



SAFE RETURN TO IN-PERSON

Opening our school for the 2021-22 school year

CTSD is receiving funds through the American Rescue Plan to ensure a safe and healthy school in the wake of the COVID pandemic. The District used surveys and public comments from its June 8, 2021 BOE meeting to gather input from the school community to plan for the 21-22 school year. CTSD's entire **Safe Return Plan** can be accessed on the District's Website. This one-pager provides a summary.

Note: December 2021 revisions include EO #251 for mask wearing and EO #253 for testing.

Components of the Plan

<p>Masks</p>		<p>Based on EO #251:</p> <ul style="list-style-type: none"> • <u>masks are required</u> for staff, students, and visitors regardless of vaccination status (refer to EO #251 for exceptions)
<p>Social Distance & Cohorts</p>		<p>Based on current indicators, CTSD's plan is:</p> <ul style="list-style-type: none"> • <u>NO</u> cohorts • social distancing to the extent feasible • all students attend full time in-person
<p>Hand Washing & Cough</p>		<p>CTSD will continue its efforts to promote healthy practices:</p> <ul style="list-style-type: none"> • hand washing routines • cover your cough & other good respiratory habits
<p>Cleaning & Ventilation</p>		<p>CTSD will continue its efforts to ensure healthy facilities:</p> <ul style="list-style-type: none"> • continue to disinfect daily using electrostatic sprayer • HVAC work for high-efficiency performance (2021-22 school year) • install HVAC in additional spaces (2021-22 school year)
<p>Contact Tracing</p>		<p>CTSD will continue its efforts related to contact tracing:</p> <ul style="list-style-type: none"> • keep seating charts and other related documents • work with the DOH and notify individuals as needed • report cases as required
<p>Screening</p>		<p>Based on current indicators and EO #253, CTSD's plan is:</p> <ul style="list-style-type: none"> • <u>NO</u> temperature checks for students • weekly COVID testing of all covered workers who are unvaccinated • families/students and staff self-assess for symptoms • encourage individuals to 'Stay home when sick'
<p>Vaccination</p>		<p>CTSD will continue its vaccination efforts:</p> <ul style="list-style-type: none"> • encourage families to consult their health care provider re: students • partner with a provider to encourage vaccinations • host a vaccine clinic for interested families & their students
<p>Special Education</p>		<p>Based on current indicators, CTSD's plan is:</p> <ul style="list-style-type: none"> • home instruction for medically fragile students • home instruction for quarantined/isolated students through Schoology and Zoom • provide reasonable accommodations

Want more information? Review the complete plan on our Website: <https://www.commercialschools.org/cts/>
Questions, comments, concerns? Contact Kristin Schell, Superintendent kristin.schell@commercialschools.org
Need this information in another format? (i.e.-verbal, another language) Contact Board Office (856) 785-2333



Plan for Safe Return to In-Person Instruction & Continuity of Service School Year 2021-22

Date: 06/23/2021

Revised: 12/14/2021

Commercial Township School District's Plan for Safe Return to In-Person Instruction and Continuity of Service addresses the critical aspects as outlined by the NJDOE's The Road Forward guidance document. For each critical aspect included in this plan, a look back at the reopening of school in the Fall of 2020 is included to provide background information.

1. Maintaining Health and Safety

A. Universal and correct wearing of masks

Fall 2020: The Road Back

Policy #1648: Restart and Recovery outlines mask protocols for both students and staff. Specific information can be found under *Conditions for Learning: Screening, Personal Protective Equipment (PPE), and Response to Students and Staff Presenting Symptoms*. Based on Fall 2020 anticipated minimum standards from the NJDOE, when social distance is difficult or impossible, face coverings are required for students, and face coverings are always required for visitors and staff unless it contradicts CDC guidance. It is necessary to acknowledge that enforcing the use of face coverings may be impractical for young children or individuals with disabilities. In a classroom setting where social distancing can take place (e.g., desks are 6 ft. apart) or physical barriers are in place, face coverings can be removed while students are seated at desks but should be worn when moving about the classroom. To meet the anticipated minimum standards during the 2020-21 school year, CTSD supplied face coverings as needed, but staff and students could provide their own. Coverings could not include words, symbols/logos, or any offensive reference as indicated in the District's dress code. CTSD enforced mask wearing as a mitigation measure per CDC guidance.

