

**District Level Instructional
Plan
2021-2022**

Tabernacle Township
School District
Board of Education

BOE Approval: September 20, 2021

Vaccination

Executive Order 253 mandates the district adopt and maintain a policy that requires all covered workers to either provide adequate proof that they have been fully vaccinated or submit to COVID-19 testing at a minimum of one to two times each week.

For purposes of Executive Order 253 and this Policy, “covered workers” shall include all individuals employed by the Board of Education, both full and part-time, including, but not limited to, administrators; teachers; educational support professionals; individuals providing food, custodial, and administrative support services; substitute teachers, whether employed directly by the Board of Education or otherwise contracted; contractors; providers; and any other individuals performing work in the school district whose job duties require them to make regular visits to the school district, including volunteers. Covered workers do not include individuals who visit the school district only to provide one-time or limited duration repairs, services, or construction.

To satisfy this requirement, staff will be required to provide one of the following to one of our school nurses:

- a. The CDC COVID-19 Vaccination Card issued to the vaccine recipient by the vaccination site, or an electronic or physical copy of the same;
- b. Official record from the New Jersey Immunization Information System (NJiIS) or other State immunization registry;
- c. 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;
- d. A military immunization or health record from the United States Armed Forces; or
- e. Docket mobile phone application record or any state specific application that produces a digital health record

If a staff member is unable to provide proof of full vaccination, which means that it has been at least two weeks since the time of the second dose of Pfizer or Moderna or the only dose of J&J, by October 18, 2021, that staff member will be required to provide proof of testing and results by Friday of each week until such time that the staff member achieves full vaccination status.

The District will continue to share information about vaccine clinics with the staff and community as they become available.

Communication with the Local Health Department

The school nurses and/or administrators will communicate with the Burlington County Health Department when a positive case has been confirmed or when a situation with a symptomatic individual arises.

During school hours, the school nurses will be the primary contact for the BCHD and will be responsible for contacting the BCHD in the event of a positive case or a situation with a symptomatic individual arises.

After school hours, the district's administration will serve as the primary contact for the BCHD and will be responsible for contacting the BCHD in the event of a positive case or a situation with a symptomatic individual arises.

Seating charts will be available to all contact tracers in the district to assist in the expediency of communication with the BCHD.

Nurses and administrators will review all broadcasts from the BCHD.

Mask Wearing Protocol

The school district shall include in Appendix C the locally developed protocols to: While Executive Order 251 is in place, all those that enter the school buildings are mandated to wear a mask while inside the school buildings except under the following circumstances:

- a. When doing so would inhibit the individual's health, such as when the individual is exposed to extreme heat indoors;
- b. When the individual has trouble breathing, is unconscious, incapacitated, or otherwise unable to remove a face masks without assistance;
- c. When a student's documented medical condition or disability, as reflected in an Individualized Education Program (IEP) or Educational Plan pursuant to Section 504 of the Rehabilitation Act of 1973, precludes use of a face mask;
- d. When the individual is under two (2) years of age;
- e. When the individual is engaged in activity that cannot physically be performed while wearing a mask, such as eating or drinking, or playing a musical instrument that would be obstructed by a face mask;
- f. When the individual is engaged in high-intensity aerobic or anaerobic activity;
- g. When a student is participating in high-intensity physical activities during a physical education class in a well-ventilated location and able to maintain a physical distance of six feet from all other individuals; or
- h. When wearing a face mask creates an unsafe condition in which to operate equipment or execute a task.

Parents and/or guardians seeking a medical exemption to the mask mandate imposed by Executive Order 251 must complete a District-provided exemption request form, provide written documentation from the student's local health care provider indicating that a mask exemption is warranted, and sign a release of information that allows the District's physician to consult with the student's physician.

Once a completed request form and release of information has been received, the appropriate District personnel shall forward the written documentation from the student's local health care provider, parent-signed release of information form, and any additional appropriate information to the school physician, who shall verify the need for a mask exemption.

