packages.
- Ensure proper hand hygiene before and after the meal

Recess/Physical Education**Scheduling**

- Stagger access to outdoor and recreational spaces for after school programs and in-person parent events
- Schedule outdoor and recreational activities as per grade level cohorts

Field Trips, Extracurricular Activities, and Use of Facilities Outside of School Hours**Field Trips**

- Field trips with students leaving the school building will not occur until at least January 1, 2021 and future field trips will be reconsidered at that time
- Students in after school programs with funding for field trips will be provided the opportunity to participate in virtual experiences and in-person experiences held at the school following social distancing guidelines and crowd size limitations.

In addition to providing for safety measures to operate Full Service Community School programs and The Nita M. Lowey 21st Century Community Learning Centers after school programs, it is imperative to provide academic, social, and behavioral support for students, staff, and families. Below will describe specific measures and/or programs related to social

emotional learning, wraparound supports, mental health supports, primary health and dental care, family engagement, and academic enrichment/expanded after-school learning to Full Service Community School programs and The Nita M. Lowey 21st Century Community Learning Centers after school programs.

Social Emotional Learning

Educator Wellbeing

The Full Service Community Schools School-based Health Clinics will continue to provide opportunities for group counseling led by licensed clinical social workers for teachers and staff to process traumatic events, re-establish connections, and provide support for each other. The health clinics will continue the Community Circle model and have a specific session for school staff.

Licensed clinical social workers will conduct group and individual counseling focusing on trauma, loss, grief, etc.

In addition to the mental health supports described under Social Emotional Learning, the health clinics will continue to provide individual and group counseling for students, staff, and families.

Primary Health and Dental Care

The Full Service Community Schools will continue to provide pediatric, dental, optical, and nutrition care for students.

All CDC and NJDOH guidelines will be followed when administering in-person medical services.

The health clinics will work closely with the school nurse to establish school-specific protocols. Our partners will be prepared to provide telehealth services if or when needed.

Family Engagement

Provide family and parent events remotely unless necessary to conduct in-person events. When in-person, maintain proper social distancing and crowd size limitations.

Academic Enrichment/Expanded After School Learning

Continue to provide academic enrichment and expanded after school learning activities pending guidance from the District, NJDOE, and DOE.

Preliminary Program Plan for 2020-2021

The below chart provides an overview of Full Service Community Schools and 21st Century Programming specific to the school including program dates and estimated student, staff, and parent participation rates.

Type of Program	School 2	Napier	School 5	SFLS	School 15	NRC	JFK	School 24	MLK
Facilitated By	FSCS	FSCS and 21 st Century	FSCS	FSCS	FSCS	FSCS	FSCS and 21 st Century	21 st Century	21 st Century
Est. # of School Day Staff	Oasis	Boys and Girls Club	NJCDC	New Destiny	St. Paul's CDC	St. Paul's CDC	NJCDC	PPS	PPS
After School Program Schedule *pending guidance from DOE	1	4	5	1	3	3	2	None	None
Est. # of After School Students (Traditional or Virtual Program)	Sept/Oct 2020- June 2021 Mon-Fri 3pm-6pm	Sept 2020 - June 2021 Mon-Fri 3pm-6pm	Sept 2020 - June 2021 Mon-Fri 3pm-6pm	TBD-pending grant app Oct-June Mon-Fri 3pm-6pm	TBD-pending grant app Oct-June Mon-Fri 3pm-6pm	Oct 2020 - May 2021 Tues-Thurs 3pm-4pm	Oct 2020 - June 2021 Mon-Fri 3pm-6pm	Oct 2020 - June 2021 Mon-Fri 3pm-6pm	Oct 2020 - June 2021 Mon-Fri 3pm-6pm
Est. # of After School Students (w/Social Distance)	100-145	125	100	90	75	45	300+	125	135
Est. # of After School Staff	50-70	60	50	50	40	30	150	60	70
Overall Program	11-17	16	12	11	10	4	20	17	18
Health Clinic Schedule	Mon-Thurs 8am-3pm Fri-Counseling only	Mon-Thurs 8am-3pm Fri-Counseling only	Mon-Thurs 8am-3pm Fri-Counseling only	Mon-Thurs 8am-3pm Fri-Counseling only	Mon-Thurs 8am-3pm Fri-Counseling only	Mon-Thurs 8am-3pm Fri-Counseling only	Mon-Thurs 8am-3pm Fri-Counseling only	1 day per week - counseling (after school)	1 day per week - counseling (after school)
Est # of Clinic Staff	5	4	5	5	4	4	7	2	2
Parent Programs Schedule *pending District guidance	Workshop Wednesdays Quarterly Family Events Adult Ed TBD	1 Parent workshop per month	Workshop Wednesdays	1 Parent Workshop/Family Event per month Adult Ed TBD	1 Parent Workshop/Family Event per month	Quarterly Family Events	1 Parent Workshop per month	1 Family Event per month	1 Family Event per month
Est. # of Parent Programs	25 Parent Workshops 4 Family Events 20 Adult Ed Classes	10 Parent Workshops	25 Parent Workshops	10 Parent Workshop/Family Events 8 weeks Adult Ed	10 Parent Workshops/Family Events	4 Family Events	10 Parent Workshops	10 Family Events	10 Family Events

Support For District Communications

The Department of Family and Community Engagement can make the following resources available to support District communications efforts.

Parent Coordinators

The department's parent coordinators with support from school principals, can help District and school-specific messages reach their school communities.

Family & Community Engagement can relay messages to the parent community utilizing the appropriate communication tools with an email address for questions and feedback. In order for parent coordinators to work safely and efficiently schools will create safe-conversation-areas equipped with table splash guards, PPE, and in areas that are well-ventilated. When possible, staff will be encouraged to coordinate one-on-one and small group needs via video call.

Community Influencers

Community Influencers are persons and/or groups with an established communication methodology and large audience base. An influencer may be a local politician with a large social media following, a parent who knows everyone in the school community, a nonprofit agency with a large ethnic membership or well-respected community stakeholder. School staff can become influencers by building parent and community relationships. However, it will be beneficial for the District to identify groups of influencers that already exist and have relationships with groups of interest. Influencers will assist with promoting the district re-entry plan.

