

PLAINFIELD BOARD OF EDUCATION

1200 Myrtle Avenue, Plainfield, New Jersey 07063

SAFE RETURN PLAN – SY2021-2022



CHAMPIONS FOR STUDENTS

Diana Mitchell, Ed.D., Superintendent

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

LEA Name: Plainfield Public School District (4160)

Date (mm/dd/yyyy): 06/21/2021

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.

A. Universal and correct wearing of masks

1. The district will follow the Union County Department of Health (CCDH) guidelines for wearing masks. The district will evaluate guidance documents as updates are made to adjust district policies and procedures.
2. The district will utilize the Centers for Disease Control (CDC) resources on proper mask wearing and staff and students will reinforce proper mask wearing at the building level.
3. Personal Protective Equipment (PPE) will be provided to staff and students when necessary. Staff and students may use their own PPE if desired.

B. Physical distancing (e.g., including use of cohorts/podding)

1. **Classrooms:** Physical distancing will be in accordance with the CDC guidelines at the time of school reopening (September 2021). Staff and student furniture will be adjusted according to the current social distancing recommendations.
2. **Cafeteria (Lunch):** Physical distancing will be in accordance with the guidelines set forth at the time of reopening (September 2021). Tables will be adjusted accordingly to accommodate for distancing. In certain circumstances, distancing will be accomplished by adding additional lunch periods, if needed, and/or utilizing additional large spaces.
3. **Transportation:** Physical distancing will be encouraged where possible. Windows will be opened to improve ventilation (weather permitting). Buses will be cleaned daily between routes.
4. The district will review CDC recommendations and updates and make adjustments accordingly.

C. Handwashing and respiratory etiquette

1. Hand sanitizing stations have been installed in hallways, entrances/exits, lunch areas, and restrooms.
2. CDC recommendations on proper hand washing will be posted throughout the schools.

D. Cleaning and maintaining healthy facilities, including improving ventilation

1. Facilities Cleaning Practices

- a. ***Classrooms*** – Classrooms will be cleaned daily in accordance with internal checklists. High contact areas such as, but not limited to, door handles and push plates, light switches, desk and chairs, shelving, handrails, telephones, etc. will be wiped down with approved disinfectant.
- b. ***Nurses Suites and Isolation Rooms*** – Nursing suites and isolation rooms will be cleaned daily in accordance with deep cleaning procedures.
- c. ***Cafeterias*** – Cafeterias will be cleaned daily in accordance with deep cleaning procedures. Every cafeteria will be thoroughly disinfected between group use utilizing district approved disinfectant. High touch points such as, but no limited to, lunch tables and chairs, door handles and push plates, light switches, food distribution areas, register areas, etc. will be disinfected after every group use.
- d. ***Restrooms*** – Restrooms will be cleaned and disinfected twice during the operating day and once again after school closes for the day.
- e. ***High-traffic Areas*** – Main offices, lobbies, vestibules, common area high touch points will be disinfected mid-morning and mid-afternoon. Water fountains will be turned on in July 2021. Students may bring bottled water if they desire.
- f. ***Playgrounds*** – Students will have access to hand sanitizer stations on their way to the playground and on their return to the building.
- g. ***Deep Cleaning Practices*** – Deep cleaning will occur nightly and will include utilizing a district approved disinfectant. All classrooms, hallways, restrooms, large group areas, cafeterias, nurses' suites, etc. will be cleaned and disinfected. Additional outside air will be introduced where possible by opening doors, windows, and HVAC dampers. High contact areas such as, but no limited to, door handles and push plates, light switches, desk and chairs, shelving, handrails, telephones, etc. will be wiped down with approved disinfectant.
- h. ***Monitoring and Quality Control*** – Night custodians will inspect schools at night. Inspection sheets will be completed nightly and reviewed daily. Daily inspection sheets will include the name of the school, area, initials, and time of inspection. Head Custodians will be responsible for inspecting all areas of the building prior to the start of the school day, make corrections as necessary and report all issues to the Supervisor of Facilities and Grounds.

- i. **Disinfectants** - Buildings will be spot checked by Head Custodians and checklist will be maintained by the Supervisor of Facilities and Grounds.
- j. **Sanitizers** – Primary and secondary sanitizers have been identified to ensure adequate inventory levels can be maintained. All sanitizers contain a minimum of at least 60% alcohol. Sanitizer stations will be located in high traffic areas such as hallway corridors, entrances and exits, and cafeterias. Hand sanitizer will be available in each classroom for staff and students to utilize.
- k. School personnel and vendors charged with cleaning schools and buses will be required to utilize approved materials and processes designated by the DOE and the Supervisor of Facilities and Grounds.
- l. A binder with all materials, checklists and processes has been developed and is available in the office of the Supervisor of Facilities and Grounds
- m. A daily schedule of cleaning, methodologies, cleaning checklist, product lists and related documentation will be maintained by the Supervisor of Facilities and Grounds.
- n. All classroom, school buses, cafeterias, gymnasiums, locker rooms, etc. will be cleaned daily utilizing FDA and EPA approved products and high touch areas (door handles, handrails, light switches, keyboards, bathrooms, playground equipment, etc.) will be cleaned more regularly throughout the day.
- o. Staff and students are encouraged to partner with school cleaning personnel and utilize school provided and personal FDA and EPA approved products to clean individual bus seats, desks and chairs, restrooms/sink, knobs, etc.
- p. The district will use traditional cleaning methods along with misters to sanitize the schools and district equipment/materials.
- q. Due to COVID-19 additional cleaning periods, materials and equipment will be utilized to sanitize high traffic, high touch and areas identified due to a potential contact or positive case as per the guidelines from the CDC and or Union County Department of Health.