Fall 2021: Safe Return to In-Person Instruction

CTSD follows Executive Order (EO) #251 which requires staff, students, and visitors to wear masks (regardless of vaccination status) while indoors except when:

- wearing a mask inhibits the individual's health
- the indoors temperature is extreme (75 degrees or greater)
- the individual has trouble breathing, is unconscious, incapacitated etc.
- a student's documented medical condition precludes the use of a face mask
- the individual is under two years of age
- the individual is eating or drinking
- a student is engaging in high intensity physical activity in PE class
- a student is playing an instrument in music class
- the individual is operating equipment or executing a task that is unsafe with mask wearing

EO #253 provides additional clarification regarding individuals seeking a medical exemption from mask wearing to produce written documentation from a medical professional to support the exemption. Self-attestations and parental attestations are not sufficient for this purpose. Any student refusing to comply with mask wearing will be sent to the school nurse for a disposable

mask. Students who refuse to wear the disposable provided by the nurse will be sent home. In the event a parent/guardian refuses to provide transportation home, the District will consult with local law enforcement.

The Road Forward, a guidance document from the NJDOE for opening schools this Fall, For more information on wearing masks on buses, refer to the CDC's Mask Order. The mask order requires masks to be worn by drivers and riders on school buses with the following exceptions:

- for communication purposes with a person who is hearing impaired
- when the individual has trouble breathing, is unconscious, is incapacitated etc.
- a person with a disability cannot wear or cannot safely wear a mask because of the disability as defined by the Americans with Disabilities Act
- a person for whom wearing a mask would create a risk to workplace health, safety, or job duty (as determined by relevant guidelines and regulations)

B. Physical distancing (e.g., including use of cohorts/podding)

Fall 2020: The Road Back

Based on Fall 2020 anticipated minimum standards from the NJDOE, all instructional and non-instructional rooms in school and district facilities were in compliance with social distancing standards to the maximum extent practicable. To meet the anticipated minimum standards during the 2020-21 school year, rooms were measured and mapped to determine maximum capacity given with the following parameters: 6' between work stations for staff/students and unencumbered access to restrooms in classrooms, hallway doors, and fire exits. Since all students could not be accommodated to attend in-person with the 6' distancing measure in place, the District divided students into two cohorts. Students attended by cohorts on a hybrid schedule. The gold cohort attended in-person on Mondays and Tuesdays; the blue cohort attended in-person on Wednesdays and Thursdays. All students attended virtually on Fridays.

Fall 2021: Return to In-person Instruction

CTSD will follow recommendations and guidance from proper authoritative sources, the NJDOE and the CDC. CTSD anticipates all students to attend full time in-person and no need for cohorts. In terms of transportation, CTSD buses will be at full capacity with households seated together as much as practicable. Seating charts will be in place, but there is no anticipation of partial capacity on buses in order to achieve distancing. Mask wearing on buses will be in accordance with guidance from the CDC and the NJDOE.