Role Playing & Instructional Videos

The reopening committee can create instructional videos that explain various aspects of the plan. In addition, videos can incorporate role playing, and where possible, take time to make the plan as understandable as possible. Videos should utilize various languages utilizing language speakers or postproduction language voice overs. Videos can be posted on various social media platforms and on the District website. The department will continue to utilize its Parent University Virtual workshop program as parents recognize this as a familiar communication resource.

Instructional Posters For Parents

The District can create instructional posters, palm cards, and other pieces to remind parents of various aspects of the reopening plan. Posters can be posted in businesses and community locations where parents frequent. Reminders can be made into illustrations that can hang on refrigerators, bedrooms, and other convenient places within a family's home.

Districtwide Action Team

Action Teams are diverse committees of community stakeholders that work on projects to support various functions of a school district. Committee members consist of representatives from the Parent Community, Faith-Based Community, Business Community, and Non-Profit Community.

A Districtwide Action Team will work towards ensuring the Paterson Public Schools community understands the District's reopening plan, show the capacity to implement its protocols, and assist the District in monitoring and evaluating its progress.

Food Services



School meals are a vital component to the overall health and wellbeing of the District's students. It is the Department of Food Services' duty to maintain a seamless and continuous distribution of student meals in a safe and cautious manner consistent with federal, state and local COVID-19 mandates to the District's more than 29,000 enrolled students.

The Department of Food Services' objectives are:

- To provide safe and nutritious meals to all students.
- To ensure all staff and students are working, learning and eating in a safe and protective environment.
- To properly serve and claim meals for federal and state reimbursement.

The supplies the department will use for cleaning and disinfecting are:

- Sanitizing solution and spray bottles
- Latex gloves (large and medium size)
- Plastic gloves
- Plastic aprons
- Wiping towels
- Insulated transport bags for breakfast in class for grades pre-K to 8
- Plastic bags for packaging take home meals
- Masks to be supplied by District (personalized masks acceptable)

Training

All Food Services Department staff will be trained on COVID-19 safety protocols by Sara Elnakib from the Rutgers Cooperative Extension on September 1st and 2nd.

Schedule Of Meals

Whenever students do not have in-class instruction, meals will be given to them before they leave school.

In the 2020-2021 school year there will be three cohorts of students: an "Cohort A" who will be in school buildings on Mondays and Wednesdays, a "Cohort B" who will be in school buildings on Tuesdays and Thursdays, and a "Cohort C" who will be attending school entirely through online learning.

Cohort A will:

- take home meals on Monday for Tuesday.
- take home meals on Wednesday for Thursday and Friday.

Cohort B will:

- take home meals on Tuesday for Wednesday.
- take home meals on Thursday for Friday and Monday.

Cohort C will:

- acquire student meals at their neighborhood school.

Note: To start off the rotation, Group B will need meals for Monday.

Meal Services

Food Service staff will not prepare and/or cook meals on site. Cooking of pre-packaged meals will be on hold until further notice. Halal menu items will also be on hold until further notice, vegetarian, cheese and/or fish items will be available as Halal alternatives.

All meals will be individually pre-packaged and delivered to school buildings by a contracted vendor. When possible, U.S. Department of Agriculture-processed commodities will be utilized by the vendor in preparing pre-packaged meals. Meals will be a combination of fresh food, shelf-stable food and frozen food. The frozen meals will be used as the take home meals.

Milk will be served separately.

The District will require parents and guardians to sign a waiver in September relinquishing the District of any liability with meals that are taken home by students.

Students Dining In School Buildings

For Grades Pre-K to 8

Breakfast

Standard Breakfast in Classroom procedures

Lunch

Served in cafeteria (not including pre-K, kindergarten or special education)

- Tables will be placed to allow students to maintain social distancing.
- Benches will be marked showing students where to sit. The number of students per table will be limited.
- Lunch periods will be 20 minutes long and staggered.
- As students enter the cafeteria, they will be six feet apart and brought to their assigned tables.
- The cafeteria floor will be marked showing where students should stand if they need to wait in line.
- Students must wear masks and walk one at a time to the serving area.
- Meals will be pre-packaged.
- Cafeteria workers will not directly hand meals to students but will place meals on tables for students to pick up.
- Students will be able to remove masks while eating.
- No sharing of food and/or utensils will be allowed.
- Food brought in from home cannot be shared or given to another person.
- Tables will be sanitized after each service.

Take Home Meals - Students will return to the cafeteria at the end of the day to pick up take home meals. Meals will be pre-packaged, ready to go, and distributed in the same procedure as lunch periods. Principals must incorporate this step into their daily dismissal procedures.

For Grades 9 Through 12

Breakfast

Grab & Go meal distribution will be set up students arriving at school.

Lunch

Principals will develop a schedule for the use of the cafeteria using social distancing and masks.

Take Home Meals – Students will return to the cafeteria at the end of the day to pick up take home meals. Meals will be pre-packaged, ready to go, and distributed in the same procedure as lunch periods. Principals must incorporate this step into their daily dismissal procedures.



Students Dining In Class Spaces Only

For Grades Pre-K to 8

Breakfast

Meals will be distributed by standard breakfast in class procedures.

Lunch

Meals will be distributed the same way as breakfast.

Take Home Meals

Meals will be delivered to classrooms before cafeteria staff leave for the day. Meals will be pre-packaged and be distributed on a one meal package per student, per day basis. Each package will contain one breakfast and one lunch. Milk is packaged separately.

- Meal transport bags will be sanitized and wiped after each delivery prior to repacking.
- Staff will wash hands and replace gloves after packing and delivering each meal service.
- Meal claiming will be done in class using the Daily Meal Count Sheet

Monitoring

The cafeteria manager assigned to each school will oversee and monitor all food service and meal claiming activities throughout the day. The cafeteria manager will also ensure all food service employees adhere to the COVID-19 safety protocols as outlined by the District and state guidelines.

Appendices Index

Appendix 1

In-School Meal Distribution Guidelines

Appendix 2


Daily Meal Count Form

In-School Meal Distribution Guidelines



In-School Meal Distribution Guidelines

1. Food Service staff must wear masks, gloves and maintain a social distance of 6 feet while working.
2. Food Service staff must change gloves often and wash hands with soap and warm water before putting on a new pair of gloves.
3. Cafeteria monitors will ensure serving line is moving in a speedy and organized manner while maintaining a 6-foot distance between students.
4. Meal packages to be taken home shall include 1 breakfast & 1 lunch per day.

