

Chapel Hill Academy

Return to School Plan

The plan for returning to school following the COVID-19 school closures in the State of New Jersey has been based upon the Basic Principles of Infection Control.

The Basic Principles of Infection Control are as follows:

- Assessment for Infection
- Personal Hygiene - Hand Washing/Disinfection/Cough Etiquette
- PPE - Personal Protective Equipment
- Environmental Cleaning - Disinfection of Surfaces

Chapel Hill Academy will offer an in-person attendance platform as well as a virtual attendance platform. Students may participate either in-person or virtually and may switch platforms with written notice from parents.

2020-2021 School Day Information

Chapel Hill Academy will open on September 3, 2020 for in-person instruction. The school day has been amended to accommodate extra cleaning and preparation on the part of the teachers. The new times will be 8am to 1:30pm Monday through Friday. In addition to this, families will have the option for full time virtual instruction from home. The schedule for our virtual classrooms will likewise be 8am to 1:30pm, with blocks of live instruction by our certified instructors.

Grade levels K-8 will be using a self-contained class format whereby each teacher will instruct their specific students in all subject areas with the exception of special subject instruction (ie. Art, PE). The high school will be running on a “Virtual PLUS” model where students will remain self-contained in their homeroom classes; each high school student will participate in one hour of live, in-person instruction with their homeroom teacher and will additionally receive instruction from subject area certified teachers in the building, using a virtual platform. All high school students will also be afforded the opportunity to enroll in one Educere elective class (from an approved list of courses). This additional class will serve as an opportunity to augment the limited offerings necessitated by the reduced school day and will help to ensure our high school students continue to make progress toward their graduation requirements. These classes will be completed at home, at a pace that families can independently manage.

All grade level schedules have been constructed in a manner that allows for the possibility of a full school closure. It also allows for the likelihood of students or families that may need to quarantine or families who originally chose full-time virtual instruction to move seamlessly to full-time in-person instruction. At this time, Chapel Hill Academy is not planning to offer a part-time hybrid model where students spend some part of the day/week from home and rest of the time in the school.

Pandemic Response Team

Chapel Hill Academy has developed a Pandemic Response Team to coordinate all efforts connected to COVID-19-related decision-making. These are the executive committee members of the reopening committee which represents a cross-section of administrators, teachers, and staff. The full reopening committee will work closely with Chapel Hill Academy's Pandemic Response Team, local health departments, and other in municipal and county government to implement the plans based on the current COVID-19 conditions (Addendum #4).

Reasonable Accommodations

Chapel Hill Academy will provide reasonable accommodations for staff and students at higher risk for severe illness and promote behaviors that reduce spread, such as social distancing, frequent hand washing and use of face coverings.

Staff Entry into School

- All Staff is to enter the building through the parking lot door at the 1st floor level
- All Staff will be assessed **prior** to entering the building. There is NO exception to this.
 - Staff will be required to wear a face covering in order to enter the building, as well as throughout the day.
 - Disposable face masks will be provided for all staff. Staff can provide their own cloth masks, if preferred, as they are approved by the CDC.
 - Masks need to cover the nose and mouth at all times they are worn. Staff are responsible for washing their own cloth masks.
- Staff should not come to work if they have the following symptoms.
 - Temperature above 100 degrees Fahrenheit,
 - Dry Cough,
 - Shortness of Breath,
 - Headache,
 - Fatigue,
 - Body Aches,
 - Sore Throat,
 - Loss of Taste or Smell,
 - GI changes such as nausea or diarrhea
- Staff will adhere to the 6' social distancing guidelines when waiting to pass the screening and enter the building
- Staff will sanitize hands, check their temperature with the provided infrared thermometer, and verify/sign the staff log book that they have passed the screening. Only then may staff enter the building.
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- If upon scanning their temperature, a staff temperature is above 99.4, staff members will return to their car and call the school office from their vehicle and the school nurse will come to the staff member to assess them.
- It is **suggested** that staff keep their hair pulled back and avoid the use of contact lenses, as this will help in minimizing touching of the face and eyes.
- It is **suggested** that staff bring minimal personal belongings into the building.
- Any item brought to the building may be exposed to the sanitization process.
- Once staff has reached their classroom or office; hands, keys, fob, and phone should be sanitized.
- Staff will wear photo ID where it is visible to other staff, students and emergency personnel.
- If, in the course of the school day, a staff member experiences symptoms that may be related to COVID-19, that person will leave the building immediately and seek medical evaluation. Medical clearance is required to return to school.

