

# IVY HILL ELEMENTARY SCHOOL'S REOPENING PLAN

2020-2021

Principal Dorrice Rayam-Johnson

**Ivy Hill's Pandemic Response Team**

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## Health and Safety Procedures for Ivy Hill

### Ingress Procedure

Screenings will be done each day for staff and students to determine if there are any COVID-19 related symptoms. Prior to entering the school building, everyone must wear a mask and undergo a four step process which includes the following:

Step 1: Symptoms Screening – Employees and students will be asked a series of questions regarding their health.

Step 2: Temperature Check – Employees and students will have their temperature checked using a noncontact thermometer. Anyone with a temperature of 100.4 degrees or higher will not be permitted into the building.

Step 3: Footwear Sanitizing – Employees and students will stand in a rubber tub with disinfectant solution to sanitize their shoes. **(Everyone must wear closed shoes.)**

Step 4: Hand Washing/Sanitizing – Employees and students will be provided foaming hand sanitizer or will wash their hands with soap and water before entering the building.

### Staff

- All staff will enter the building through the main door of the building.

All staff will go directly to their classroom/office.

- At 8:25 all staff will report to their designated post which could be a door post, outside area or playground.
- Teachers/designated staff members will escort students to their designated door entrance.

### Students

All students will line up at their designated spot and at their designated time.

- Grades K-5 will line up in playground on their grade level lines
- Grades 6-8 will line up at door #2 which is located on Ellery Street

All students will participate in the following screening procedure at each doorway before entering the building:

- Health questions asked
  - Temperatures taken before entering the building
  - Shoes sanitized
  - Hands sanitized
- All students will be escorted to their classrooms, where they will remain for the day.

### **Egress Procedure**

#### **Staff:**

Staff will exit the building through either the main entrance door or the door that leads to the parking lot. Staff will exit the building no earlier than their contractual time of 3:05 pm.

#### **Students**

Students will exit the door in which they entered in the morning.

### **Social Distancing**

To prevent the spread of the coronavirus, we must ensure social distancing. This may include limiting group sizes, creating cohorts, keeping students six feet apart, restricting non-essential visitors, and closing communal spaces. The following procedures will be in place at Ivy Hill.

- Desks will be rearranged in classrooms at least 6 feet apart to maximize space between students.
- 3-sided clear desk partitions will be used on student desks to help maintain social distancing.
- Signage, floor decals and colored tape may be utilized to provide visual cues and ensure procedures are followed.
- Staff break rooms will be closed.
- Ivy Hill will assign entry and exit doors to reduce the number of students within a space.
- Breakfasts and lunches will be delivered to classrooms on disposable trays; single use utensils and individual condiments will be used.
- Water fountains will be turned off; staff and students should bring their own water.

- There will be no assemblies, meetings or any other large group gatherings- (held virtually when needed).

- . • Movement of students around the building will be limited.

- . • Cohorts of students will be kept together throughout the school day.

### **Face Masks**

The use of face coverings is recommended by both the CDC (Centers for Disease Control and Prevention) and WHO (World Health Organization) as a strategy to reduce the risk of transmission. Facial coverings act as a barrier to prevent the spread of respiratory droplets. As such, all employees and students, entering the school building/ground will be required to wear a face mask covering the mouth and nose.

#### **Protocol for wearing face masks include:**

- Wearing a face mask is required for everyone while on school ground

- . • Wearing a face mask is required for everyone on school buses

- . • Students and staff must arrive to school and work with a mask. **No one will be allowed to enter the building without a mask.**

- Face mask may be removed when using the restroom or during meal times as long as social distancing is maintained.

- Face mask may be removed if alone and room is closed.

- Acceptable masks include disposable surgical masks or cloth masks.

- **Exemptions:** Students, staff or visitors for whom a face covering would inhibit the individual's health or the individual is under two years of age. An alternative method is the use of a face shield. Communication with someone who is hearing impaired and needs to see the person's mouth to communicate. A mask with a clear mouth piece is recommended.