2 days = 2 meal packages
 - a. 1 breakfast
 - b. 1 lunch 1 meal package per student per day
5. Safety signage to be posted throughout cafeteria and kitchen.
6. Do not deny meals to any student.
7. Student ID is not required
8. Meals served to be recorded using Daily Meal Count Sheet
9. Leftover meals to be used for next day.
10. All table tops and chairs to be sprayed with sanitizer and wiped down after each service.

Food Services Appendix 2

Daily Meal Count Form

Date: _____

Daily Meal Count Form

School: _____

Meal Type (circle): Breakfast / Lunch

Supervisor's Name: _____

First Meals Served to Children (cross off number as each child receives a meal)

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40	41	42	43	44	45
46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75
76	77	78	79	80	81	82	83	84	85	86	87	88	89	90
91	92	93	94	95	96	97	98	99	100	101	102	103	104	105
106	107	108	109	110	111	112	113	114	115	116	117	118	119	120
121	122	123	124	125	126	127	128	129	130	131	132	133	134	135
136	137	138	139	140	141	142	143	144	145	146	147	148	149	150
151	152	153	154	155	156	157	158	159	160	161	162	163	164	165
166	167	168	169	170	171	172	173	174	175	176	177	178	179	180
181	182	183	184	185	186	187	188	189	190	191	192	193	194	195
196	197	198	199	200	201	202	203	204	205	206	207	208	209	210
211	212	213	214	215	216	217	218	219	220	221	222	223	224	225
226	227	228	229	230	231	232	233	234	235	236	237	238	239	240
241	242	243	244	245	246	247	248	249	250	251	252	253	254	255
256	257	258	259	260	261	262	263	264	265	266	267	268	269	270

Food Services Appendix 2

Daily Meal Count Form

Continuation Page for Daily Meal Count Form

271	272	273	274	275	276	277	278	279	280	281	282	283	284	285
286	287	288	289	290	291	292	293	294	295	296	297	298	299	300
301	302	303	304	305	306	307	308	309	310	311	312	313	314	315
316	317	318	319	320	321	322	323	324	325	326	327	328	329	330
331	332	333	334	335	336	337	338	339	340	341	342	343	344	345
346	347	348	349	350	351	352	353	354	355	356	357	358	359	360
361	362	363	364	365	366	367	368	369	370	371	372	373	374	375
376	377	378	379	380	381	382	383	384	385	386	387	388	389	390
391	392	393	394	395	396	397	398	399	400	401	402	403	404	405
406	407	408	409	410	411	412	413	414	415	416	417	418	419	420
421	422	423	424	425	426	427	428	429	430	431	432	433	434	435
436	437	438	439	440	441	442	443	444	445	446	447	448	449	450
451	452	453	454	455	456	457	458	459	460	461	462	463	464	465
466	467	468	469	470	471	472	473	474	475	476	477	478	479	480
481	482	483	484	485	486	487	488	489	490	491	492	493	494	495
496	497	498	499	500										

Total Served: _____

Policy & Legal



In view of the Anticipated Minimum Standards set forth in The Road Back: Restart and Recovery Plan for Education guidance document from the New Jersey Department of Education (NJDOE), Paterson Public Schools completed a comprehensive review and update of protocols that must be in place to safely reopen schools in September 2020.

The Legal Department's review culminated in several new policies and regulations, administrative forms, and checklists to ensure necessary health and safety precautions are being implemented consistently throughout the District. These documents were developed according to the most recent guidance and recommendations from the NJDOE, the New Jersey Department of Health, and U.S. Centers for Disease Control.

The following policy documents describe program modifications and enhanced health and safety protocols for day-to-day school operations:

Policy and Regulation 2360.01, Distance Learning

Students will receive remote instruction when schools are closed for public health reasons.

Regulation 8451.01, Reopening After Pandemic-Related Closure

Employees, contractors, students, and others will be required to undergo daily health screenings and to use face coverings, physical barriers, social distancing strategies, and proper hand hygiene. Administrators will communicate current health and safety standards to

students, families, and staff and will designate on-site “isolation areas” where potentially sick individuals can be separated from the general population until they are able to safely return home. This regulation also establishes procedures for responding to potential on-site exposure to COVID-19.

Regulation 7420.3, Cleaning And Disinfection Protocols For Pandemic Control

High-traffic areas and frequently touched surfaces will be cleaned and disinfected regularly, using only EPA-approved disinfectants. This regulation also establishes procedures for disinfecting contaminated areas in the event of on-site COVID-19 exposure.

Regulation 8600.01, Transportation Infection Control

Contracted school transportation providers will be required to routinely clean and disinfect vehicles and to disinfect seats, rails, and frequently touched surfaces before and after each run. Providers must provide personal protective equipment and appropriate training to all bus drivers and aides, and to mandate the use of face coverings and social distancing whenever practicable.

Regulation 9150, School Visitors

Principals may refuse to admit visitors into the school building when pandemic restrictions are in force, except when necessary at the principal’s discretion. Visitors will be required to submit to health screenings and wear face coverings as a condition of admission into any school building.

Policy and Regulation 1649, Federal Emergency Leave Benefits

Employees who cannot work for reasons related to COVID-19 will receive leave benefits consistent with the requirements of their collective bargaining agreements, applicable New Jersey laws and regulations, and the Federal Families First Coronavirus (COVID-19) Response Act (FFCRA), including the Emergency Family and Medical Leave Expansion Act (EFMLEA) and the Emergency Paid Sick Leave Act (EPSLA).

Standard Operating Procedure For COVID-19 Exposure Response

Potential COVID-19 exposures on District property will be handled according to the protocols set forth in this standard operating procedure.

COVID Screening Questions

Employees, contractors, students, and others who enter District facilities will be required to self-administer health screening questions daily before they are admitted. Individuals who answer "yes" to any screening question, or who recently tested positive for COVID-19 or are awaiting test results, will be deemed to have a suspected case of illness and must return home as soon as practicable to self-isolate/quarantine.

Checklist for Athletics, Checklist for NJSIAA, And Hold Harmless Agreement for Athletics

These documents will be used by athletic program administrators to ensure compliance with [NJDOH Guidance for Sports Activities](#) (June 15, 2020) and [NJSIAA Return to Play Phase 1 Guidelines](#) (June 19, 2020).



Health Screening Questionnaire COVID-19 Daily Screening Questions

All students, employees, contractors, and other individuals must self-administer these questions before coming into any District facility or attending any District-sponsored event. If you answer "yes" to any screening question, or you recently tested positive for COVID-19 or are awaiting test results, you are deemed to have a suspected case of illness and must return home as soon as practicable to self-isolate/quarantine.