Student Entry into School

- All students will have a temperature check by the use of an infrared thermometer by the CHA transportation staff, upon exiting the bus.
- All students will enter the building through the doors of the fire escape near the cafeteria if they are cleared by the initial temperature screening,
- Students who register a 99.4 on the infrared or exhibit any of the COVID symptoms, will enter under the fire escape and move directly into the Supervised Isolation Area until the school nurse can conduct a follow-up examination.
- All students must wear a face covering throughout the day, as tolerated, and when appropriate 6 foot social distancing standards cannot be met. Face coverings will be required during transition times.
- Parents/Guardians **must** report any COVID symptoms to the School Nurse prior to the school day. Symptoms are as follows:
 - Temperature above 100 degrees Fahrenheit,
 - Dry Cough
 - Shortness of Breath
 - Headache
 - Fatigue
 - Body Aches
 - Sore Throat
 - Loss of Taste or Smell
 - GI changes such as nausea or diarrhea
- **There should be no passing through the cafeteria**
- Any student who needs morning medication will have their meds brought to the classroom by the Nurse, after all students have entered the building.
- Students who are found to have a questionable temperature or report COVID symptoms, will be placed in the supervised isolation area in the cafeteria; the School Nurse will be

called by walkie, and the student will be assessed. If it is determined that the student is cleared for entry, the student will be escorted to class. If the Nurse determines that the student is not cleared for entry, the parents will be notified for pickup, and the student will remain, supervised, in the isolation area. The student will need medical clearance for return to school. This may include the required 10 day exclusion per NJ State Guidelines.

Visitor Entry into the Building

- At this time, visitors to the building are discouraged.
- Any visitor who is allowed temporary entrance into the building will enter through the front entrance only, if allowed access by the front office.
- Visitors will not be allowed past the front hallway barrier until screened for COVID symptoms and temperature check.
- All mail, UPS/FEDEX deliveries and food deliveries will be left in the allotted containers in the entrance holding space. These delivery people will not be given access past the barrier unless deemed necessary by the school administration.
- Repair contractors will only be allowed access to the building if the work cannot be done after school hours, and upon passing the screening as well as authorization from the administration.
- Masks are required by all visitors, contractors and delivery people.
- Child Study Team members and families are discouraged from coming into the building at this time. IEP's will continue to be virtual until further notice.

General Building Information

- All classrooms will be arranged with the desks facing the same direction and separated by 6'. When social distancing between students is not possible, plexiglass or other approved barriers will be utilized.
- No individual classroom will exceed capacity limits, inclusive of teaching staff, support staff, students and 1:1 aides as individually prescribed by student IEPs.
- All rooms will have a "Sanitation Station" at the entrance of the room.
 - The Sanitation Station will have masks, gloves, hand sanitizer, germicidal wipes and/or spray disinfectant and paper towels.
 - This will be used to sanitize hands and personal belongs throughout the day
 - Students will sanitize their hands, using an alcohol based products, or soap and water, when entering the building from transportation, before and after eating, entering and exiting the classroom, coming inside from recess our any other outdoor activities
 - Students will have a 10 minute "stop and sanitize" throughout the day as indicated in the attached schedule (addendum #1)
- All hallways are equipped with hand sanitizing stations and posters reminding students to wash their hands on a regular basis
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- Classrooms and hallways will be equipped with posters encouraging coughing into the inside of the elbow, frequent hand washing, social distancing and wearing face coverings
- Students will have a staggered recess time, and the field will be sectioned off to reduce intermingling of students in different homerooms
- Staff will replenish PPE from the Nurse's supply.
- Supplies for disinfecting will be obtained from the janitorial supply.
- All student belongings will be placed in large reusable sealing bags and kept in individual lockers.
 - Students are strongly encouraged to bring minimal personal belongings to school.
- Individual containers will be utilized for student supplies
 - Containers will be located within reach of the students' desk. This will minimize walking around the classroom
- Floors have been marked with striping and directional arrows in order to control the flow of traffic.
- Signage has been installed on the walls to remind everyone of social distancing and mask usage.
- Plexiglass dividers have been installed in the main office to provide separation from secretarial staff and other persons entering the main office space.
- Water fountains have been removed and touchless water dispensers have been installed on each of the floors. Students are encouraged to bring reusable water bottles that are either plastic or metal.
- Touchless 20 second timers have been installed in each hand wash area, as a reminder of the required time for effective handwashing.
- All classrooms will be self-contained until further notice. Specials classes will be provided in compliance with The Road Back regulations.
- The outdoor play area can be used with social distancing reminders/restrictions.
- PE class will observe all distance requirements and restrictive use of shared equipment.
- There will be no field trips or extracurricular activities, including the after school program, until further notice

Related Services:

All related services will continue to be provided at or above the expectation prescribed by each students' IEP.

- Social distancing considerations will be maintained when students are seen in a group and group sizes may be decreased to facilitate appropriate social distancing
- Plexiglass dividers will be used to separate students during group interactions
- Related service providers and students will utilize face shields and vinyl face masks where indicated to facilitate delivery of services
- Sharing of materials will be discouraged and students will bring their personal materials from the classroom to related services
- Any shared material will be sanitized between uses

- Speech/OT room will have a “Sanitation Station” at the entrance of the room which includes: masks, gloves, hand sanitizer, germicidal wipes and/or spray disinfectant and paper towels.