C. Handwashing and respiratory etiquette

Fall 2020: The Road Back

Based on Fall 2020 anticipated minimum standards from the NJDOE, hand sanitizing stations were prepared and maintained with alcohol-based (at least 60% alcohol) hand sanitizers. Hand sanitizing stations are located: in each classroom (for staff and older children who can safely use hand sanitizer); at entrances and exits of buildings; and near lunchrooms and toilets. Children ages 5 and younger are supervised when using hand sanitizer. For classrooms that had existing handwashing stations, stations were prepared with soap, water, and alcohol-based hand sanitizers. To meet the anticipated minimum standards during the 2020-21 school year, the school nurse provided training for staff and students on proper handwashing technique. Staff and students were likewise trained for proper respiratory etiquette including covering one's cough and washing hands protocol. Students were to wash hands for at least 20 seconds at regular intervals, including before eating, after using the bathroom, and for respiratory etiquette (after blowing nose/coughing/sneezing). Directions included using alcohol-based hand sanitizer if washing with soap and water was not possible. Signage regarding hand washing was posted in indicated areas. Handwashing was incorporated into the classroom routine.

Fall 2021: Return to In-person Instruction

CTSD will follow recommendations and guidance from the proper authoritative sources, the NJDOE and the CDC. CTSD anticipates continuing to promote, educate, and train staff and students on handwashing and respiratory etiquette as a universal mitigation measure for communicable illnesses.

D. Cleaning and maintaining healthy facilities, including improving ventilation

Fall 2020: The Road Back

Policy #1648: Restart and Recovery outlines cleaning requirements. Specific information can be found under *Conditions for Learning: Facilities Cleaning Practices*. Based on Fall 2020 anticipated minimum standards from the NJDOE, CTSD developed a schedule for increased, routine cleaning and disinfection. Bathrooms were sanitized daily or between use as much as possible, using protocols outlined by the EPA. Surfaces and objects that are frequently touched were routinely cleaned and disinfected. This included cleaning objects/surfaces not ordinarily cleaned daily. All cleaning products were used according to the directions on the label. For disinfection, most common EPA-registered household disinfectants were considered effective. A list of products that are EPA-approved for use against the virus that causes COVID-19 is available on the EPA's website. Examples of frequently touched areas in schools included: classroom desks and chairs; lunchroom tables and chairs; door handles and push plates; handrails; kitchens and bathrooms; light switches; handles on equipment (athletic); buttons on vending machines and elevators; shared telephones; shared desktops; shared computer keyboards and mice; drinking fountains; and school bus seats and windows. Based on Fall 2020 anticipated minimum standards from the NJDOE, all indoor facilities were ensured to have adequate ventilation including operational heating and ventilation systems where appropriate. Recirculated air had a fresh air component, windows were opened, if practical, if air conditioning was not provided, and filter(s) for A/C units were maintained and changed according to manufacturer recommendations. Bipolar ionization was added to the uninvent systems as an additional layer of filtration. Areas that did not have windows and the nurse's office were provided HEPA filtered air purifiers. Filters were upgraded to maximum specifications per the manufacturer guidance. Electrostatic sprayers were used daily to disinfect instructional and operational spaces.

Fall 2021: Return to In-person Instruction

CTSD will follow recommendations and guidance from proper authoritative sources, the NJDOE and the CDC. CTSD anticipates a continuation of the thorough daily disinfection of instructional and operational spaces as a mitigation measure to prevent spread of communicable illnesses in general. CTSD anticipates continuing to maintain its HVAC system in order to ensure proper ventilation which includes upgrades and repairs on the system and to facilitate high-efficiency performance. CTSD anticipates installation of HVAC in additional spaces that lack proper ventilation.

E. Contact tracing in combination with isolation and quarantine, in collaboration with the State, local, territorial, or Tribal health departments

Fall 2020: The Road Back

Policy #1648: Restart and Recovery outlines contact tracing requirements. Specific information can be found under *Conditions for Learning: Contact Tracing*. The Fall 2020 NJDOE school re-opening guidance did not include any anticipated minimum standards for contact tracing; however, all administrators, school safety specialists, counselors, and any other staff deemed appropriate by the Superintendent was provided information regarding the role of contact tracing conducted by State, county, and local officials. School officials engaged the expertise of the school nurse on the importance of contact tracing. CTSD fully cooperated in sharing information with the Cumberland County Department of Health (DOH) to fulfill all mandated Contact Tracing Requirements. The District staff through attendance records, bus seating charts, and other internal contact documents assisted the DOH to determine level of potential exposure.

