

## Appendix A

### Critical Area of Operation #1 - General Health and Safety Guidelines

Healthy and Safety Measures in Place

[CDC: School Decision Tree](#)

[CDC: Hygiene Practices](#)

[CDC: Using Personal Protective Equipment \(PPE\)](#)

[CDC: Use of Cloth Face Coverings to Help Slow the Spread of COVID-19](#)

[CDC: People Who Are at Higher Risk for Severe Illness](#)

OCSD students and staff will receive training on COVID-19 prevention practices, including social distancing and face coverings use.

- Signage and ongoing communication will supplement and reinforce training.
- Signage will be posted at the entrance of each school and procedures will be communicated to staff and families.
- Access to schools will be limited to students and staff as much as possible.

Enhanced health protocols and signage will include the following information:

- Do not enter this facility if you have a cough or fever.
- Maintain a minimum six-foot distance from other people.
- Wear a face covering as defined in Appendix B.
- Disposable facemasks are available upon request.
- Sneeze and cough into a cloth or tissue or, if not available, into one's elbow.
- Do not shake hands or engage in any unnecessary physical contact.

OCSD will conduct regular screening and ongoing monitoring throughout each school day to help reduce exposure. District will have available no-contact thermometers if a teacher would like to use it personally in school. A community organization has donated no-contact thermometers to the District for families in need of one. Staff and student's families will be encouraged to self-monitor for symptoms, which may include a fever of 100.4 or higher, cough, shortness of breath, fatigue, muscle or body aches, headache, new loss/change of taste or smell, sore throat congestion or runny nose, nausea or vomiting, or diarrhea. If a student develops symptoms throughout the day, he/she must notify an adult immediately. If a staff member develops symptoms throughout the day, he/she must notify their supervisor immediately. In the event that a student/staff member is running a fever, he/she will be isolated and sent home. A student who is sick must be promptly picked up.

Student and staff, who become ill, are encouraged to seek treatment and consult with their personal healthcare provider or the Cape May County Health Department.

The most critical tool in preventing the spread of COVID-19 is for any student or staff member, who is ill or who has been exposed to someone confirmed to have COVID-19, to not attend work/school. The School District will follow the directions of the Cape May County Health Department and CDC guidelines when a staff member or a student, tests positive for COVID-19 and when he/she may return to school or work.

If a case of COVID-19 is confirmed for a staff member or a student, school personnel will communicate immediately to and collaborate with the Cape May County Health Department. Responses will be dictated by the specific nature of each case. School personnel will also communicate to the students and families as needed. The School District will follow all relevant student and health privacy laws when making disclosure for contact tracing and for notification to staff and families.

The School District will provide reasonable accommodations for staff and students in accordance at higher risk for severe illness and promote behaviors that reduce spread, such as social distancing, frequent hand washing, and the use of face coverings in accordance with best practices and applicable Board Policies.

According to CDC Guidelines, individuals considered high-risk for severe illness due to COVID-19 include those with chronic complications including:

- Chronic lung diseases or moderate to severe asthma
- Heart disease with complications
- Compromised immune system
- Other underlying medical conditions, particularly if not well controlled, such as diabetes, renal failure or liver disease

*\*This list is by no means exhaustive or comprehensive. Please consult with your physician.*

Please refer to the [CDC documentation](#) about people who are at increased risk for severe illness.

A systematic review of current 504 and IEP plans will be conducted to assess needs of students considered high-risk. The OCSD will use COVID-specific accommodations to implement learning options for students.

## Appendix B

### Critical Area of Operation #2 - Classrooms, Testing, and Therapy Rooms

#### *Classrooms, Testing, and Therapy Rooms*

The Ocean City School District is following the [CDC Guidelines](#) and [NJDOE](#) on classroom settings. In a classroom setting, there will be measures in place to keep students, teachers and staff safe:

- Social distancing (e.g., desks are 6 feet apart) when possible,.
- Wearing of masks and strategic setup of classrooms.
- Face shields will be available if a staff member wants a face shield, which also much be worn with a mask.
- Physical barriers and/or desks facing in the same direction.
- Staff will monitor social distancing.

Storage space will be made in the Primary and Intermediate School classrooms for students to store their belongings.