The school physician may then contact the student's physician to secure additional information concerning the student's diagnosis or the need for exemption and shall either verify the need or shall provide reasons for denial to the Board. This process may be delayed if the student's health care provider does not respond to a request for information from the district school physician.

No mask exemption will be granted until approval is received from the school physician. The parents and/or guardians will be notified when approval is received.

Physical Distancing and Cohorting Protocols

The Tabernacle Township School District will practice social distancing to the greatest extent practicable that will enable full day instruction. In most cases, this will result in students being distanced approximately 3ft in classrooms.

Lunch schedules will be created so that only one grade level is eating in an APR at a time. Stickers will be placed on benches so that students know where to sit and are distanced from each other. Seating charts will be created for each lunch period.

Lockers in OMS will only be issued upon request to increase social distancing in the hallways. Additionally, students will not get changed for physical education classes to eliminate close quarters situations in the locker rooms.

Hand Hygiene and Respiratory Etiquette Protocols

Procedures for Hand Sanitizing/Washing

- Students will be encouraged and allowed to wash hands whenever possible.
- Hand sanitizers will be available in each classroom, throughout the buildings, and on buses.
- Signage about proper hygiene and handwashing techniques will be located by sinks.

Students and staff will be encouraged to cover coughs and sneezes with a tissue if not wearing a mask, such as when eating, in physical education classes, or when outside.

Provision of Meals

Lunch schedules will be created so that only one grade level is eating in an APR at a time. Stickers will be placed on benches so that students know where to sit and are distanced from each other. Seating charts will be created for each lunch period.

Elementary classes will be encouraged to eat their daily snack outside as much as weather permits.

Additional School Lunch Information

- School lunch will be offered at no cost to students for the 2021-2022 school year thanks to the USDA.
- Snack items will be available for purchase
- All meals offered will meet nutritional guidelines.
- All meals will be prepared and served meeting all the health and safety guidelines.
- A menu of options will be posted on the school's website.

Remote/Quarantine Student Lunches

- Meals will be prepared in the school kitchens and will be available for parent or guardian pick up at the exterior kitchen door in the rear of OMS at a designated time.
- Lunches will be prepared as a "grab & go" bagged lunch that will be taken home.
- Meals distributed will be tracked and accounted for using a student roster.

Transportation Protocols

Student Transportation

- All drivers and aides on buses will be required to wear masks at all times.
- All buses will be disinfected daily.
- Buses will be cleaned throughout the day and high touch surfaces will be cleaned at a minimum between each run.
- Buses will have a more extensive cleaning at least once a week.
- Drivers and aides will be trained on social distancing and disinfecting procedures.
- Signage will be displayed on each bus about proper hygiene and mask wearing.
- Hand wipes will be available on all buses.
- Each bus will have extra disposable masks and other PPE available.
- When possible, windows on the bus will be open to provide for increased fresh air circulation.

Social Distancing on School Buses

- Parents will have the option to opt out of busing and provide their own transportation.
- Social distancing on the buses will be done as much as practicable.
- Students will be required to wear masks on buses at all times.

Cleaning, Disinfection, and Airflow

Daily (daytime) cleaning:

As we enhance our cleaning methods to help stop the spread of COVID19, we must also practice extreme caution when using dangerous chemicals around children and staff. Many disinfectants pose the chance for sensitive individuals to develop reactions and the chemicals could trigger asthma attacks as well as other reactions. The custodial staff will use pre-soaked microfiber cloths to avoid spraying disinfectant around occupants.

- High touch surfaces such as door knobs, handrails, panic bars, and similar hard surfaces will be disinfected throughout the day. Custodial staff will use the designated disinfectant.
- Restrooms will be cleaned at least twice a day and highly touched surfaces in the restrooms will be disinfected throughout the day. Restroom access will be controlled. Students will be required to wear masks in the restrooms. Students will be encouraged to wash hands thoroughly. Signage will be posted near lavatories to provide instructions and reminders for hand washing.
- All classrooms will have hand sanitizer and disinfectant wipes for regular use.
- Spaces that are not in use will be locked and not accessible by students or staff.

