



LEA Plan for Safe Return to In-Person Instruction and Continuity of Service

Pursuant to the Federal American Rescue Plan Act, Section 2001(i) Introduction and Background

As announced in the New Jersey Department of Education (NJDOE)'s [April 28, 2021 broadcast](#), in March 2021 President Biden signed the Federal [American Rescue Plan \(ARP\) Act](#), Public Law 117-2, into law. The ARP Act provides an additional \$122 billion in Elementary and Secondary School Emergency Relief (ARP ESSER) to States and school districts to help safely reopen, sustain the safe operation of schools, and address the impacts of the COVID-19 pandemic on the nation's students. As with the previous ESSER funds available under the Coronavirus Aid, Relief and Economic Security (CARES) Act, and the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA), the purpose of the additional funding is to support local educational agencies (LEAs) in preparing for and responding to the impacts of COVID-19 on educators, students, and families. Additional information on ARP ESSER may be found in the NJDOE's [funding comparison fact sheet](#).

Section 2001(i)(1) of the ARP Act requires each LEA that receives ARP ESSER funds to develop and make publicly available on the LEA's website, no later than 30 days after receiving ARP ESSER funds, a plan for the safe return to in-person instruction and continuity of services for all schools (Safe Return Plan) A Safe Return Plan is required of all fund recipients, including those that have already returned to in-person instruction. Section 2001(i)(2) of the ARP Act further requires that the LEA seek public comment on the Safe Return Plan and take those comments into account in the finalization of the Safe Return Plan. Under the interim final requirements published in [Volume 86, No. 76 of the Federal Register](#) by the U.S. Department of Education (USDE), an LEA must periodically, but no less frequently than every six months through September 30, 2023, review and, as appropriate, revise its Safe Return Plan.

Pursuant to those requirements, **LEAs must submit to the NJDOE and post on their website their Safe Return Plans by June 24, 2021.** The NJDOE intends to make LEA ARP ESSER Fund applications available in EWEG on May 24, 2021, and LEAs will submit their Safe Return Plans to the NJDOE via EWEG. To assist LEAs with the development of their Safe Return Plans, the NJDOE is providing the following template.

This template incorporates the federally-required components of the Safe Return Plan. The questions in the template below will be included in the LEA ARP ESSER Fund application in EWEG. LEAs will submit responses to the questions within the LEA ARP ESSER Fund application in EWEG by June 24, 2021. The NJDOE hopes that this template will allow LEAs to effectively plan for that submission and to easily post the information to their websites as required by the ARP Act.

Note that on May 17, 2021, Governor Murphy [announced](#) that upon the conclusion of the 2020-2021 school year, portions of Executive Order 175 allowing remote learning will be rescinded, meaning that schools will be required to provide full-day, in-person instruction, as they were prior to the COVID-19 Public Health Emergency. The NJDOE and New Jersey Department of Health will share additional information regarding State requirements or guidance for health and safety protocols for the 2021-2022 school year as it becomes available.

Haddonfield: LEA Plan for Safe Return to In-Person Instruction and Continuity of Services

LEA Name: Haddonfield School District

Date: (06/10/2021)

Date Revised (mm/dd/yyyy):

1. Maintaining Health and Safety

For each mitigation strategy listed below (A–H), please describe how the LEA will maintain the health and safety of students, educators, and other staff and the extent to which it has adopted policies, and a description of any such policies, on each of the following safety recommendations established by the CDC. All items subject to change/update pending newly released guidance from the CDC and NJDOH.

A. Universal and correct wearing of masks

- a. [HSD Mask Guidance](#)
- b. HSD [COVID-19 Decision Tree](#) is consistently updated/revised to reflect the most current NJDOH recommendations.
- c. All staff and students are required to wear face coverings unless doing so would inhibit the individual's health and under the following conditions:
 - i. Doing so would inhibit the individual's health.
 - ii. When a student is in extreme heat outdoors.
 - iii. When a student is in water.
 - iv. If a student's documented medical condition, or disability as reflected in an Individualized Education Program (IEP), precludes the use of a face covering.
 - v. When a student is eating or drinking.
 - vi. If or when anyone has trouble breathing or is unconscious, is incapacitated, or is otherwise unable to remove the face covering without assistance (e.g., face coverings should not be worn by Pre-K students during nap time).
 - vii. The student is engaged in high-intensity aerobic or anaerobic activities.
 - viii. Face coverings should fit snugly over the nose and mouth and secured under the chin.
 - ix. Students or staff who refuse to wear a face-covering for reasons not related to a valid and documented health concern may be referred for disciplinary action.
 - x. Face coverings with clear windows will be available based upon need.
 - xi. For those medically unable to wear a face covering, a medical note by a licensed healthcare provider is required.
 - xii. Face coverings are also required when outdoors in a school district property where social distancing of at least six feet cannot be achieved.

