



169 Broad Street, Manasquan, New Jersey 08736

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## Extended School Year – Facilities Use/Safety Plan

- Building use and precautions
  - ESY use of building limited to 100-wing (Layout attached)
  - Students will enter doors 18, 19 and 22 after being screened outside of the building in equal numbers to avoid larger groups Students will enter at doors 8, 11 and 12
    - Enter Door 18
      - Room 115 (3-year old Pre-K) – 4 Students
      - Room 114 (4-year old Pre-K) – 7 Students
    - Enter Door 19
      - Room 113 (Grades 1-3) – 10 Students
      - Room 112 (Multiply Disabled) – 5 Students
      - Room 111 (Grades 4-5) – 10 Students
    - Enter Door 22
      - Room 110 (OT) – Max 3 Students
      - Room 109 (Grades 6-8) – 10 Students
      - Room 108 (Speech) – Max 3 Students
      - Room 107 (Psychologist) – 1 Student
      - Room 106 (LDTC) – 1 Student
      - Room 105 (BCBA) – 1 Student
      - Room 101 (Bridge Algebra) – 4 Students
  - All students will wash their hands at provided handwash stations/bathrooms as indicated on the attached layout (signage requesting compliance will be posted: (example: <https://www.cdc.gov/handwashing/images/campaign2018/GHD-germs-are-all-around-you-1080x1080.jpg>)
    - Door 18 will wash hands at portable handwash station in hallway
    - Door 19 will wash hands in hallway bathroom
    - Door 22 will wash hands in at portable handwash station in hallway
  - Students scheduled for related services will wear masks while entering and exiting classrooms and wash their hands while passing to and from rooms
  - There will be no intermingling between groups of students as they are assigned in this plan. Students will report to the classrooms listed above and leave only for related services and will only attend those sessions individually or with members of their home classroom (not to exceed the numbers listed above).

- Students will be dismissed out the door they entered, one room at a time, adhering to 6-foot spacing
- Students will report directly to assigned seat/classroom which will be arranged to allow for 6-foot spacing between classmates and teachers
- No non-essential visitors, trips, or assemblies
  - Any essential visitor will be subject to all guidelines included in this document. Any visitor refusing to get their temperature taken, wear a mask, or adhere to any other guideline within will be refused entry.
- Screening and Admittance
  - Prior to the start of the program, all students must have completed and returned the Pre-Screen Questionnaire
  - Prior to entry every day, students must turn in a completed Daily Questionnaire.
  - Promote passive screening – Instruct staff and students’ families to take temperatures prior to going to school and stay home if above 100.4 or any other COVID-19 related symptoms are present
    - Information on COVID-19 symptoms and self-screening protocol are available at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
  - All entrants must have temperature taken at door by nurse or staff. Temperature will be recorded on the Daily Questionnaire sheet.
  - Any student/staff exhibiting symptoms of COVID-19 will be isolated outside of the building until they are able to leave
  - All prospective entrants will line up outside the designated point of entry adhering to 6-foot social distance guidelines and wearing face coverings
  - The District will ask parents/guardians to notify the District immediately if a student or a family member residing with the student tests positive for COVID-19. If the District becomes aware of a positive test, the District shall immediately notify the Department of Health – Youth Camp Project, local health officials, staff and families of a confirmed case while maintaining confidentiality. The District will follow the protocols recommended in the NJ COVID-19 youth Summer Camp Standards. Local health officials, in consultation with the New Jersey Communicable Disease Service, will provide direction to the program if closure is warranted.
- Face coverings and gloves
  - A reusable “Manasquan Public School District” face mask will be given to all staff and students attending
    - All attendees are encouraged to wear the reusable masks provided by the District to ensure compliance to face covering measures as well as allow for easier identification by security personnel, however, everyone will be permitted to wear another face covering provided by themselves should they choose
      - Reusable masks should be cleaned after each use. Information regarding cleaning
    - One-time use surgical masks will be available for students and staff should they arrive without one of their own