Any notification indicated was at the direction of the DOH. Direct contacts of infected persons were directed to follow any quarantine/isolation guidelines per the CDC as indicated. Fall 2021: Return to In-person Instruction

CTSD will follow recommendations and guidance from proper authoritative sources, the NJDOE and the CDC. CTSD anticipates continuing to consult with the Department of Health regarding the contact tracing process and any relevant quarantine/isolation recommendations.

F. Diagnostic and screening testing

Fall 2020: The Road Back

Policy #1648: Restart and Recovery outlines screening protocols for both students and staff. Specific information can be found under Conditions for Learning: Screening, Personal Protective Equipment (PPE), and Response to Students and Staff Presenting Symptoms. Based on Fall 2020 anticipated minimum standards from the NJDOE, students were screened via temperature check and a visual check for presenting symptoms upon arrival to school prior to entering the school building. The school engaged parents to monitor daily for the identified possible symptoms of COVID-19. Parents/guardians were encouraged to monitor for signs of illness in their students and to keep them home when indicated. The District referred parents/guardians to the CDC's Symptoms of COVID-19 guidance document which includes the following symptoms: fever, cough, sore throat, shortness of breath, fatigue, diarrhea or vomiting, runny nose, and body/muscle aches. This information was included in communications to parents/guardians via the District's Website, Facebook, and e-mail. Staff completed a daily self-assessment prior to reporting on site. In the classroom, teachers made a deliberate effort to monitor health without running through the list of symptoms and then referred children with concerns to the office or nurse for further monitoring. Signs/symptoms, along with temp greater than 100.4 was documented on student's/staff's health record in the nurse's office. The school adopted procedures for symptomatic staff and students. The procedures included the following: students/staff went to an isolation "waiting" room until they could be picked up/sent home; school physician provided standing orders; CDC provided guidance for signs/symptoms of COVID; and instructional aides or other assigned school staff visually monitored students in isolation and contacted the school nurse if a student shows signs of respiratory distress per the school physician's standing orders.

Fall 2021: Return to In-person Instruction

CTSD will follow recommendations and guidance from proper authoritative sources, the NJDOE and the CDC. CTSD anticipates continuing to advise staff and students to stay home when sick as a universal mitigation measure for all communicable illnesses; however, there will not be a temperature screening process in place for students.

In accordance with EO #253, CTSD requires all covered workers to submit to weekly testing. The District maintains proof of vaccination for District employees and requires contracted providers to furnish the District with proof of the same for contracted covered workers. A contracted provider is on site weekly to test all covered workers. The contracted provider sends the results directly to the school nurse. In the event a covered worker does not test on site through the District's provider, it is the covered worker's responsibility to make other testing arrangements and to forward the results to the school's nurse no later than 3:00 PM on the last day school is in session that week. When transmission level in the county is low or moderate, testing frequency is once a week. When the transmission level in the county is high or extremely high, testing frequency is twice a week. The test is a PCR test from a saliva sample.

G. Efforts to provide vaccinations to educators, other staff, and students, if eligible

Fall 2020: The Road Back

The Fall 2020 NJDOE school re-opening guidance did not address vaccinations; however, CTSD has highly encouraged its staff and school community to consult their health care provider regarding vaccination. The school facilitated scheduling of vaccines for its staff in the Spring of 2020 as vaccines become readily available to school personnel. Staff who wanted to receive the vaccine had multiple opportunities to do so via the school's partnering with various vaccination providers.

Fall 2021: Return to In-person Instruction

CTSD will follow recommendations and guidance from proper authoritative sources, the NJDOE and the CDC. CTSD anticipates that as vaccinations become available for students by age groups the school will consult the school physician and highly encourage its parents/guardians to get students vaccinated. The school will likewise partner with vaccination providers to encourage vaccinations among its student population. Any students vaccinated on site through a vaccination clinic are contingent upon parent/guardian consent.

