

# POLICY GUIDE

ADMINISTRATION

1648.11/page 1 of 3

The Road Forward COVID-19 – Health and Safety

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## 1648.11 THE ROAD FORWARD COVID-19 – HEALTH AND SAFETY

The Board of Education plans to provide full-day, full-time, in-person instruction and operations for the 2021-2022 school year. In June 2021, the New Jersey Department of Health (NJDOH) and the New Jersey Department of Education (NJDOE) worked collaboratively to develop guidance, The Road Forward – Health and Safety Guidance for the 2021-2022 School Year (The Road Forward).

The Road Forward replaces the mandatory anticipated minimum standards outlined in the NJDOE’s “The Road Back – Restart and Recovery Plan for Education” (June 2020) and provides a range of recommendations rather than mandatory standards. These recommendations are meant to assist school districts in implementing protocols to reduce risks to students and staff from COVID-19 while still allowing for full-time learning.

The Board considered many factors as they prepared for the 2021-2022 school year, including the level of COVID-19 transmission in the community at large and in the school community, as well as vaccination coverage rates in both the community at large and the school community.

For the purpose of this Policy, “Order” shall mean any Governor of New Jersey Executive Order, New Jersey State Agency mandate, Centers for Disease Control and Prevention (CDC) guidance, New Jersey statute, or administrative code requiring compliance by the school district.

The Board considered the recommendations outlined in The Road Forward to develop health and safety protocols. The Board will consider all recommended Orders and comply with all mandatory Orders when developing health and safety protocols and reviewing them periodically.

The Board considered the recommendations outlined in The Road Forward to develop the school district’s COVID-19 protocols in the following areas and included in corresponding Appendices:

A. General Health and Safety Concerns of Students, Staff Members, and Visitors

1. Vaccination – See Appendix A.;



# POLICY GUIDE

2. Communication with the Local Health Department – See Appendix B.;
  3. Mask Wearing Protocol – See Appendix C.;
  4. Physical Distancing and Cohorting Protocols – See Appendix D.;
  5. Hand Hygiene and Respiratory Etiquette Protocols – See Appendix E.;
  6. Provision of Meals – See Appendix F.; and
  7. Transportation Protocols – See Appendix G.
- B. Cleaning, Disinfection, and Airflow – See Appendix H.
- C. Screening, Exclusion, and Response to Symptomatic Students and Staff Members – See Appendix I.
- D. Contact Tracing – See Appendix J.
- E. Testing – See Appendix K.
- F. Student and Staff Member Travel – See Appendix L.

The absence of one or more of the recommendations outlined in The Road Forward and/or in the school district’s health and safety protocols will not prevent the reopening of the school(s) in the district for full-day in-person operation with all enrolled students and staff members present.

Pursuant to N.J.S.A. 18A:7F-9, schools must be in session for 180 days to receive State Aid. The statute requires that school facilities be provided for at least 180 days during the school year. N.J.S.A. 18A:7F-9(b) indicates when a school district is required to close the schools of the district for more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive and/or recommendation by the appropriate health agency or officer to institute a public health-related closure, days of virtual or remote instruction commensurate with in-person instruction will count toward the school district's 180-day requirement.

The school district may be confronted with the incidence of COVID-19 positive cases among staff and/or students. If the school district is required to exclude a student, group of students, a class, or multiple classes as a result of possible exposure to COVID-19, while the school itself remains open for in-person



# POLICY GUIDE

instruction, the school district may offer virtual or remote instruction to those students in a manner commensurate with in-person instruction to the extent possible. In circumstances when the school facilities remain open and in-person instruction continues in those classrooms that are not required to quarantine, those days in session will also count toward the school district's 180-day requirement in accordance with N.J.S.A. 18A:7F-9.

The school district anticipates updates to The Road Forward and as such this Policy is subject to review by the Superintendent to ensure compliance with Orders that may arise after Board adoption of this Policy. All revisions to Orders affecting this Policy and corresponding Appendices shall be reviewed by the Superintendent with the Board Attorney, School Physician, and Board of Education, if appropriate. The Superintendent may revise the health and safety protocols included in any Appendix as necessary and appropriate. All students, parents, and staff members will be notified of any changes to school district-developed protocols implemented as a result of this Policy, as appropriate.

Adopted: 13 September 2021



# THE ROAD FORWARD

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## Appendices

### The Road Forward

Insert: *Upper Saddle River*

### Board of Education

Adopted: September 13, 2021

**Note:**

As of August 10, 2021, the only mandatory requirements are included in Appendix C – Mask Wearing Protocol and Appendix G – Transportation Protocols. The school district should anticipate potential updates to The Road Forward Guidance as additional guidance becomes available.

**Fall 2021**

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# THE ROAD FORWARD

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## Appendix A

### Vaccination

1. The district will require documentation of vaccination status from all staff members.
2. The district will request (voluntary) documentation of vaccination status from all students.
3. The acceptable form of vaccination documentation:
  - The Centers for Disease Control and Prevention (CDC) COVID-19 Vaccination Card issued to the vaccine recipient by the vaccination site, or an electronic or physical copy of the same;
  - Official record from the New Jersey Immunization Information System (NJIS) or other State immunization registry;
  - A record from a health care provider's portal/medical record system on official letterhead signed by a licensed physician, nurse practitioner, physician's assistant, registered nurse, or pharmacist;
  - A military immunization or health record from the United States Armed Forces; or
  - Docket mobile phone application record or any State specific application that produces a digital health record.
4. All documentation will be stored by the school building nurse, kept and maintained in accordance with all medical records.
5. If a student or staff member is identified as a close contact as per the NJ Department of Health, COVID-19 vaccination status records will be utilized to determine quarantine requirements.