Overnight cleaning:

- Soft and hard surface floors such as carpeted floor, rugs, tile floors and drapes will be cleaned using vacuums equipped with high-efficiency particulate air (HEPA) filters.
- Hard surfaces will be cleaned using a Spartan 256 DS or Brulin Maxima 256 disinfectant cleaner and microfiber cloth.

PPE When Cleaning & Disinfecting

- To increase safety for our cleaning staff they will be provided with face masks, disposable gloves, and face shields.
- Face masks and disposable gloves should be discarded daily.

Electronic Devices

- Electronic devices are difficult to clean and disinfect.
- Electronics will be wiped down with a microfiber cloth pretreated with the disinfectants SpartaN DS 256 or Brulin Maxima 256.
- Shared computers will have signs posted instructing proper hand hygiene before and after use.

Miscellaneous Cleaning Areas

- In addition, it is not necessary to routinely apply disinfectants to surfaces that are not high-touch or high-risk (e.g., floors, windows, tops of filing cabinets).
- Soft surfaces such as carpets, rugs, and drapes can be cleaned using soap and water or a cleaner appropriate for the material.

Proper Disinfection

- Any gross soil on a surface will be precleaned before disinfectant is applied.
- All disinfectants registered with the EPA require a dwell time.
- Proper dwell times will be allowed for all applications of disinfectant.
- After proper dwell time, surfaces will be wiped off with a clean cloth to remove chemical residues.
- Proper PPE will be worn by cleaning staff while disinfecting surfaces

Application

- The following tools will be used for proper application of disinfectant:
 - Victory Electrostatic sprayers
 - Spray bottles
 - Pump sprayers
 - Presoaked microfiber cloths

Color Coding & Microfiber

- Microfiber cleaning tools are more effective at removing soils from surfaces than traditional cleaning tools.
- Microfiber tools can be color coded to reduce the chance of cross contamination.
- One set of cloths will be used for each room to help prevent the spread of soils.
 - Red cloths for high contamination areas like bathrooms
 - Blue cloths for other areas like classrooms
 - Red mops for contaminated areas like bathrooms
 - Blue mops for other areas like classrooms

- The use of HEPA rated vacuums and microfiber dusting tools will be implemented to reduce the level of airborne allergens and dust.

When a Student or Staff Member Becomes Ill

- CDC guidelines will be followed including:
 - Isolate the person in a separate room while they wait to be picked up or until they can leave the facility on their own.
 - Ensure that they have hygiene supplies available, including a face covering/face shield, facial tissues, and alcohol-based hand sanitizer.
 - Remind staff who are monitoring the student or staff member with symptoms to wear a face mask and practice social distancing.
 - Close off the space used for isolation after the ill person leaves. Open outside doors and windows and use ventilating fans to increase air circulation in the area. Alternate locations will be identified as backup isolation rooms when needed.
 - Wear all appropriate PPE when cleaning and wash hands after removing gloves.
 - Clean and disinfect all areas used by the person who is sick, such as high-touch surfaces, and items they have touched (e.g., individual desks, cots, recently used toys, shared equipment).
 - Open the space for use after proper cleaning and disinfecting.

Note: These procedures may be updated as new information becomes available. This document applies only to cleaning and disinfecting and is not meant to advise on standards for education, transportation, or medical staff.

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

**The most current guidelines from the New Jersey Department of Health will be followed.*

https://www.nj.gov/health/cd/documents/topics/NCOV/RecommendationsForLocalHealthDepts_K12Schools.pdf

Student Screening

- Parents are asked to screen their child for signs or symptoms of COVID-19 prior to sending them to school each day.
- Students displaying signs or symptoms of COVID-19 should be kept home.
- Staff will perform visual screenings of the students prior to entry to the building
- If needed, a student will be directed to the nurse's office for further screening.
- If symptoms require further examination, a student may be placed in the isolation room, and administration must be notified.