Meals

- All meals will be served in the classroom.
- Students will order meals in advance (one day) and orders will be given to the food service staff
- All meals will be prepared, and bagged for each individual student.
- Bags will be on trays for each classroom and transported to the classroom.
- All desks will be sanitized before and after eating meals
- At this time, **no staff** will be permitted in the working area of the kitchen other than food service staff.
- If additional items are needed from the kitchen, please call the kitchen and make your request, and the items you need will be placed on a tray and placed in the pickup area.

Health Office

- The Health Office could become contaminated at any time, therefore, traffic needs to be kept to essential health visits only.
- At this time, only one person can be treated in the Health Office
- Please call the Health Office prior to sending a student
- The Health Office bathroom is not for student use unless the student is being treated in the Health Office.
- The water source in the Health Office cannot be used by multiple students. Students are directed to the new touchless water systems.
- All student medications will be brought to the student by the Nurse.

Supervised Isolation Area

- Following nurse evaluation, any student who presents with symptoms which could potentially be related to COVID-19, will be placed in the Supervised Isolation Area located in the cafeteria. The parent will be notified and the student will be picked up
- The student will be supervised by a staff member, wearing full PPE until the parent arrives.
- The student will be taken to the parent in the parking lot by a staff member.
- The parent is requested to have an MD evaluation and medical clearance prior to returning to school.
- If the parent does not get a medical evaluation, the student will be excluded for 10 days and placed on remote learning.
- Any reports of a positive COVID test will be reported to the Lincoln Park Health Department, in compliance with CDC Guidelines.
- Chapel Hill Academy will adhere to all local, state and CDC guidelines regarding contact tracing, travel and isolation/quarantine guidelines.

General Sanitation/Disinfection

- All persons, upon entry to the building will sanitize hands.
- Buckets will be placed in each classroom and counselors office. Once manipulatives or toys are used by a student, they will be placed in the bucket and then washed with soap and water prior to being used by any other student.
- Large bins of toys (legos, dinosaurs, etc) will be broken down into smaller containers for ease of use.
- All hard surfaces will be cleaned using EPA approved disinfectants.
- Hard surface cleaning and hand sanitizing will be ongoing throughout the day.
- Garbage is expected to be increased, therefore garbage pickups will be increased to twice a day.
- Janitorial staff will be provided with full PPE for cleaning.
- All staff will do surface cleaning in the classrooms at the end of each day, including desks, locker fronts and handles, and door knobs.
- All rooms in the building will undergo deep cleaning/disinfection after school hours.

CPI statement

All Chapel Hill Academy staff are trained in Crisis Prevention and Intervention. Teachers are well skilled in determining when a child needs assistance outside of simple classroom interventions.

- Counselors will continue to work with the students to determine a course of action that is most beneficial to the student's continued success.
- Students will continue to be encouraged to seek guidance from their counselor, before becoming frustrated or behaving in a way that is disruptive to the educational process.
- Any staff member (counselor, crisis staff or otherwise) who will participate in a CPI physical intervention with a student will be provided with appropriate and required PPE as stated below:

Crisis/Counseling Members

- All members of the Crisis Team are considered to be at high risk
- High risk staff are provided with personal packs that should be worn at all times while in the building.
 - These packs will provide staff with immediate access, on their person, to full PPE. This would include additional masks, protective eyewear, disposable gowns, gloves, hand sanitizing wipes and hand sanitizer.
 - Face shields are also available and will be utilized as each situation indicates.
- Complete PPE emergency kits are located in wall mounted containers outside each high risk area and any necessary supplies will be replenished by the Health Office.

8/14/20 updated version

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- Any high risk staff who sustains injury, will be evaluated by the nurse and sent for MD evaluation if necessary, as per our established protocol. In this event, the staff member will be monitored for any symptoms of COVID.

Evacuation Procedures

- Staff will follow previously defined evacuation procedures.
- Students will be reminded to put on masks prior to evacuating the building.
 - Once safely outside of the building, appropriate social distancing requirements will be followed, however in exiting the building the focus will be on safely evacuating all students regardless of social distancing requirements.
- Chapel Hill Academy staff will review new procedures for evacuation drills with all staff and students and will continue to practice all required evacuation drills per New Jersey requirements.

Dismissal of Students

- Students will remain in their designated homerooms during dismissal and will be escorted by staff to the closest exit (in order to minimize the amount of traffic in the hallways).
- Once outside of the building staff will continue to accompany students to their designated transportation.
- Transportation staff will be located in the bus arrival area and utilizing walkie talkies will communicate with building staff arrival of buses. Transportation staff will communicate with counseling staff who will be in each hallway near homerooms.