# THE ROAD FORWARD

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## **Appendix B**

### **Communication with the Local Health Department**

1. The Upper Saddle River Administration and Certified School Nurse will continue to collaborate on contact tracing policies and procedures, as well as to educate the broader school community.
2. Upon receiving notification of a positive case or contact, the county health department will be contacted for advice, guidance, and reporting.

# THE ROAD FORWARD

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## Appendix C

### Mask Wearing Protocol

1. Face coverings will be defined as masks with ear loops and shall cover a person's nose and mouth.
2. As per NJ Governor's Executive Order, all students, staff, and visitors (regardless of vaccination status) will be required to wear a properly-fitted mask while indoors and traveling a school bus.
3. Visitors and students will be denied entrance to schools if they are not wearing a mask. Students will be required to stay in a dedicated safe area until a parent/guardian is able to pick the child up.
4. Masks will be optional for students, staff, and visitors when outside.
5. Students and staff who cannot wear a mask due to medical reasons shall be provided accommodations as appropriate. A medical physician's documentation is required, specifically stating how mask wearing causes a health problem.

# THE ROAD FORWARD

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## **Appendix D**

### **Physical Distancing and Cohorting Protocols**

1. When possible, students will maintain a minimum of three (3) feet of distance during class instruction and regular school activities taking place indoors.

# THE ROAD FORWARD

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## Appendix E

### Hand Hygiene and Respiratory Etiquette Protocols

1. Students and staff will wash hands/sanitize frequently, specifically at set times and occurrences such as upon arrival, after using a bathroom, or sneezing or coughing. Cleaning will occur via bathrooms, sinks in classrooms, and hand sanitizer stations.
2. Procedures for handwashing will be posted in bathrooms and classrooms with sinks.
3. Proper handwashing etiquette will be reinforced by classroom teachers and school nurses.

# THE ROAD FORWARD

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## **Appendix F**

### **Provision of Meals**

1. All staff members and parent volunteers must wash their hands after removing their gloves or after directly handling used food service items.
2. All students and staff must wash their hands before and after completion of lunch.
3. Premade lunches by outside vendors will be placed in individual boxes/bags or served by a parent volunteer in individual boxes/bags. Family-style or buffet-style lunch will not be provided.
4. Alternative locations and/or schedules will be utilized to maintain social distance to the best extent possible during lunch.

## **Appendix G**

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# THE ROAD FORWARD

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## **Transportation Protocols**

1. Student and staff bus riders will be required to wear masks while taking bus transportation.
2. For special education students who have transportation as a related service in their IEPs, this service will be provided by Region I and the Mahwah Public Schools.
3. The district will work closely with the Region I transportation coordinator to ensure that appropriate protocols and practices are enforced by bus drivers and transportation company employees regarding those individuals wearing face masks, properly cleaning/disinfecting bus area surfaces, and maintaining social distance.

# THE ROAD FORWARD

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## **Cleaning, Disinfection, and Airflow**

1. The cleaning process will follow CDC guidelines of CLEANING and DISINFECTING. Sanitizing will be used, if necessary, in case of extreme outbreak or exposure to COVID-19.
2. Cleaning involves removal of dirt, debris, stains, spills, etc. from surface areas in classrooms, offices, bathrooms, and multi-use facilities.
3. The district will continue to use a hydrogen peroxide-based spray cleaner. Each custodian will be equipped with their own bottle. Cleaning towels and paper towels will be used depending upon the surface being cleaned.
4. All cleaning products will be registered with the EPA and classified for residential use, including any disposable wipes available in each classroom to be used for situations requiring immediate attention.
5. During the first shift, custodians will focus on intermittent cleaning of high touch areas. Classroom areas will be addressed as time permits and conditions warrant attention, especially during lunch breaks and teacher prep periods.
6. The second shift custodians will focus on deep cleaning of classrooms, including student desks, bathrooms, hallways, entryways, and entry doors.
7. The disinfection process will be accomplished with the use of: electrostatic sprayers and hydroxyl generators.
8. Each custodian will receive a building map with their area of responsibility highlighted. Along with the map, there will be a listing of the areas/surfaces expected to be cleaned and the timeline for each area. Custodians will be expected to refill hand sanitizer, soap, and paper towel holders within their area of responsibility.
9. Each custodian will be supplied with proper PPE in the form of face coverings, disposable gloves, and various cleaning equipment.
10. All custodians and administrators will have hand-held radios for communication throughout the day to effectuate these important processes.

# THE ROAD FORWARD

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## **Appendix I**

### **Screening, Exclusion, and Response to Symptomatic Students and Staff Members**

1. The district will follow all guidelines and mandates as directed by the NJ Department of Education, NJ Department of Health, and the Bergen County Department of Health. In the case of discrepancy, the district will consult with local health officials and professionals from the district health committee.

# THE ROAD FORWARD

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## **Appendix J**

### **Contact Tracing**

1. The district will consult with the Bergen County Health Department on contact tracing policies and procedures, as well as to educate the broader school community on the importance of contact tracing.
2. The certified school nurse, collaboratively with assigned administrator, will be responsible for all internal contact tracing, informing administration, and communicating with impacted students, parents, and staff.
3. All district administrators, school safety specialists, counselors, and any other staff deemed appropriate by the district will be provided with information regarding the role of contact tracing in keeping school communities safe from the spread of contagious disease.