- xiii. Face coverings may be removed when outdoors on school property where social distancing of at least six feet can be achieved.
- B. Physical Distancing (e.g. including use of cohorts/podding)
- a. A minimum of 3' of physical distancing will be provided in most classrooms
 - b. When eating, a minimum of 6' of physical distancing is required
- C. Handwashing and respiratory etiquette
- a. On the first return to school day, all students will be required to view the following [handwashing video](#).
 - b. Upon entering school, students/staff will be required to wash their hands.
 - c. Hand washing/sanitizing will occur at regular intervals:
 - i. always before eating
 - ii. after bathroom use
 - iii. after nose blowing/coughing/sneezing
 - iv. before and after treating a cut or wound
 - v. after touching garbage
 - d. If soap and water are not available, an alcohol-based hand sanitizer that contains at least 60% alcohol will be provided. The district will be supplied with manual hand sanitizing stations and pumps. These sanitation stations are available in all classrooms and in hallways.
 - e. Steps for handwashing are as follows:
 - **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
 - **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
 - **Scrub** your hands for at least 20 seconds.
 - **Rinse** your hands well under clean, running water.
 - **Dry** your hands using a clean towel.
 - **Use a hand** towel to touch surfaces upon exit (e.g. faucet, handles, doorknobs).
- D. Cleaning and maintaining healthy facilities, including improving ventilation
- a. We are maintaining all ventilation equipment as per the manufacturer's guidelines. This consists of changing MERV-13 filters every three months or as needed.
 - b. This also includes maintaining a minimum of 20% outside air at all times (NJ State Minimum is 10%).
 - c. HVAC systems will run in the evenings and on weekends to maximize air circulation.
 - d. Weather permitting windows will be opened to provide additional ventilation. All office/classroom spaces without direct access to windows include a HEPA Air Cleaner.
 - e. Bipolar Ionization updates being considered for all HVAC units
 - f. Odorox hydroxyl generators have been purchased for each health office.
 - g. We will continue to adhere to daily cleaning practices and procedures. All custodial employees will always be in uniform, as well as wearing a provided face mask when working inside the buildings.

- h. Products with EPA-approved emerging viral pathogen claims are expected to be effective against COVID-19 based on data for harder to kill viruses. The district has purchased and implemented the use of BruTab 6S disinfectant which has demonstrated effectiveness against viruses similar to SARS-CoV-2 (COVID-19) on hard, non-porous surfaces. Therefore, BruTab 6S can be used against SARS-CoV-2 (COVID-19) when used in accordance with the directions for use against Norovirus on hard, non-porous surfaces within 2 minutes of the surface being treated when diluted to 2 tablets per 1 gallon.
- i. The increased routine for more frequent disinfection will be ongoing throughout the in-school period. High-traffic areas with high-touch points such as common areas, hallways, and high-touch surfaces outside offices, classrooms, entrances, elevators, hand railings, restrooms, break rooms, will be the focus of this plan.
- j. High-Touch Points during the in-school periods, such as door handles/push bars, push plates, door jams, desks, lecterns, chairs, tabletops, pencil sharpeners, fixtures, dispensers, mirrors, trash receptacles, will have an increased target cleaning frequency where staffing and building conditions permit. Target frequencies per area to include:
 - k. Restrooms – 3 times daily during the in-school session, 1 time nightly, Target frequency of every 1 ½ hour
 - l. Common Areas – 3 times daily during the in-school session, 1 time nightly, Target frequency of every 1 ½ hour
 - m. Classrooms – 1 time daily at close of the in-school session, 1 time nightly
 - n. Buses – At the conclusion of each transportation run
 - o. Offices & Other – 1 time nightly
 - p. Schedules will be reworked and modified on an ongoing basis to ensure maximum efficiency, as well as minimum frequencies, are maintained in each area. Supply checks and restocking will occur during cleaning and disinfecting of high touchpoints throughout the day as well as during the nightly deep cleaning. Custodial operations will reference CDC Environmental Cleaning and Disinfection recommendations and stay up to date with any changes to CDC guidance.
- E. Contact tracing in combination with isolation and quarantine, in collaboration with State, local territorial, or Tribal health departments
 - a. Contact tracing will take place in consultation with the Camden County Department of Health (DOH).
 - b. Digital versions of classroom seating charts are securely maintained.
 - c. Adherence to all applicable federal and state requirements regarding the privacy of educational records (e.g. FERPA) will be maintained.
 - d. Open communication systems that allow staff, students, and families to self-report symptoms and/or suspected exposure could assist HSD to provide prompt notification. A [website](#) summarizing all the COVID+ cases in the district will be maintained, along with a [COVID+ Dashboard](#).
 - e. Written notice to all those identified as close contacts is provided and includes criteria for school return.
- F. Diagnostic and screening testing
 - a. Health Screening Tool will be completed by staff and parent/guardian daily and submitted each day online prior to school through our SIS.
 - b. School nurses will be stationed outside each school to assess symptomatic students/staff, at the back of the school building or at a discrete location.
 - c. Any students displaying symptoms of illness will be sent to the nurse's office for evaluation