August 23, 2021: Executive Order #253 - Instituting Vaccination or Testing Requirement for All Preschool to Grade 12 Personnel and for All State Workers

EO #253 requires staff to either show documentation of their fully vaccinated status for COVID-19 or to submit to weekly COVID-19 testing. CTSD adopted Policy # 1648.13-*School Employee Vaccination Requirements* in October 2021. This requirement goes into effect on October 18, 2021, at which time any employees or contracted workers that have not provided adequate proof that they are fully vaccinated must submit to a minimum of weekly or twice weekly testing on an ongoing basis until fully vaccinated. An employee or worker shall be considered "fully vaccinated" for COVID-19 two weeks or more after they have received the second dose in a two-dose series or two weeks or more after they have received a single-dose vaccine. Individuals will only be considered fully vaccinated where they have received a COVID-19 vaccine that is currently authorized for emergency use by the FDA or the WHO, or that are approved for use by the same. Workers who are not fully vaccinated, or for whom vaccination status is unknown or who have not provided sufficient proof of documentation shall be considered unvaccinated.

Employees may demonstrate proof of full vaccination status by presenting any of the documents as detailed in the EO. CTSD requires its employees to furnish the Superintendent's office with the proof documentation; however the documents are kept in each employee's confidential health file in the nurse's office. Workers of contractors are required to furnish the contractor with the proof documentation. The contractor will either conduct weekly testing of its unvaccinated employees and communicate with CTSD for reporting and follow-up purposes as necessary or request that its unvaccinated employees be incorporated into CTSD's weekly testing. CTSD complies with all federal and State laws, including but not limited to the Americans with Disabilities Act, that regulate the collection and storage of that information.

CTSD contracts with a State vendor to provide the unvaccinated employees with on-site access to COVID-19 tests. CTSD elects to administer or provide access to either an antigen or molecular test. If an employee is not working on-site during a week where testing would otherwise be required, the employee is not required to submit to testing for that week. In the event a covered worker does not test on site through the District's provider, it is the covered worker's responsibility to make other testing arrangements and to forward the results to the school's nurse no later than 3:00 PM on the last day school is in session that week. This regular testing does not supplant any requirements imposed by the school regarding diagnostic testing of symptomatic workers or screening testing of vaccinated workers. CTSD reports results to the local public health department as required. The frequency of testing is based on the transmission level in the county but is at least once or twice a week. This requirement applies to both full and part-time employees and contracted workers including, but not limited to, administrators, teachers, educational support professionals, individuals providing food, custodial, and administrative support services, substitute teachers, whether employed directly by a covered

setting or otherwise contracted, contractors, providers, and any other individuals performing work in the school whose job duties require them to make regular visits to the school, including volunteers. Individuals who visit the school only to provide one-time or limited duration repairs, services, or construction are not included in this requirement.

H. Appropriate accommodations for children with disabilities with respect to the health and safety policies

Fall 2020: The Road Back

Policy #1648: Restart and Recovery outlines accommodations for students with disabilities. Specific information can be found under Leadership and Planning: Scheduling and Staffing and under Continuity of Learning: Ensuring the Delivery of Special Education and Related Services to Students with Disabilities. Based on Fall 2020 anticipated minimum standards from the NJDOE, the school met the needs of its special populations in alignment with the New Jersey Specific Guidance for Schools and Districts regarding student accommodations. For special education students, the Board provided educators with professional development to best utilize the accessibility features and accommodations tools made available through technology-based formats. The school continued to ensure students received individualized supports that met the requirements of the IEP and 504 Plans. The Board’s plan identified roles and responsibilities of school staff to ensure continuity of learning and to leverage existing resources and personnel to maximize student success. Consistent with guidance from the USDOE, the school continued to meet the obligations under IDEA and NJ special education regulations for students with disabilities to the greatest extent possible. In accordance with the ESY guidance issued by the NJDOE, student IEP’s that included ESY services were implemented to the greatest extent possible. In addition, CTSD considered all of the following: planning for the return of medically fragile students; reviewing student data for needs assessment; determining whether additional or compensatory services are indicated; developing procedures for evaluations and determining eligibility; and communicating procedures to parents/guardians. Under the cohort schedule during the 2020-21 school year, students in the self-contained special education program attended in-person four days a week while their peers attended two days in-person. When cohorts were eliminated, students in the self-contained special education program resumed a normal, full day schedule five days a week while their peers attended for four hours five days a week.