- | | |
|--|--|
| 1. Are you experiencing any of the following symptoms? | Please Mark One |
| a. Fever over 100.4° F | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| b. Cough or shortness of breath | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| c. Sore throat | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| d. Chills | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| e. Muscle aches, shivering, or fatigue | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| f. Headache | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| g. Recent loss of taste or smell | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| h. Abdominal pain, nausea, vomiting, or diarrhea | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. Have you had close contact with someone who is currently sick? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. Have you been diagnosed with COVID-19 in the past three weeks or have reason to believe you have COVID-19? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. Have you traveled or had close contact with anyone who has traveled internationally in the last 14 days? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 5. Have you traveled or had close contact with anyone who has traveled to any state on the New Jersey COVID-19 Travel Advisory List? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 6. What was the result of your most recent COVID-19 test? | <input type="checkbox"/> Awaiting Result <input type="checkbox"/> Positive <input type="checkbox"/> Negative |

If you answered "yes" to any question above, you are **NOT PERMITTED** to enter District property and must return home to self-isolate/quarantine immediately. Any person who enters District property despite answering "yes" may be subject to discipline and/or civil or criminal penalty.

Appendices Index

Appendix 1

NJDOH Guidance for Sports Activities

Appendix 2

NJSIAA Return to Play Phase 1 Guidelines

Appendix 3

SOP Daily Health Screenings

NJDOH Guidance for Sports Activities



Guidance for Sports Activities July 9, 2020

*Executive Order No. 149, issued on May 29, 2020, permitted sporting activities, including organized sports, to resume on June 22, 2020. Permissible sporting activities were required to take place in **outdoor** settings only in a manner that **does not involve person-to-person contact** or routinely entail individuals interacting within six feet of one another.*

Executive Order No. 163, issued on July 8, 2020, states that practices and competitions for Low Risk sports and no-contact practices for Medium Risk and High Risk sports are permitted in outdoor and indoor settings. Contact practices and competitions for Medium Risk sports are permitted in outdoor settings only. Contact practices and competitions for High Risk sports remain prohibited in both indoor and outdoor settings.

This “Guidance for Sports Activities” published by the New Jersey Department of Health (NJDOH) is intended to guide organizations that oversee sports activities as they resume operations to ensure the health and safety of staff, participants, and their families. The Guidance address skill-building drills and team-based practices as described in the [Centers for Disease Control and Prevention \(CDC\) Guidance on Youth Sports](#).

This guidance document does not apply to professional sports activities or US national team activities.

High school sporting activities under the jurisdiction of the New Jersey Interscholastic Athletic Association (NJSIAA) must abide by NJSIAA protocols, which shall consider NJDOH guidance. Per Executive Order No. 149 (2020), NJSIAA activities may not resume before June 30, 2020.

As a reminder, youth sports summer camps that were permitted to open on or after July 6, 2020, must follow all applicable summer camp guidance, in addition to these Standards for Sports Activities.

As of June 22, 2020:

- **Inter-team games, scrimmages, and tournaments** are permitted for low-risk sports, such as golf and individual running events (a more complete list is available below).
- **Contact sports**, which are defined as any sports categorized as medium or high risk (a more complete list is available below), must limit activities exclusively to no-contact drills, practices, and simulations of game situations as of June 22.

As of July 8, 2020:

- Traditional practices and competitions are able to resume for medium-risk sports, such as baseball, softball, basketball, and soccer, in outdoor settings. No-contact practices for medium-risk sports are permitted in both outdoor and indoor settings.
- Practices and competitions for low-risk sports are permitted both in indoor and outdoor settings.

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By July 20, it is still anticipated that contact practices and competitions will be able to resume for high-risk sports, such as football.

The public health data on which this document is based can and do change frequently. Organizers should check back frequently for updates. NJDOH also encourages organizers to keep informed of guidance from the CDC, which may change regularly.

Sports program operators must abide by the following timeline:

Risk Level	Examples	Important Dates
High risk - Sports that involve close, sustained contact between participants	Rugby, boxing, judo, karate, taekwondo, wrestling, pair figure skating, football, group dance, group cheer.	No-contact practices in outdoor settings: June 22 No-contact practices in indoor settings: July 8 Contact practices and competitions: July 20
Medium Risk - Sports that involve some close, sustained contact, but with protective equipment in place between participants OR intermittent close contact OR group sports OR sports that use equipment that cannot be cleaned between participants.	Lacrosse, hockey, multi-person rowing, multi-person kayaking, multi-person canoeing, water polo, swimming relays, fencing, cycling in a group, running in a close group, group sailing, volleyball, soccer, basketball, baseball/softball, short track.	No-contact practices in outdoor settings: June 22 Contact practices and competitions in indoor and outdoor settings: July 8
Low Risk - Sports that can be done individually, do not involve person-to-person contact and do not routinely entail individuals interacting within six feet of one another	Archery, shooting/clay target, individual running events, individual cycling events, individual swimming, individual rowing, individual diving, equestrian jumping or dressage, golf, individual sailing, weightlifting, skiing, snowboarding, tennis, individual dance, pole vault, high jump, long jump, marathon, triathlon, cross country, track and field, disc golf, badminton.	Practices and competitions in outdoor settings: June 22 Practices and competitions in indoor settings: July 8

NJDOH Guidance for Sports Activities



Guidance for Operations

Outdoor Sports and Athletic Facilities Organizations, businesses, schools, and government entities that operate outdoor sports facilities, such as athletic fields, courts and other playing surfaces, outdoor pools, and sailing and boating facilities that are permitted to reopen their premises and facilities to adult sports and supervised youth sport leagues, summer sports camps, and other athletic activities should follow the safety measures outlined below. As a reminder, municipalities retain the discretion to open or close municipal fields or facilities.