Staff Screening

- Staff will be asked to screen themselves for signs or symptoms of COVID-19 prior to entering the building each day.
- Staff exhibiting symptoms must immediately report this to the school nurse (via phone). An administrator must be notified as soon as possible.
- The staff member will be directed to go home.
- If the staff member is medically unable to do so, alternate plans will be made by the nurse.
- Administration must be updated throughout the process.

Response to Student Presenting Symptoms in School

- Staff should contact the nurse and send the student to the nurse as advised.
- Nurse will perform an assessment and escort the student to an isolation room as needed.
- A student should remain under supervision until a parent/guardian picks the child up.
- Nurse will advise the parent to consult with a physician and may recommend a COVID 19 test.

Response to Staff Presenting Symptoms

- Staff exhibiting symptoms must immediately report this to the school nurse (via phone) and an administrator should be notified as soon as possible.
- The staff member will be directed to go home, if medically unable, alternate plans to be made by the nurse. An administrator must be notified.

- Nurse will advise the staff member to consult with a physician and may recommend a COVID 19 test.

Exclusion

- The COVID-19 Exclusion List described in the New Jersey Department of Health for local health departments will be used to determine the need for and duration of school exclusion based on the level of COVID-19 community transmission in our region.
- Exclusion criteria for persons who have COVID-19 and those with compatible symptoms will be followed.

Contact Tracing

- The school nurse in consultation with the superintendent/principal shall establish measures for a system of open communication that allows staff, students, and families to self-report symptoms and/or suspected exposure.
- A staff member shall immediately notify the school nurse when he/she observes symptoms consistent with COVID-19 or becomes aware that an individual who has spent time in a district facility tests positive for COVID-19.
- The school nurse will immediately notify the superintendent/principal of this situation.
- This notification is confidential and should not be shared with other staff members by anyone other than administration and school nurse.
- The county health department shall conduct the contact tracing.
- All district administrators, counselors, and any other staff deemed appropriate by the school and district, shall be provided information regarding the role of contact tracing in keeping school communities safe from the spread of contagious disease.
- The school nurse shall make information available and/or conduct virtual information sessions to educate the broader school community on the importance of contact tracing.
- Student cohorts will be created and limited to certain areas of the school building and grounds.
- Staff who travel to multiple locations will have to keep a log to track their daily whereabouts.

Testing

The school district will disseminate information about local testing options to the community.

The school district will work with others in the Lenape Region to share information about testing sites for unvaccinated staff due to Executive Order 253.

The district will require results from tests performed in a laboratory setting for clearance and will not accept results of tests conducted at home.

Student and Staff Member Travel

The school district will follow the recommended CDC guidelines for student and staff member travel out-of-state.

If quarantine guidelines are implemented, the district will inform parents and staff of these changes.

Scheduling of Students

The Tabernacle Township School District is prepared to implement the following models for instruction.

Currently Full In-Person and Quarantined Student Instructional models are being implemented. All state attendance requirements will be followed.

Full In-Person Instruction

- 5 days per week, in-person instruction following the full day (6.5 hours) schedule.
- Early Dismissal Days are included throughout the school year (4.5 hours).
- The Special Education Pre-K is a half day program (AM/PM).
- Scheduling and room assignments will be implemented using social distancing to the greatest extent.

Quarantined Student Instruction

- Schedules have been developed for the Middle School and Elementary School that would allow for students who are placed on quarantine to participate in remote instruction via live streaming. The live-streaming information will be provided to families as needed for quarantine purposes only.
- Technology will be provided to students who are quarantined and in need of technology.

Fully Remote Instruction - If needed and/or mandated.

- Students will follow their full day (6.5 hour) in-person instructional model schedule.
- Staff will follow the full day in-person instructional model schedule and provide live instruction.
- Modifications can be made to the schedule by the school principal for accommodations, if needed.
- Technology will be provided to students/families and staff, as needed and requested.

Recess/Physical Education

Recess

- Times will be scheduled to enable only one grade level on the playground/field areas.