- G. Efforts to provide vaccinations to educators, other staff, and students, if eligible
 - a. HSD will continue its partnership with Virtual Health Systems to transport students to the Burlington County Megasite for vaccinations only when parental consent is provided. The district will also continue to facilitate vaccination appointments for staff and contracted services. We have thus far facilitated the vaccinations for over 400 students and staff.
- H. Appropriate accommodations for children with disabilities with respect to health and safety policies
 - a. Reasonable accommodation will be provided for higher-risk students who have serious underlying medical conditions..
 - b. Confidential medical information must be provided to the school nurse, accompanied by a medical note from a licensed healthcare provider requesting accommodations.
 - c. HSD will provide students with face shields and triple-ply masks.
 - d. If a student is deemed to be at higher risk based on the provided confidential medical information to the school nurse but has not requested an accommodation, the HSD may conduct an individualized analysis and engage in the interactive process to determine whether a reasonable accommodation would mitigate risk.
 - e. Mask will not be required if a student's documented medical condition, or disability as reflected in an Individualized Education Program (IEP), precludes the use of a face covering.

2. Ensuring Continuity of Services

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. All items subject to change/update pending newly released guidance from the CDC and NJDOH.

- HSD will continue to implement [HSD's SEL Strategic Plan](#).
- Faculty & Staff has been trained in the RULER framework through Yale U. Center for Emotional Intelligence.
- An SEL well-being survey was administered to students at the start of the 2020-21 School Year to help identify students that may require additional counseling and SEL support. A follow-up SEL survey administered in spring 2021 to inform practice for the 21-22 SY.
- HSD will again make available an EAP, which will provide a variety of SEL support options for all staff, including 1:1 mental health counseling.
- School counselors received updated training from Temple U Child & Adolescent Anxiety Disorders Clinic.
- HSD now employs a full-time SAC.
- SEL teams created in each of our buildings.
- Student & parent RULER training will continue.
- A Summer Enrichment academy will be implemented, in person, in the summer of 2021
- Extended School Year will run in person this summer
- Federal school lunch program participation will continue.

3. Public Comment

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. All items subject to change/update pending newly released guidance from the CDC and NJDOH.

- District administrators reported publicly (2 times per month) during district plans and procedures to allow for stakeholder input.
- All stakeholders had the opportunity to comment on plans either by calling in during the meeting, or submitting questions/comments online that were then read aloud during the BOE meetings.
- All district COVID presentations were done publicly & posted on the [district website](#).
- [@HSD Health Newsletter](#) created to keep staff and parents informed.
- Each school assembled a Pandemic Response Team, which included staff, administrators, parents, and students.
- Assembled a District PRT that met weekly - the DRPT consists of 4 school nurses, Superintendent, Assistant Superintendent, and the School District Physician.
- A variety of parent surveys were administered as we moved through our Phases of Reopening.
- Comprehensive [On the Road Back](#) booklet created and distributed
- This plan will be reviewed at the June 10, 2021, BOE meeting.