1. Preparing a Sports Program for Practices

- a. Each sports program shall create a plan ("program preparation plan") to ensure the following:
 - i. Identify adult staff members or volunteers to help remind coaches, players and staff of social distancing. Use of signs, tapes or physical barriers can be used to assist with guiding social distancing requirements.
 - ii. Within the program, consider creating consistent groups of the same staff, volunteers, and athletes, and avoid mixing between groups.
 - iii. Individuals shall remain 6 feet apart from one another whenever possible. This applies to athletes, coaching staff, parents/guardians, and other spectators.
 - iv. Coaching staff and parents/guardians should wear cloth face coverings. Athletes should wear cloth or disposable face coverings when not engaging in vigorous activity, such as when sitting on the bench, when interacting with an athletic trainer, etc. Face coverings are not required when persons are engaged in high intensity aerobic or anaerobic activities. Face coverings should **not** be worn when engaged in activities that may cause the cloth face covering to become wet, like when swimming, or when doing so may endanger the individual's health. When face coverings are not worn, efforts should be made to maintain at least 6 feet from others.
 - v. Create staggered schedules to limit contact between groups and/or players.
 - vi. All staff should be educated on COVID-19 health and safety protocols prior to the resumption of athletic activities, including:
 1. Revised practice rules and regulations in place during COVID-19;
 2. The importance of staying home when experiencing symptoms of COVID-19 or residing with someone experiencing symptoms of COVID-19;
 3. Social distancing and face coverings;
 4. Proper hand hygiene;
 5. How to address a situation in which an athlete presents with symptoms of COVID-19; and
 6. How to address situations in which social distancing or other necessary requirements are challenged by athletes or parents/guardians/visitors.

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- vii. Educate athletes and coaching staff about when they should stay home and when they can return to activity.
 - 1. Actively encourage sick staff, families, and players to stay home. Develop policies that encourage sick employees to stay at home without fear of reprisal, and ensure employees are aware of these policies.
 - 2. [Individuals, including coaches, players, and families, should stay home](#) if they have tested positive for or are showing COVID-19 [symptoms](#).
 - 3. Individuals, including coaches, players, and families, who have recently had a [close contact](#) with a person with COVID-19 should also [stay home and monitor their health](#).
 - 4. Immediately separate coaches, staff, officials, and athletes with COVID-19 symptoms at any sports activity. 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](#).
 - 5. Establish procedures for safely transporting anyone who is sick to their home or to a healthcare facility.
- viii. All athletes, coaches, and staff should bring their own water and drinks to practice activities. Team water coolers for sharing through disposable cups and other types of shared water sources should not be permitted
- ix. Encourage athletes to use their own equipment to the extent possible.
 - x. Discourage sharing of equipment as much as possible. If equipment is shared, coaching staff should be aware of the sanitation procedures for team equipment (balls, bats, etc.) and sufficient disinfecting wipes or similar products should be made available. Consult CDC guidance for cleaning and disinfection.
 - xi. Discourage use of locker rooms or facility showers. If facility showers need to be used, only allow shower and locker room use if there are partitions or signage in place to ensure that athletes maintain proper physical distancing of 6 feet.
- b. Communicate applicable details of the plan to parents/guardians and/or participants before commencing practices.
- c. Organizers should further consult and implement, as appropriate, recommendations listed in the CDC guidance regarding assessing risk, promoting healthy behaviors, and maintaining a healthy environment during youth sports.

NJDOH Guidance for Sports Activities



2. Preparing a Facility for Sports Practices

- a. Each facility that will be used for practices should ensure:
 - i. Signage posted in highly visible locations with reminders regarding social distancing protocols, face covering requirements, and good hygiene practices (e.g., hand hygiene, covering coughs);
 - ii. Reduced crowding and proper social distancing around entrances, exits, and other high-traffic areas of the facility;
 - iii. Routine and frequent cleaning and disinfecting, particularly of high-touch surfaces in accordance with CDC recommendations;
 - iv. Limit occupancy in restrooms that remain open to avoid over-crowding, maintain social distancing through signage and, where practicable, utilize attendants to monitor capacity; and
 - v. Have hand sanitizer, disinfecting wipes, soap and water, or other sanitizing materials readily available at entrances, exits, benches, dugouts, and any other area prone to gathering or high traffic.
 - vi. On any given field or space, there must be sufficient space between designated groups to prevent any interaction between the groups.

3. Conducting Sports Practices

- a. Coaches, staff, visitors and athletes will be required to abide by the gatherings limitations outlined in Executive Order Nos. 156 (2020) and 161 (2020), or the Order in effect at the time of competition.
- b. Screen athletes, coaches, staff and others participating in practice sessions, via temperature check and health questionnaire, at the beginning of each session. Players, coaches, staff, and volunteers showing symptoms of COVID-19 shall not be permitted to participate. If any individual develops symptoms of COVID-19 during the activity, they should promptly inform organizers and must be removed from the activity and instructed to return home.
- c. Encourage practice activities that do not involve sustained person-to-person contact between athletes and/or coaching staff, and limit such activities in indoor settings. For example, focus on individual skill-building activities.
- d. Adhere to precautions outlined in the program preparation plan.
- e. Ensure that athletes and coaches adhere to social distancing while not actively involved in practice activities (on the bench, in the dugout, etc.). Consider assigning coaching staff to monitor sideline social distancing.
- f. If any equipment is provided by the operator, operators must minimize equipment sharing and clean and disinfect shared equipment at the end of a practice session using a product from the list of disinfectants meeting EPA criteria for use against the novel coronavirus. Do not permit athletes to share food, beverages, water bottles, towels, pinnies, gloves, helmets or any other equipment or materials that is involved in direct bodily contact.

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NJDOH Guidance for Sports Activities



- g. Consider dividing larger teams into smaller groups and staggering practices at different times or across different days.
- h. Limit any nonessential visitors, spectators, staff, volunteers, vendors, members of the media, and activities involving external groups or organizations as much as possible. Visitors and spectators should wear face coverings at all times, unless doing so would inhibit the individual's health or the individual is under the age of two.
- i. Operators are encouraged to mark off spectator/chaperone viewing sites to allow for social distancing. Visitors showing symptoms of COVID-19 shall not be permitted to attend.
- j. Restrict spitting, handshakes, high-fives, team huddles, and any other close-contacting activities.

4. Preparing for games and tournaments

Competitions, tournaments, and other activities or events that involve interaction between athletes from the same team or between teams carry [significant risks](#) that operators, towns, coaches, parents and others should carefully consider before proceeding. If participating in or organizing a competition:

- a. Follow protocols listed above under "conducting sports practices."
- b. When competitions are permitted, based on the dates outlined in the chart above, coaches, staff, visitors and athletes will be required to abide by the gatherings limitations in effect at the time of competition.
- c. Concession stands should meet the requirements for outdoor dining outlined in Executive Order No. 150 (2020) and Department of Health Executive Directive No. 20-014.
- d. Consider social distancing requirements when scheduling contests and events. Social distancing will need to be maintained on buses/vans. Thus, multiple buses/vans and/or individual parent/guardian transportation will likely be required. Games should be scheduled at intervals that allow for proper sanitation of facilities and equipment following each game.