### **Hand Washing/Sanitizing**

One of the most effective practices for preventing exposure and reducing transmission of the infection is regular hand washing and the use of hand sanitizer.

- Foaming hand sanitizer will be available in every classroom.

- Communal school supplies will be eliminated, and each student will have their own school supplies.

- There will be a disinfecting schedule for restrooms and all doorknobs, counters, tables, desks, and school surfaces.

### **Enhanced Cleaning and Disinfection Protocols**

Ivy Hill will be cleaned frequently throughout the day. Custodial staff will provide on-going disinfecting to high contact surfaces such as student desks and chairs, doorknobs, handrails, light switches, soap dispensers and faucet knobs using hospital grade disinfectant and electrostatic sprayers.

- Custodial staff will complete a cleaning/sanitizing checklist.

### **Visitors**

To protect everyone's safety, visitors will not be allowed in the school building. In the event that a non-employee must enter the building, a face mask covering the mouth and nose is required and the visitor will be screened.

### **Food Service Distribution of Meals for In-Person Learners.**

All meals will be individually bagged.

Breakfast -Individual bagged meals will be delivered to the classroom for teacher distribution.

Breakfast bins will be left at an agreed upon location.

Lunch- Following social distancing protocols students will pick up individual bagged lunch from the cafeteria, return to class and consume lunch in the classroom.

### **Distribution of Meals for remote learners.**

- Mondays and Thursdays, 9:30-11:30am. Monday's pick up will include meals for Monday, Tuesday and Wednesday.
- Thursday's pick up will include meals for Thursday and Friday.
- An adult should accompany their child to pick up meals at any one of the sites nearest to their home or current location.

### **Attendance**

The district's attendance policy remains the same in the 2020-2021 school year. Whether choosing in-person or remote learning, students are expected to attend school each day that school is in session. Teachers will mark attendance in Power Teacher. During remote learning,

classroom attendance is determined by each teacher monitoring student work for the day. Parents must notify the teacher or principal if their child is unable to attend or participate in the lessons/assignments on any given day. Attendance Counselors will continue to collaborate with the school community and families to provide support.

### **Schedule**

**In Person Instruction:** The same 10 identified students for each class will come every day.

Monday- Friday Full Day- 8:25 am-2:55pm

### **Remote Learners**

Monday – Friday Full Day-8:25am-2:55pm

### **Social Emotional Learning:**

- Teachers will conduct morning check in meetings with their students prior to instruction beginning.
- Daily check-ins by guidance counselor and social worker will occur.
- Individual counseling may be will be provided by guidance counselor.
- Counseling and mental health resources/information will be provided to the families of both in person and remote learners.
- Spirit Week for both in person and remote learners will occur.
- Resources/training will be provided to staff by guidance counselor and social worker virtually for access to wellness support.
- Support staff including school counselors, psychologists, and social workers working flexibly across the school to address student needs will occur.

### **Wraparound Services**

The district will continue to partner with organizations to provide resources to support students and families with wraparound services in the following areas:

- Mental health supports (Jersey Cares, Greater Life, etc.)

- Family Engagement (ESL for adults, Surveys in multiple languages)

### **Academic Supports**

- Academic Enrichment (Extended School Day) - Virtual before and after school programs will be offered for students who require these services.
- Virtual one on one/ group sessions will be provided by academic interventionists.

### **Technology and Connectivity:**

The district will utilize Google Classroom and WebEx for facilitating remote learning. To address the digital divide, the district conducted a survey prior to school closure to identify the need for devices and connectivity. The district will continue to provide devices and internet access to students as needed.

- Procedure for Distributing Devices
  - Parents will be contacted to come to the main office porch on the scheduled day and time to sign out a chromebook while practicing social distancing.
- All technology issues will be reported to:
  - Dorothea Mitchell @ Dmitchell@nps.k12.nj.us
  - Sameeh McDonald @ S1mcdonald@nps.k12.nj.us

### **Professional Development:**

All professional development will be virtual via Webex pertaining to curriculum, best practices, technology and safety training.