



# Public Schools of Plainfield New Jersey

## Office of Educational Services

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### **Subject: District Reopening – July 6, 2020**

By order of the Governor, school buildings have been approved to serve students beginning July 6, 2020. The District will continue to offer a virtual summer school; and on an **appointment only** basis, we will open our buildings to students in need of placement testing and families with District business.

All 12-month staff are expected to work the normal summer hours. Additionally, we expect the guidance counselors to complete their 20 days of summer work in their building office to ensure the tasks are done uniformly and coordinated with the building administrators.

Please see the guidelines below for a safe environment:

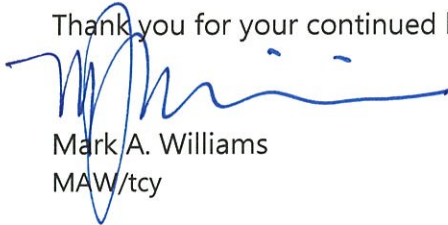
### **Operating Norms**

- All schools and offices will close daily at 5 p.m. to allow for cleaning and disinfection.
- As when entering any public building in New Jersey, all employees and visitors will be required to wear their face masking/covering while on site.
- Hand sanitizer will be made available at the front entrance of each building and school.
- There will be designated entry and exit doors for staff and visitors at all offices and schools.
- Social distancing will be enhanced by the use of all areas in the building, for example, if you share an office you can move to your own room for the summer months.
- Virtual meetings are highly encouraged. In-person meetings must comply with social distancing expectations.
- Accommodations will be made for employees in high-risk categories or experiencing child care difficulties, based on The Families First Corona Virus Response Act. Employee requests should be directed to immediate supervisors.
- Posted work hours and schedules are subject to review and adjustment.

**Operating Norms** *(cont'd)*

- Employees who are not feeling well should not report to work
- Any employee tested for COVID-19 may only return to work upon a negative result.
- Visitors to schools and offices will be received by appointment only.
- Hand washing is required every two hours.
- Signs that promote protective measures will be posted in highly visible locations (e.g., school and building entrances, restrooms).
- Physical guides such as tape on floors or walls will be used to ensure staff remain at least 6 feet apart at all times.

Thank you for your continued hard work and dedication.



Mark A. Williams  
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