Additional notes:

Programs that are governed by formal league rules or other binding agreements or affiliations should comply with any COVID-19 and other health and safety rules applicable under those authorities but must abide by the timeline regarding permitted practice activities and competition dates.

**NEW JERSEY STATE INTERSCHOLASTIC
ATHLETIC ASSOCIATION**

**RETURN TO PLAY GUIDELINES
PHASE 1**



June 19, 2020

NJSIAA Return to Play Phase 1 Guidelines

**PHASE 1
CONDITIONING
JULY 13, 2020 THROUGH JULY 26, 2020**

THE FOLLOWING PROCEDURES MUST BE FOLLOWED PRIOR TO THE START OF PHASE 1

1. Student-athletes 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 workouts.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.

CONDITIONS APPLICABLE TO ALL SPORTS DURING PHASE 1

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.
 - 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.
2. **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.

NJSIAA Return to Play Phase 1 Guidelines

- 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.
- 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.
- 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.

3. 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.

4. 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.

5. 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.

6. Locker Rooms/Restrooms

- 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.
- d. To the fullest extent possible, appropriate social distancing shall be maintained, and face coverings are worn when more than one student-athlete is in the restroom.

7. 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.

NJSIAA Return to Play Phase 1 Guidelines

FREQUENTLY ASKED QUESTIONS

1. Why does this guidance differ from the guidelines issued by the New Jersey Department of Health?
 - Because student-athletes have not been actively engaged in interscholastic sports, whether in practice or games, since earlier this year, there are significant concerns that student-athletes may be severely deconditioned, and high-intensity workouts could result in avoidable injuries or other health issues. As a result, and to ensure the health and safety of student-athletes to the fullest extent possible, the NJSIAA's Medical Advisory Task Force believes it is most medically appropriate to recondition student-athletes before beginning rigorous workouts during the summer months. There is no urgency or immediacy for interscholastic sports to begin contact workouts or games, therefore, with the benefit of this additional time, greater precautions can be taken in the near term.
 - Recent media reports have also demonstrated that, despite restrictions, return to sports at both the college and professional levels has been linked to an increased number of confirmed COVID-19 cases. As New Jersey is the most densely populated state in the country, we must implement and abide by even more rigorous restrictions as we reopen. If we do not do this, the likelihood of a spike is greater and could cause more restrictive, as opposed to less restrictive, conditions on all New Jersey residents.
2. How long will PHASE 1 be in effect?
 - It is anticipated that this PHASE will continue for approximately two (2) weeks, or from July 13, 2020, through July 26, 2020. Progression to the next PHASE will be dependent upon directives from the Governor and changes in the prevalence of COVID-19 throughout the State.
3. When will the PHASE 2 guidance be released?
 - The NJSIAA's Medical Advisory Task Force is finalizing the next PHASE of guidance. It is anticipated that the next PHASE of guidance will be released at least two (2) weeks prior to the start of the next PHASE.
4. What kind of supplies will the district need?
 - Thermometer for temperature screenings
 - Hand sanitizer
 - EPA approved cleaners and disinfectants against COVID-19
 - Face coverings
 - Disposable gloves
5. Why is it required that the COVID-19 Questionnaire be completed and submitted seven (7) days prior to the start of the summer recess period?
 - Potential risks of cardiac injury caused by COVID-19 infection warrants a cautious return to play for active people and competitive athletes. Significant cardiac damage has been observed in about 25% of severely ill patients with COVID-19 which is much higher when compared with the other viral infections.
 - Myocarditis (heart muscle inflammation) caused by the virus invading the heart muscle cells could **result in cardiac dysfunction, abnormal heart rhythms, and death**. This can be determined by blood tests looking for elevated heart muscle enzymes or abnormalities on EKG or ECHO (heart ultrasound).
 - In the acute phase of the infection, **exercise could result in accelerated viral replication, increased inflammation, and heart muscle damage**.
 - Therefore, it is imperative that we identify students that have been diagnosed or potentially exposed to COVID-19 using the COVID Questionnaire.

NJSIAA Return to Play Phase 1 Guidelines

6. What kind of screening questionnaire needs to be administered?
 - A recommended template for the screening questionnaire will be made available to all schools. Districts can determine the best means (electronic or paper) and platform (Survey Monkey, Microsoft Teams, etc.) to administer the screening questionnaire. Screening questionnaires must be completed prior to arriving on school grounds.
7. How can temperature screenings be conducted?
 - Districts may determine the most effective way to conduct temperature screenings. If districts are unable to purchase a thermometer, consideration may be given, among other things, to observing a parent/guardian take the temperature of a student-athlete (with a thermometer from the student's home) in the presence of district personnel.
8. Why are groupings limited to 10 student-athletes?
 - As New Jersey is the most densely populated state in the country, and New Jersey has one of the highest rates of confirmed COVID-19 cases in the country, the NJSIAA's Medical Advisory Task Force believes it is most medically appropriate to initially limit the size of student groupings. In this way, if a student tests positive for COVID-19, the universe of other potential confirmed cases will be limited. As the weeks progress, the size of student groupings will increase appropriately.
9. If groupings are limited to 10 student-athletes, does that mean that no more than 10 people from a team may be at a single practice?
 - No, there can be multiple groupings from the same team at the same practice. However, the total number of student-athletes that may be at the same practice is limited by the parameters of the Governor's Executive Orders.
10. What is the protocol/procedure for student-athletes who need to use the restroom?
 - The number of student-athletes who will be permitted to use the restroom at the same time will vary by district and will depend on the size and capacity of each district's restrooms, including the number of stalls and sinks in each restroom. To the fullest extent possible, appropriate social distancing shall be maintained, and face coverings are worn when more than one student-athlete is in the restroom. Restrooms should be cleaned and disinfected with EPA approved cleaners and disinfectants against COVID-19 as often as possible throughout the day, but at least daily.
11. After a parent/guardian (or another adult) drops off a student-athlete, can he/she remain on school grounds?
 - After a student-athlete completes the screening questionnaire and temperature screen process, the individual who provided transportation for the student-athlete should leave the facility immediately.
 - However, if an issue occurs during the workout, and a parent/guardian is called back to the facility by a coach or other district personnel, they should return as soon as possible. Any parent or guardian asked to come to the facility shall wear face coverings and shall comply with social distancing requirements.