2. HVAC

- a. **Air Exchange** – Outside air dampers will be opened, when possible, to increase air changes per hour and introduce additional outside air. Air flushes will be performed in all locations a minimum of one week prior to the start of school. Buildings have been checked to ensure positive pressure and occupied spaces will purge air routinely.

- b. **Routine Maintenance** – Routine daily, weekly, monthly, quarterly, and annual maintenance will be performed in accordance with checklists released by the Supervisor of Facilities and Grounds.
 - i. **Filter Changes** – Filters have been verified that they are installed appropriately before the start of school. All filters are dated and initialized with install dates. Filters will be changed when practicable. Filter evaluations and changes will be made regularly in accordance with industry and district practices.
 - ii. **Coil Cleanings** – Coils have been cleaned with EPA approved disinfectant. Coils will be evaluated quarterly pursuant to ASHRAE checklists.
- c. **Controls** – Modifications to district control systems have been made to add additional CO2 sensors to purge air when levels increase above ASHRAE recommended set points. Outside air damper schedules are being added to accommodate building level schedules in large group areas such as the cafeterias, auditorium, instrumental areas, etc. Unoccupied and occupied set points have been reviewed and adjusted accordingly.
- d. **Training**
 - i. Staff will be trained on manufacturer’s directions for use of disinfectants utilized during cleaning processes.
 - ii. Staff will be trained on proper hand washing and PPE practices as prescribed by the CDC and other infection control precautions.
 - iii. Contracted custodians will be trained in enhanced cleaning practices by the District environmental consultant.
- e. **Inventory Management** – Inventory will be reviewed regularly by Head Custodians, Night Custodial Supervisor, and Supervisor of Facilities and Grounds. Primary disinfectants and secondary disinfectants have been identified to keep adequate levels of inventory.
- f. **Resources**
 - i. CDC-COVID-19 Resources
 - ii. CDC Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and homes
 - iii. ASHRAE – Epidemic Task Force for Schools and Universities
 - iv. OSHA – COVID-19 Resources
 - v. EPA – COVID-19 Resources

E. Contact tracing in combination with isolation and quarantine, in collaboration with the State, local, territorial, or Tribal health departments

1. Upon notification that a student or staff member has tested positive COVID-19, the school district will coordinate with the Union County Health Department to determine close contacts to whom they may have spread the virus. Quarantine persons will be based on NJDOE and CDC guidelines at the time.
2. The district will assist the Union County Health Department in conducting contact tracing activities, including ongoing communication with the identified individual and/or their contacts.

3. The district will ensure adequate information and training is provided to the staff as necessary to enable staff to carry out responsibilities assigned to them.
4. Building Principals shall be designated by the Superintendent or designee and shall be responsible for providing notifications and carrying out other components that could help ensure notifications are carried out in a prompt and responsible manner.
5. The district will allow staff, students, and families to self-report symptoms and/or suspected exposure.

F. Diagnostic and screening testing

1. The school district shall screen employees upon arrival to a school building or work location for covid-19 symptoms and a history of exposure.
 - a. Health checks will be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations.
 - b. Results will be documented when signs/symptoms of COVID-19 are observed.
 - c. The screening protocol will take into account employees with disabilities and accommodations that may be needed in the screening process for those employees.
 - d. Employees with symptoms related to COVID-19 will be safely and respectfully isolated from others.
 - e. If the school district becomes aware that an individual who has spent time in a school district facility tests positive for COVID-19, district officials will immediately notify local health officials, staff, and families of a confirmed case while maintaining confidentiality.

G. Efforts to provide vaccinations to educators, other staff, and students, if eligible

1. Staff Vaccinations – In collaboration with Union County and The City of Plainfield, free vaccine clinics were held at Plainfield High School and The Plainfield Neighborhood Health Center each week beginning in March. Flyers, robocalls, emails, and the website were utilized to ensure that vaccines were available to all staff.
2. Student Vaccinations – In partnership with The City of Plainfield and The Plainfield Neighborhood Health Center, Pfizer vaccine clinics began in April for all students over the age of 12 and their families. The clinics are held each weekend at The Plainfield Neighborhood Health Center. The District provides bus transportation from neighborhood schools to eliminate any barrier to administration. Over the summer there will be clinics twice a month.