Physical Education/Health

- Students will receive physical education/health instruction both in-person and in a remote setting in order to ensure that the state's mandated 150 minutes of physical education/health instruction are met weekly
- Students will be instructed to wash hands before and after physical education class.
- Physical education will be held outdoors when possible and may also be held in the gymnasiums.
- Students will not be changing for physical education class.

Field Trips, Extra-Curricular Activities and Facility Use

Field Trips

- Field trips will be allowed during the 2021-2021 school year.
- Teachers will be responsible for keeping seating charts for buses.

Extra-Curricular Activities

- Extra-curricular activities will be approved as part of the 21-22 school year.

Use of Facilities Outside of School Hours

- Outside organizations holding events in the schools after hours must adhere to all applicable Executive Orders and guidelines.

Academic, Social, and Behavioral Supports

Social Emotional Learning (SEL) - School Culture & Climate

- Identify proactive measures to support transitions and prevent SEL regressions through needs assessments, staff input, and parent feedback.
- Utilize Counselors/CST for individual and group counseling for students and staff as needed.
- Utilize SEL curriculum to support transitions.
- Establish routines and maintain clear communication.
- Utilize Character Strong Curriculum for K-8.
- Prioritize the health and emotional well-being of staff and students above all else.
- Establish a “check in” for students when remote learning.
- Promote student/family engagement through activities.
- Provide professional development to staff for self care.
- Understand and utilize trauma-informed practices.
- Provide staff with professional development and resources in the area of Trauma-informed practices.
- Integrate SEL into classroom lessons with support of counselors/CST.
- Utilize technology to promote the importance of SEL to families and staff.
- Provide SEL professional development to staff.
- Bring in outside counseling services for students and staff.
- Skillastics will be implemented in PE classes.

Wrap-Around Support

- Meetings to discuss vulnerable students or new student concerns.
- SEL lessons incorporated into the curriculum.
- Provide mental health resources/referrals for parents and staff.
- Provide individual and group counseling for students.
- Utilize Release of Information for outside mental health/doctor contact.

Multi-Tiered Systems of Support

- Implement MTSS/RTI frameworks to include screening and progress monitoring, formative assessments to determine where students are relative to key skills at the beginning of the school year, and how they are responding to instruction and various interventions.
- Expand the array of academic and social emotional supports and interventions available within the school and the community.
- Integrate the use of Realtime, LinkIt, and iReady tools in the creation of action plans and tracking interventions.
- Meet with Intervention Teams as needed to support students.

Athletics

Athletics:

- Kenneth R. Olson Middle School will participate in Interscholastic Athletics for the 2021-2022 school year.
- If needed, decisions to participate/not participate in Interscholastic Athletics will be made for a full athletic season (Fall, Winter, Spring).

Digital Divide/Technology

Addressing the Digital Divide

Families with students attending Tabernacle Township Schools during the 21-22 school year were surveyed to ascertain if every school-age child in their household has access to their own device and if their home internet access is sufficient to allow each school-aged child to participate in online classes with video simultaneously.

Survey questions are as follows:

1. Number of students residing in your household who will attend public, private, or charter schools for the school year.
2. Does every school-age child in your home have access to their own computer, Chromebook, tablet, desktop, or laptop so they can participate in remote learning and/or complete homework all at the same time? (Do not consider any school-provided computers.)
3. Do you have Internet access in your home that is sufficient to allow each school-aged child to participate in online classes with video simultaneously? (Do not consider any school- provided Internet access.)

Provision of Technology

- Tabernacle Township School District will provide devices to students who lack sufficient devices and/or hotspot to facilitate virtual or remote instruction when needed.
- All parents of students in OMS will be given the option to sign out devices for the entire school year.
- If a student requires a device when quarantining, parents can arrange for a device to be available through the technology department.
- The technology department will distribute device(s) by appointment.
- Replacement of equipment is scheduled with parents when a district issued device needs service.
- Families will be notified of the date and time for a parent to return district issued equipment. District issued equipment must be returned by a parent.