Policy & Legal Appendix 2

NJSIAA Return to Play Phase 1 Guidelines

RESOURCES / REFERENCES

(*Non-Exhaustive)

- Centers for Disease Control and Prevention, [*Considerations for Youth Sports*](#).
- New Jersey Department of Health, [*Guidance for Sport Activities*](#).
- National Federation of State High School Associations (NFHS), Sports Medicine Advisory Committee (SMAC), [*Guidance for Opening up High School Athletics and Activities*](#).
- National Collegiate Athletic Association (NCAA), [*Coronavirus Resources*](#).
- The Aspen Institute, Return to Play, [*COVID 19 Risk Assessment Tool*](#).
- U.S. Olympic & Paralympic Committee, [*Sports Event Planning Considerations Post-COVID-19*](#) (updated May 7, 2020).
- U.S. Olympic & Paralympic Committee, [*Return to Training Considerations Post-COVID-19*](#) (updated April 28, 2020).
- Centers for Disease Control and Prevention, [*Interim Guidance for Administrators of US K-12 Schools and Child Care Programs*](#).
- Centers for Disease Control and Prevention, [*Cleaning and Disinfection for Non-emergency Transport Vehicles*](#).
- Centers for Disease Control and Prevention, [*CDC Activities and Initiatives Supporting the COVID-19 Response and the President's Plan for Opening America Up Again*](#) (pages 45-48) (May 2020).
- U.S. Department of Education, [*COVID-19 \("Coronavirus"\) Information and Resources for Schools and School Personnel*](#).
- Minnesota Department of Health, [*Guidance for Social Distancing in Youth Sports*](#).
- Minnesota Department of Health, [*Guidance for Social Distancing in Youth and Student Programs*](#).
- Iowa Department of Education, [*COVID-19 Reopening Guidance: Summer Sports*](#).
- Colorado Department of Education, [*Planning the 2020-21 School Year, A Framework and Toolkit for School and District Leaders for Feedback*](#).
- Pennsylvania Department of Education, [*Preliminary Guidance for Phased Reopening of Pre-K to 12 Schools*](#) (June 3, 2020).
- Little League International, [*Best Practices on Organizing, Playing, and Watching Little League Baseball and Softball During the Coronavirus Pandemic*](#).
- American Academy of Pediatrics, [*COVID-19 Planning Considerations: Return to In-person Education in Schools*](#).

Paterson Public Schools
Paterson, New Jersey

Standard Operating Procedure

Subject:
Daily Health Screening

Effective Date:
August 1, 2020

Page: 1 of 2

I. Purpose.

To establish protocols for administering daily health screenings to students, employees, and others before they enter District facilities.

II. Authority.

Superintendent.

III. Terms and Conditions.

- A. Health screening questions will be posted near all building entrances and on the District's website.
 - 1. The Superintendent or her designee will ensure that an online health screening survey is added to the District's website, and that large posters with screening questions are printed and disseminated to all building administrators.
 - 2. Building administrators will ensure that District-issued posters are installed near all entrances and clearly visible from outside the building.
- B. Every employee must self-administer a health screening survey daily before walking into any District facility. Survey questions will be posted near building entrances and online. Employees do not need to show survey results at the door, but if they answer "yes" to any question, they must return home and notify their direct supervisor immediately.
- C. Every other person, including students, must self-administer an online health survey daily and must show their survey results at the door before entering the building. If results are unavailable, staff may admit the person only after administering a temperature check. Persons who answer "yes" to any question on the survey or have a fever of 100.4°F or higher will be sent home or to the designated isolation area until they can get home safely.
 - 1. The Superintendent or her designee will ensure that no-contact thermometers are purchased and disseminated to all building administrators.

Policy & Legal Appendix 3

SOP Daily Health Screenings

2. Building administrators will ensure that all entrances are adequately staffed to prevent the entry of persons who did not undergo health screening.

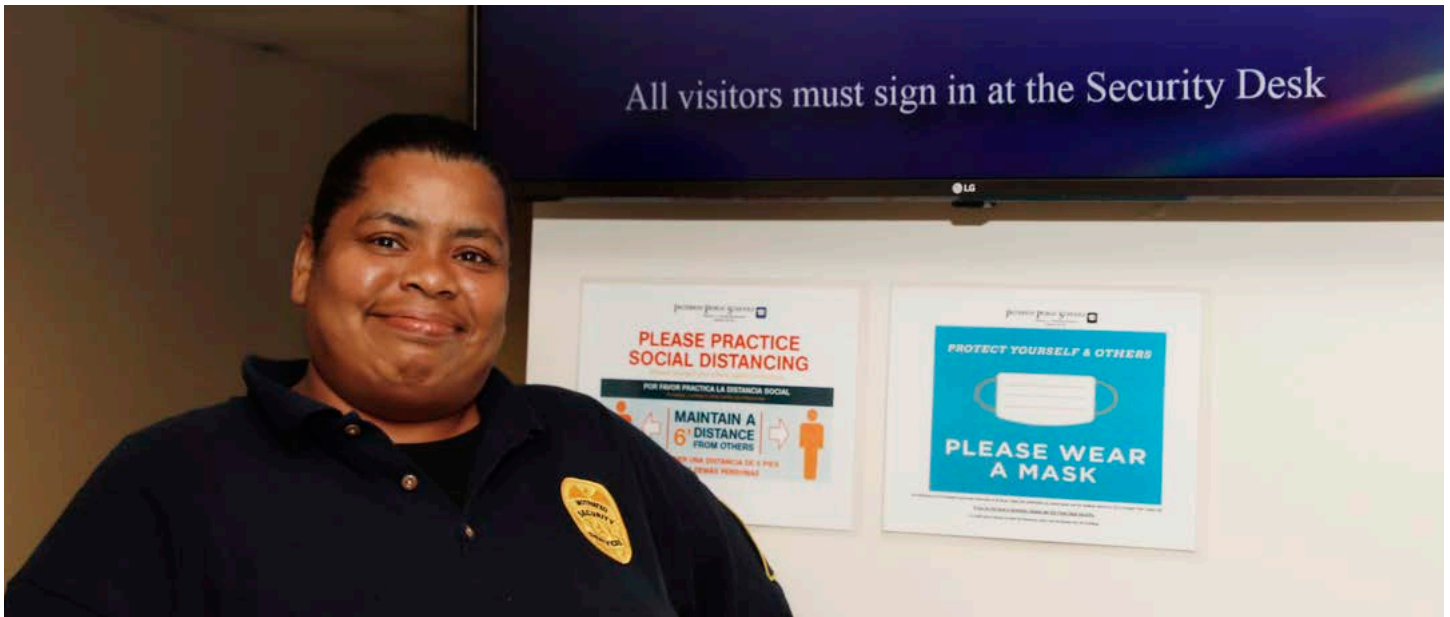
I. Reporting Procedures.

