2020-2021 Reopening of School Checklist and Reopening Plan
Version_ March 2021

Plans
Conditions for Learning

Student Ingress (4 Step Ingress Protocol):
- A total of 7 Ingress Protocols and Sanitization Stations will be required between both sites as follows: (Main Building-5; ECC/Annex-2)
- Each Ingress Protocol and Sanitization Station will be strategically placed, as to ensure safety and expedience
- Ingress to begin at 8:20 am, to be conducted by nurses and selected leadership team members
- Security & selected teachers and staff will be strategically assigned to operate each Ingress Protocol and Sanitation Station.
- Security & selected teachers and staff are strategically assigned posts to support adherence to social distancing guidelines near points of entry as well as in hallways and stairwells.
- Gr. K-2; All meals will be provided to students in their respective classrooms
- Gr. 3-8; Breakfast and Snack will be provided as "grab and go" and will be picked-up as students enter the building upon completion of required ingress health screening.
- Approved non-verbal cues for answering screening questions may be designed and utilized based on need. (i.e. For our youngest students as well as students with disabilities.)

Holding Areas (Isolation):
*A focus on maintaining dignity, privacy, and respect is paramount
- Rooms to be used for possible covid cases:
  - Main Building- Room 220 ½ (TCU)
    - Monitored by identified staff member
  - ECC/Annex- Small Group Instruction room located adjacent to Nurse's office
    - Monitored by identified staff member
- Main Building and ECC/Annex:
  - Auditorium/Cafetorium to be utilized for "unauthorized" students who may arrive at school unaccompanied by an adult (i.e.- first days of school year, student not on in person list)

Common Area Protocols:
General gatherings strictly prohibited (For emergency use only)
- Gymnasium and Cafeteria: (Main Building)
  - Potential use for mandatory 10:1 Ratio
- Auditorium/Cafetorium: (Main Building and ECC/Annex)
  - Solely utilized for unauthorized students (Refer to "Holding Areas/ Isolation", above)
- *Access to large spaces/ common areas will be prohibited for students and staff, unless adherence to social distancing protocols and requirements can be ensured .

Egress:
- Staggered by grade level to facilitate 1:30 dismissal
- Utilization of Kronos App. via Cell Phones to reduce contact transmission of virus

Staff Arrival:
- Staff must adhere to ingress protocols at various locations. This will serve to expedite Staff entry into the school, which will enhance our ability to expeditiously support student ingress procedures.
- Utilization of Kronos App. via Cell Phones to reduce contact transmission of virus
- Staff meetings, such as GLM,PLC, and Faculty meetings will be conducted virtually when adherence to social distancing protocols and procedures is not possible.
- Receipt and Consideration of Staff Input:
    - Google Doc - social distancing / health protocol suggestions. (i.e. Google form/survey) Similar to a suggestion box.

Student Restroom, Sanitization, and Safety Procedures:
- Ensure utilization of sanitization checklist/form for custodial staff to utilize in order to ensure accountability and frequent cleaning rotations
- Continued use of classroom sign-out forms to track movement and support accountability, thereby maintaining safety and security
- Ensure social distancing by limiting the number of students using a restroom.
- Strategically assign staff to monitor hallways, stairwells, and restrooms to ensure any and all necessary transitions/movements adhere to social distancing requirements. Furthermore, such practice will serve to support monitoring the number of students entering a restroom at any given time.
- Hand sanitizing schedule (i.e. hourly chimes/reminders...schoolwide)

Severe Inclement Weather:
- Ventilated canopy and/ or TCU Scaffolding available to cover each Ingress Protocol and Sanitation Station

Student Movement / Stairwells:
- Limit movement to a single group per stairwell and hallway at a time (as per signage)
- All movement/traffic must stay to the right hand side (signs and signals will be posted to indicate)
- Stairs will generally only be used during entry and exit (*Unless movement is required, i.e...Safety and Security Drills and Fire Drills; necessary movement to Health Office and Main Office)
- "Social Distancing Etiquette" signage to support and promote social distancing requirements for required movement about the building (i.e..meal delivery, travel to restrooms, etc...).

Emergency Drills:
- Exit and Re-Entry protocols will support social distancing while maintaining the integrity of evacuation protocols
    - All participants must maintain a distance of six feet while wearing masks

Visitors:
*No visitors will be granted entry into the building, unless cleared for emergency situations (i.e...Emergency Services such as, EMT, Fire Dept., Police Dept.)
**Adherence to NBOE Vendor Protocols will be strictly maintained:
- [Vendor Protocols](#)

Policy for early pick-up:
- Security Guard desk is located by the Main Entrance at each of our sites
- Security Guard will use radio to communicate with main office clerks to verify identity/emergency contact and approval
- Parents/Guardians must contact the school prior to pick up in order to indicate the need to pick up the child. The student will remain in the classroom until parent/guardian arrives.
- Parents/Guardians will utilize sanitized writing implements to sign out students at and not beyond the point of entry
- Approved non-verbal cues for answering screening questions may be designed and utilized based on need.