- For students who cannot wear a face mask due to a medical condition, written medical documentation from that student’s treating physician must be provided to the District prior to admittance
- Students
  - Face coverings will be worn while being admitted or waiting to be admitted into building, walking in halls, using restrooms or any other time students and staff are not in designated seat/classrooms which will be arranged to meet social distancing guidelines (Exception – need not be worn if it would inhibit the individual’s health, documentation must be on file with nurse)
    - Reusable face coverings are on order and will be provided to all staff/students – masks from home are also acceptable
    - Guidance on cleaning reusable masks will be provided
    - One-time use masks will be available at entry if necessary
- Students and Staff will be responsible for cleaning their own face masks on a daily basis. Information regarding cleaning reusable face coverings is available at: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-cloth-face-coverings.html>
- Staff
  - Face coverings will be worn at all times while inside the building unless doing so would inhibit the individual’s health
  - Gloves will be worn when serving, assisting with or handling snacks
- Nurses
  - Face coverings, eye protection and gloves will be available in situations when symptoms of COVID are present
  - Gowns, shoe coverings and head coverings will be available when symptoms of COVID are present
- Protocols for student/staff exhibition of symptoms or positive test
  - If a suspected or confirmed case of COVID-19 infection occurs in one defined group (see note) within the school, the ill person will be sent home
    - Other staff and children in the group will be considered close contacts of that case and must be quarantined in their homes for 14 days.
    - Parents/guardians and staff facility-wide will be informed of the situation.
    - Cleaning and disinfection in compliance with CDC guidelines will be followed
    - Other groups within the school will continue to function, with daily and vigilant screening for illness occurring and social distancing and personal and environmental hygiene measures strictly adhered to
    - If suspected or confirmed cases occur in multiple groups within the school, all camp operations will need to be suspended (see Closure section) [https://www.nj.gov/health/cd/documents/topics/NCOV/COVID\\_Reopening\\_Camps.pdf](https://www.nj.gov/health/cd/documents/topics/NCOV/COVID_Reopening_Camps.pdf)
  - Isolate individual until they can leave the facility
    - Outside, weather permitting
    - Weight room in inclement weather or if medically necessary

- Only the ill person will be accompanied only by the nurse on duty who will make every effort to maintain social distance until the ill person leaves the facility
- Symptomatic individual will immediately don a face covering unless it would inhibit the individual's health
  - The symptomatic person will continue wearing a face covering and shall only be addressed by the nurse who will also be wearing a face covering until the individual can leave the premises
- Dismiss the rest of the program following established protocols
- Notify local health officials for guidance on re-opening in the event of a positive test
- Protocols for Facility and Buildings Management
  - Deep clean every classroom after dismissal every day
    - All classroom surfaces will be treated with EPA approved cleaner/disinfectant
      - <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>
    - 100-wing should remain unoccupied with the exception people involved with ESY and people responsible for disinfection
  - One disinfection using electrostatic sprayers will take place as close to the middle of the day as possible
    - Students will exit the classroom and remain six feet apart in the hallway, use bathroom, or wash hands during this time
    - Should take 5-10 minutes and will follow EPA approved cleaner/disinfectant guidelines
  - Bathrooms will be disinfected hourly
  - All air filters will be replaced with new MERV-10
  - HVAC with outdoor air return will be run at all times while occupied
- Staff/Student Training
  - In person training will be provided by nursing staff to all other staff on donning and doffing PPE (<https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html>), coronavirus awareness, and best practices for pandemic safety
  - Topics to include
    - Hand washing
    - Symptom identification
    - Admittance screening
    - PPE use
    - Infection control strategies
    - District ESY protocols
  - As school nurses, nursing staff has had extensive training in virus prevention and best practices for infections disease mitigation in a school setting
  - Nurses will continue to attend county, state and national trainings related to COVID-19 mitigation and will keep apprised of the current most effective strategies for COVID-19 spread control
- Student Training
  - Done by teachers on Day 1

- Reinforced throughout
  - Topics to include
    - Safe practices
    - Social distancing
    - Wearing masks
    - Hand washing
  - Signage to be posted in bathrooms, hallways, floors (for distancing, handwashing instructions, coughing/sneezing into arm, etc.)
- Other considerations
  - Avoid mixing between groups of students
  - Avoid porous/not easily cleanable objects
  - Sharing of items/snacks by students/staff is discouraged
    - Snack time will occur in the classroom the students are enrolled in and will include only the students in that group
- Plan development
  - This plan has been developed adhering to the guidelines provided by the New Jersey Department of Education and New Jersey Department of Health for summer school programs
  - The plan was developed by a team of district employees including administrators, custodial staff, and nurses. The Monmouth County offices of the Department of Health and Department of Education also offered guidance to plan development.

**\*\*The protocols outlined in this document are based on the guidance provided to the District as of the commencement of the Extended School Year Program and are subject to change should additional guidance be issued by the NJDOE, NJDOH or any other State regulative agency. The most up-to-date version of the plan will be available at all times on the District website.**