Technology

Chapel Hill Academy is ensuring all students are provided with the necessary technology supports required to participate in virtual learning.

- Surveys have been administered to all parents/guardians to assess technology needs (addendum #3)
- Each student is provided with a Chapel Hill Academy chromebook for use at home for the duration of distance learning; should replacement become necessary either mail or no contact pick-up of a new device will be arranged
- Internet availability and reliability have been surveyed and where necessary will be brought to the attention the appropriate sending district
- Parent/guardian training needs will be surveyed and addressed accordingly

Attendance

Students attending virtually, who demonstrate time engaged in standards-based learning under the guidance and direction of a teacher or counselor, will be marked present for the day; examples of this engagement could be (but are not limited to) completion of assigned work, participation in counseling, arrival and participation in google meets etc..

Facilities Cleaning Practices

Target areas to be cleaned and cleaning/disinfecting schedules:

Classroom desks and chairs - will be sanitized periodically throughout the day both by students capable of completing this task and by classroom and custodial staff, all cleaning supplies will be supplied and replenished by custodial staff.

-Every classroom has a sanitization station inside the room which includes necessary cleaning and PPE supplies

-Classrooms have closed containers to contain contaminated materials until cleaning

-Classrooms will be marked as *clean, sanitized* and *needs cleaning*

-Shared classroom supplies will be cleaned regularly and between student uses

-Food garbage will not be disposed of in classrooms and will be placed in hallway garbage cans which will be emptied multiple times during the day

Door handles and push plates - will be sanitized periodically throughout the day by custodial staff and again at the end of the day after student dismissal

Handrails - will be sanitized periodically throughout the day by custodial staff and again at the end of the day after student dismissal

Kitchen and Bathrooms - will be sanitized periodically throughout the day by (kitchen) custodial staff and again at the end of the day after student dismissal. Kitchen staff will sanitize the kitchen area after delivery of the final meal of the day.

Light Switches - will be sanitized periodically throughout the day by custodial staff and again at the end of the day after student dismissal

Cleaning/Disinfecting Schedules:

All high touch surfaces will be cleaned on a regular basis and as needed additionally to minimize exposure to potential contamination

Bathrooms will be cleaned every two hours during the school day

Methods/Materials to be used:

The entire building at Chapel Hill Academy has been treated with surface protectant, BioPure 500; a process that will be repeated as indicated.

A Curis Decontamination System (hydrogen peroxide based fogging system) has been purchased and will be used for regular sanitization and treatment of potentially contaminated spaces as required.

All cleaning supplies comply with regulations regarding safe use for children.

This plan has been written in an effort to delineate the modifications, strategies, and procedures that Chapel Hill Academy has made to return staff and students to the building for in-person instruction. This plan may be altered, updated, or amended as further guidance from the NJDOE, NJDOH, CDC, or Governor's office becomes available. Should a change be needed to this plan, all parties will be notified in a timely manner.

Addendum #1 (School wide schedule)

	Time	Monday	Tuesday	Wednesday	Thursday	Friday
0	8:00-8:30	Arrival-Breakfast	Arrival-Breakfast	Arrival-Breakfast	Arrival-Breakfast	Arrival-Breakfast
1	8:30-9:00					
2	9:00-9:30					
3	9:30-9:40	Stop and Sanitize				
4	9:40-10:10					
5	10:10-10:40					
6	10:40-10:50	Stop and Sanitize				
7	10:50-11:20					
8	11:20-11:50	Elem Lunch	Elem Lunch	Elem Lunch	Elem Lunch	Elem Lunch
9	11:50-12:20	HS Lunch	HS Lunch	HS Lunch	HS Lunch	HS Lunch
10	12:20-12:50					
11	12:50-1:20					
12	1:20-1:30	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal

Addendum #2 (Return to school survey link)

https://docs.google.com/forms/d/e/1FAIpQLSeOVXmaoO5WUi9DHIjNEN0NyPYK7CMNTltSYrjUVA41JhLrhg/viewform?usp=sf_link

Addendum #3 (Technology survey link)

https://docs.google.com/forms/d/e/1FAIpQLSezFYGUnUIzMdO9ac9gdxOIZI_Htdq1NyI-riRPgL71S7FZkg/viewform?usp=sf_link

Addendum #4 (Pandemic Response Team)

Michael Somers (Director)

Patrick Somers (Principal)

Noelle Baresich (Supervisor of Counseling)

Maggie Kondovski (Supervisor of Instruction)

Lisa Bell (RN, School Nurse)

Sergio Solier (Head of Maintenance)

Tim Walker (grade 6-8 TOSD)

Jenna Marquez (grade 2-4 teacher)

Cory Jackowski (high school TOSD)