Fall 2021: Return to In-person Instruction

CTSD will follow recommendations and guidance from proper authoritative sources, the NJDOE and the CDC. CTSD anticipates that students will attend full time in-person unless their medically fragile status indicates a home instruction accommodation. In the event school staff are unable to provide the home instruction, the District will contract with a service provider.

2. Ensuring Continuity of Services

A. Describe how the LEA will ensure continuity of services, including but not limited to services to address students’ academic needs and students’ and staff’s social, emotional, mental health, and other needs, which may include student health and food services.

Fall 2020: The Road Back

Policy #1648: Restart and Recovery outlines general related needs for staff and students. Specific information can be found under Conditions for Learning: Wraparound Supports and under Continuity of Learning: Professional Learning. Based on Fall 2020 anticipated minimum standards from the NJDOE, CTSD provided the following: Social Emotional Learning (SEL) and programs that promote a positive, supportive, and connected school culture and climate; a framework for selecting, delivering, and evaluating the success of student supports and

interventions; wraparound supports; food service and distribution; and access to quality child care.

Fall 2021: Return to In-person Instruction

CTSD will follow recommendations and guidance from proper authoritative sources, the NJDOE and the CDC. CTSD anticipates a continuation of all efforts related to SEL, wellness, academic supports, and other related aspects of addressing the needs of the whole child.

3. Public Comment

A. Describe how the LEA sought public comment on its plan, and how it took those public comments into account in the development of its plan. Note, the ARP requires that LEAs seek public comment for each 60-day revision to the plan.

The District solicited input from community stakeholders and from representatives of special interest groups. The Superintendent provided a brief presentation on the various components that were required to be in the plan at the June 8, 2021 BOE meeting. Board members and stakeholders had the opportunity to provide input during the public comment portion of the meeting. The solicitation for the meeting and community input was promoted through multiple and varied (i.e. e-mail, Facebook) communications. The District also sent a follow-up, electronic survey for any stakeholder who could not attend the meeting but had input. The District's administrative team met to review the recommendations, feedback, and survey data. The District's administrative team had a follow-up meeting with its union regarding their collective input. Stakeholders' input was considered and incorporated accordingly into the components of the District's plan.

Revision 12/14/21

The Superintendent provided a brief presentation to recap the plan and explain revisions that have been made to address the two Executive Orders that were issued in September. The District provided an opportunity for Board members and stakeholders to give input during the public comment portion of the meeting.

B. Describe how the LEA ensured that the plan is in an understandable and uniform format; is to the extent practicable written in a language that parents can understand or, if not practicable to provide written translations to a parent with limited English proficiency, will be orally translated for such a parent; and upon request by a parent who is an individual with a disability as defined by the ADA, will be provided in an alternative format accessible to that parent.

The District shares its Safe Return Plan with the school community through a variety of communication channels in order to reach a diverse group of stakeholders. The plan in its entirety in standard District format is posted on the District's Website. A one-pager will be e-mailed to applicable constituents and posted on the District's Facebook page. Alternate formats (i.e. – meeting, audio, alternate language) will be provided as indicated. Questions, concerns, and additional information about alternate formats should be directed to the Superintendent's office.