Cleaning/Sanitizing:
- Ensure utilization of sanitization checklist/form for custodial staff to utilize in order to ensure accountability and required cleaning rotations
  - As such, documentation will be posted in visible location to certify completion and readiness of each room.
- Teachers and staff will support sanitization protocols by wiping down furniture upon entry from an alternate location, after meals, and prior to leaving (Classroom Kits)
- Frequent cleaning and sanitization of student and staff restrooms
- Limiting the number of bathrooms and fixtures that are accessible at any given time
- School leadership will ensure custodian's adherence to cleaning and sanitization schedule as per requirements

Breakfast and Snack:
- To be eaten in classroom
  - Gr. K-2- All meals will be provided to students in their respective classrooms
  - Gr. 3-8- Breakfast and Snack will be provided as "grab and go" and will be picked-up as students enter the building upon completion of required ingress health screening.

Lunch:
- Gr. K-2- Lunch will be provided and eaten in the classroom
- Gr. 3-8- Grab- and- Go at 1:30 Dismissal
  - Individually bagged lunches will be placed on tables at each egress station for grab-and-go style distribution.

Social Emotional Learning:
- Engagement in " morning meetings", whereas homeroom teachers check- in with students. (This can include activities such as the "Mood Meter.")
- Assign Guidance Counselors to specific grade bands
- Guidance Counselors will engage students in SEL via planning and leading of virtual lessons via intentional scheduling
- In collaboration with SST, Guidance Counselors will design creative and highly engaging school-wide SEL activities (i.e. Spirit Weeks)

Instruction Supports:
- Support classroom teachers in supervising in-person and online classes at the same time
  - Partnering staff with one another in order to promote multi-tiered systems of supports
  - Maximize resources and staff (i.e. Academic Interventionists, Specialty Teachers, other certified staff) in order to leverage schedules that will promote accountability and engagement whilst ensuring equity and access to learning
- Identification of students in need of intervention and support through benchmark assessments which are analyzed by individual teachers and teacher teams via PLC meetings.

Vendors/Contractors/Partnerships:
- Only those with explicit permission/clearance from the District will be permitted to support with school-based services
- Contractors/ vendors (i.e. OT, PT, Speech, etc...) that are exclusively working with one school must be Covid 19 tested. Results will be sent to NPS Health Department for filing and CDC guidelines will be adhered to while working with students
- Wraparound and OELT offerings and criteria-TBD

Remote Learning:
- All returning students have been assigned to GoogleClassroom and were provided with pertinent information regarding access to their 2020-2021 GoogleClassrooms prior to the end of the 2019-2020 school year (*New students will be assigned virtual access and credentials as needed)
- Continued utilization of the Ridge Street School Learning at Home Hub will remain as the platform by which Remote Learning Tools, resources, and communications are accessed by students
    - (i.e. Google Classroom, WebEx, etc...)
- In the event of an emergency school closure, all students will have immediate access in order to ensure engagement and participation in Remote Instruction via the Ridge Street School Learning at Home Hub

Pandemic Response Team:

2020-2021 Pandemic Response Team

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Name	Position/Title	Contact Information
David DeOliveira	Principal	d1deoliveira@nps.k12.nj.us
Frank Mavilla	Vice Principal	fmavilla@nps.k12.nj.us
Sarah Venezia	CST Social Worker	svenezia@nps.k12.nj.us
Shirley Andrews	Guidance Counselor	sandrews@nps.k12.nj.us
Maryann Flores	School Nurse	mflores@nps.k12.nj.us

Tahira Anthony	Security Guard	tanthony@nps.k12.nj.us
John Cunha	Teacher (6-8)	jcunha@nps.k12.nj.us
Judith Comesanas	Teacher (3-5)	jcomesanas@nps.k12.nj.us
Harry Gonzalez	Teacher (K-2)	h3gonzalez@nps.k12.nj.us
Isabel Marisy	Teacher (Website Manager)	imarisy@nps.k12.nj.us
Jacqueline Rodriguez	Parent Liaison	j19rodriguez@nps.k12.nj.us
Ryan Brown	Head Custodian	r1brown@nps.k12.nj.us

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Virtual Parent Meetings:
- Information will be shared regarding dates and times as well as meeting links via multiple platforms (i.e. Email; ClassDojo; GoogleClassroom; BlackBoard Connect; Social Media; Website)

Continuity of Learning

Emergency Initiation of Remote Learning (In accordance with District Protocols):
- In the event of an emergency school closure, all students will have immediate access to information in order to ensure engagement and participation in Remote Instruction via the Ridge Street School Learning at Home Hub
- All returning students have been assigned to GoogleClassroom and were provided with pertinent information regarding access to their 2020-2021 GoogleClassrooms prior to the end of the 2019-2020 school year (*New students will be assigned virtual access and credentials as needed)
- Continuous utilization of the Ridge Street School Learning at Home Hub will remain as the platform by which Remote Learning Tools, resources, and communications are accessed by students
  - (i.e. Google Classroom, WebEx, etc...)

- All staff will be informed that the health and safety of our school community is our top priority. As a result, if/ when we need to switch to remote learning, the notification will be posted on our school's website, emailed to teachers, posted in google classrooms and shared using Blackboard Connect messaging

Professional Learning and Development:
- Alignment of teacher growth goals with the school's Strategic Plan to ensure uniformity (IPDP)
- Coaching Plans that support teacher needs. Coaching cycles will be time sensitive and PLCs and coaching meetings will occur virtually
- Parent Liaison will ensure that parents are provided with access to information and resources to support their children
- Technology Team will provide technical support for parents to ensure they are able to successfully navigate all virtual spaces to support their student's learning