H. Appropriate accommodations for children with disabilities with respect to the health and safety policies

1. The district special education department, cabinet, principals, district physician, school nurses, staff, and parents have engaged in a process to meet the health and safety needs of students with IEPs, 504 plans, nursing services plans, and specific requests due to COVID-19.
2. The Executive Director of Student Services, Special Education/Child Study Teams will meet as needed and proactively with parents to review concerns related to COVID-19 and special education.

3. Case Managers will identify students prone to anxiety and/or school refusal and develop plans for September reentry, including visitations and meetings prior to the first day of school. Behaviorist will be utilized to create reentry plans.
4. The district will provide mental health professionals to work with students and families who have emergent needs related to COVID-19. This includes 107 members of Student Services that are available to meet any emergent intervention need. Parents can access interventions through the website and through this form: <https://forms.gle/vmMUnZrnZcRtiVBA>
5. Students who need assistance with masking and/or physical redirection or prompting will be supported by the Child Study Team, behaviorist and other resources as warranted.
6. Safe Return Plans from private and other Local Education Agencies that service our students will be collected and reviewed.

2. Ensuring Continuity of Services

A. 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. (1000-character limit)

1. **Professional Development** – The district has scheduled several professional development opportunities that focus on the health and wellness of our staff and identification of support for our students. (i.e. SEL curriculum and Trauma Informed Training)
2. **Social Emotional Learning (SEL) and Mental Health**
 - a. Each building's I&RS Team will meet routinely to review students/families to identify areas of need and/or support.
 - b. Dedicated, full-time mental health professional and counselors will work with students and families who have emergent needs.
 - i. Secondary-level buildings will have a drop-in period for students to find support with this person.
 - c. School counselors will review students' progress, attendance, and discipline routinely.
 - d. School counselor will deliver SEL curricular lessons to the classroom.
 - e. Coordination by building administration of school counselors, CST to discuss student trending needs.
 - f. CST members will support current caseloads but may be made available to support other classified students and staff.
 - g. Forms will be available for students, parents, staff to complete if a student needs assistance: <https://forms.gle/vmMUnZrnZcRtiVBA>
 - h. Students who have emergent needs will be addressed by district support services and referrals for outside services.
 - i. Students who were full-remote during the 2020-2021 school year will participate in building orientation activities.
3. **Food Services** – The district will be operating full-day schedules during the 2021-2022 school year which will include breakfast and lunch. The district participates in the National School Lunch Program and have applied for a waiver for the 2021-2022 school year which will allow all students to receive meals free of charge. In the event a school closure is necessary, the district will provide meals to students similar to the 2020-2021 school year.

4. **Remote Accessibility and Technology** – Teachers have access to a 1-to-1 laptop that they can use in school and at home. All students will have access to a Chromebook or iPad while in school and will be permitted to take those devices home if a school closure is necessary. In the event there is a COVID-19 related school closure:
 - a. Students will be able to continue their academic work using school-provided or personal devices and services at home.
 - b. Teachers will utilize *Schoology* as the primary instructional platform.
 - c. Other staff members who are not typically provided a 1-to-1 device may request one from their school’s principal for temporary at-home use.
 - d. Technical support will be provided by phone, email, or video conference. In-person repairs and support are anticipated to continue via school drop-off and by appointment.

3. Public Comment

A. Describe how the LEA sought public comment on its plan, and how it took those public comment 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. (1000-character limit)

1. **June 22, 2021** – A draft of the “PPSD Safe Return Plan 2021” was published on the District Website and the community was asked to review and provide feedback. A clickable form for suggestions and questions regarding “PPSD Safe Return Plan 2021” was provided through the *District Messenger System*.
2. **July 20, 2021** – A brief overview of the return to full in-person learning will be provided.
3. **August 2021** – A Parent Town Hall will be held to answer questions and share information about the Safety Protocols for the 2021-2022 School Year.
4. **July 2021** – Superintendent of Schools will monitor changing guidance and update the community accordingly.
5. **August 24, 2021** – Superintendent of Schools will present to the Board of Education any changes necessary to the plan based on changing guidance throughout July and August 2021.

B. Describe how the LEA ensured that the plan is in an understandable and uniform format; is to the extent practicable written in a language that parents can understand or, if not practicable to provide written translations to a parent with limited English proficiency, will be orally translated for such a parent; and upon request by a parent who is an individual with a disability as defined by the ADA, will be provided in an alternative format accessible to that parent. (1000-character limit)

1. **Translation** – All documents will be translated into Spanish and home language translators will be available to assist with translating documents for parents that have limited English proficiency.
2. **Accessibility** – This document will be placed on the District’s website after being run through an accessibility check that will make it ADA compliant. The district website includes information for website accessibility including contact information for those experiencing problems as well as translation in several languages.