Assistant Superintendents will oversee compliance with this SOP by Principals, and the Superintendent will oversee compliance otherwise.

II. Dissemination.

The Superintendent will disseminate this SOP to Assistant Superintendents and Department Directors, who will in turn disseminate this SOP to their subordinates.

Security Department



The Security Department is responsible for maintaining the safety and security of all students, staff, visitors, and District properties. The department works collaboratively with school administrators to develop school safety plans and ensure the plans' proper implementation. Appropriate personnel will be in place to maintain a safe and orderly environment.

The 2020-2021 school year will create additional challenges to the Security Department maintaining its high level of service. The department has established procedures that are aligned with the New Jersey Department of Education (NJDOE)'s guidance document The Road Back: Restart and Recovery Plan for Education.

Entrance Procedures

When entering District buildings, individuals will be required to wear appropriate face coverings. If someone does not have a face covering, especially students and staff, one will be provided to that person.

Employees will be required to self-administer a series of health screening questions daily before walking into the building. Questions will be posted near building entrances and on the District's website. Employees who answer "yes" to any question must return home and notify their direct supervisor immediately.

Every other person, including students, will be required to self-administer an online health survey daily and must show their survey result at the door before entering the building. If survey results are unavailable, staff may admit the person only after administering a temperature check. Persons who answer "yes" to any question on the survey or have a fever of 100.4°F or higher will be sent home or to the designated isolation area until they can get home safely. Visitors of school buildings should be seen by appointment only in order to avoid unnecessary disruptions to the educational environment.

Security personnel will not accept personal deliveries, including food and packages, for staff. Staff members will be required to receive such items outside of District buildings. In cases where a building is within a gated location, deliveries must be received at the gate's entrance. Signage and verbal communication indicating COVID-19 precautionary procedures and rules will be displayed at building entrances. Markings will be made at all District building entrances indicating safe social distancing.

The maximum capacity in the District restrooms is two people. The maximum capacity in the District elevators is four people.

Building entrance procedures will be communicated to parents and students before the opening of school buildings.

Hallways will have signage to encourage social distancing and to keep foot traffic to the right for two-way traffic.



Additional arrival entrances will be added in the larger schools to accommodate social distancing requirements and to eliminate long lines outside of buildings.

Security Drills

The Security Department will conduct fire drills and security drills according to the latest guidance issued by the NJDOE and the N.J. Department of Community Affairs' Division of Fire Safety on July 16, 2020.

State authorities have relaxed fire drill requirements for the duration of the COVID-19 public health emergency that was declared on by Governor Murphy on March 9, 2020. State authorities have also expressed concerns about modifying security drills - active shooter drills, evacuation drills, bomb threat drills, and lockdowns - in ways that would be compliant with COVID-19 restrictions such as social distancing. This could lead to incorrect training of what students and staff should do if any of these situations arise.

Therefore, in keeping with the state's latest guidance, the Security Department will conduct drills that do not require any modifications for the COVID-19 pandemic in the first months after school buildings reopen.

These drills include:

- A **shelter in place drill** will be held because it does not require any people to move. Students and staff only need to stay where they are inside the school building and continue with class and work activities within their location in the building.
- A **tabletop drill** will be held that will involve key personnel discussing simulated scenarios in an informal setting. Tabletops can be used to assess plans, policies, and procedures.
- **Drills to test and reinforce notification systems** will be held. These can involve the parent community and may provide added value during remote learning circumstances.

The NJDOE is also considering holding drills that are largely designed for administrators and staff that are not dependent on the number of students present, and therefore better accommodate split schedules and remote learning periods.

Fire drills, active shooter drills, evacuation drills, bomb threat drills, and lockdowns will be placed on hold for the beginning of the school year in accordance with the latest state guidelines. All of these drills require students and staff to be in close contact. These drills will resume according to their required scheduling when the COVID-19 public health emergency is over.

Security Restraints

Security personnel will make a reasonable attempt to prevent and de-escalate fights by adhering to existing restraint District policy guidelines. When face coverings are removed, taken off, or pulled off during a fight – or if a fight involves spitting or any physical contact – security personnel are required to wash hands for at least 20 seconds according to CDC guidelines. If necessary, security personnel can change their clothing and be afforded a break. School administrators will assess the situation for any additional interventions that may be needed and provide guidance.



More professional development for nonviolent crisis intervention will be provided during professional development sessions.

Paterson Public Schools Athletic Events

If and when spectators are permitted to attend sports competitions, the Security Department will work with Eastside Educational Campus and John F. Kennedy Educational Complex administrators to develop specific plans to ensure spectators' safety.

If and when spectators are permitted to attend sports competitions, spectator capacity will be monitored by Athletic Department personnel.

If and when spectators are permitted to attend sports competitions, the Security Department will provide the required security support to ensure the safety of all Paterson Public Schools stakeholders and visitors at Paterson Public Schools athletic venues.

If and when spectators are permitted to attend sports competitions, the District will adhere to all established rules and regulations set forth by the NJSIAA, the NJDOE and state and local public health official to ensure compliance with COVID-19 precautionary measures and social distancing requirements.

Spectator access to sporting events will require face coverings and temperature checks. Individuals who fail to comply with established procedures will be denied access to the venue or will be removed from the venue.

Paterson Public Schools - City Of Paterson Sponsored Activities

The Security Department will provide security for all approved events within the Schooldude reporting system. Participants will be required to follow the state District guidelines.

Professional Development For All Staff

All District security and contracted security personnel will receive training regarding the rules and regulations regarding the reopening of schools amid the COVID-19 pandemic.

Security administrators will meet with building administrators to provide training on rules and regulations and assist in developing School Safety Plans.

Together We Can