#### *Athletic Training Room*

The Athletic Training room will follow all [CDC](#) and the [New Jersey Department of Health Guidelines](#), as well as [NJDOE](#) protocols of classrooms. Enhancements include the following:

- Social distancing will occur with all usable treatment tables six feet apart and clearly marked, while the number of individual athletes allowed in the room will be limited to six and students waiting outside will be six feet apart (markings will be on the floor).
- There will be no sharing of any rehabilitation equipment that has not been wiped down.
- Hand sanitizer and cleaning wipes will be available at each treatment table.

#### *Early Childhood Program:*

- Wash hands often with soap and water. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Always supervise students when they use hand sanitizer to prevent swallowing alcohol.
- Cover cough and sneezes.
- Assess group gatherings and events.
- Preschool will follow current guidance about gatherings and events.
- Preschool will use bedding (sheets, pillows, blankets, sleeping bags) that can be washed. Children's bedding will be kept separate and stored in individually labeled bins, cubbies, or bags.

- Cots and mats will be labeled for each child. Bedding that touches a child's skin will be cleaned weekly or before use by another child.
- Diapering posters will be posted as a reminder to follow as steps as instructed by the CDC.

### **Hygiene Practices**

#### *Face Coverings*

[How to Wear a Cloth Face Covering Video](#)

[Cloth Face Covering Do's and Don'ts](#)

As members of a school community, all students and staff will wear face coverings at bus stops, upon entering and leaving school grounds or on a school bus, as well as in common areas. Face coverings should be worn during the school day, except at meals. Accommodations will be made for younger students and staff who are unable to wear a face covering according to particular medical and/or instructional needs, and in accordance with all applicable laws and regulations. Any exceptions should be rare, limited, and accompanied by other measures to ensure the safety of everyone in the area. Non-compliance with wearing face coverings guidelines will be addressed on a case-by-case basis.

The OCSD has purchased disposable facemasks for students and staff that will be available upon request.

#### *Social Distancing*

[Social Distancing Video](#)

The social distancing strategies will be used to promote physical distancing to the greatest extent possible.

OCSD schools will work within their building to develop practices that minimize crowd flow and reduce crowding during arrival, dismissal, and during class change. These strategies include:

- Directional signage that will include designated entrances/exits, staying to one's right when in the hallways, and one directional paths in areas of restricted access
- "Helicopter Arms" and other strategies to assist young students with spatial orientation and the need to maintain 6 feet of separation
- Monitor transitions/class changes with staff assigned to discourage congregating. In the morning and at dismissal, students will be directed to go straight from their vehicles, buses, and drop off points to their classrooms.

Schools will provide frequent reminders to students and staff to stay at least 6 feet from each other. Signage will be placed in locations throughout the school, in office areas and

in each classroom to instruct students, staff and visitors on proper social distancing guidelines.

Desks and other seating will be arranged in classrooms to maximize distance between students and student desks will face the same direction as much as possible.

Outdoor recess will be provided and may be modified, especially on inclement weather days, in order to reduce the mixing of classes. Playground items will not be shared at recess.

Plexiglas barriers will be installed for protection at reception desks, cafeteria registers, school nurse's office, isolation rooms and other areas where appropriate.

*Hand washing and sanitizing:*

[Handwashing Video](#)

Students and staff will wash/sanitize their hands frequently and upon entering the building, every time they enter a different classroom/workspace, before and after eating, and prior to dismissal. Signage on the proper handwashing technique will be posted in all bathrooms and above all handwashing stations. In areas where handwashing cannot be accomplished, hand sanitizer containing at least 60% ethyl alcohol will be provided by the district. Additional handwashing/sanitizing stations will be installed in high-population areas to prevent congregating. Children ages 5 and younger will be supervised when using hand sanitizer.

For those classrooms with existing handwashing stations, these stations will be prepared with soap, water, and alcohol-based hand sanitizers (at least 60% alcohol). Students should wash hands for at least 20 seconds at regular intervals, including before eating, after using the bathroom, and after blowing their nose/coughing/sneezing.

## Appendix C

### Critical Area of Operation #3 – Transportation

#### [CDC: Cleaning and Disinfecting Your Facility Guidelines](#)

##### *Transportation Resources*

[CDC Activities and Initiatives Supporting to the COVID-19 Response, May 2020](#)

[Coronavirus Disease 2019 \(COVID-19\) Considerations for Schools \(CDC\)](#)

[COVID-19 Resources \(National Association for Pupil Transportation\)](#)

[Parental Transportation Waiver Form \(NJDOE\)](#)

[Transportation FAQs \(NJ Department of Education\)](#)

[What Bus Transit Operators Need to Know About COVID-19 \(CDC\)](#)

##### *Student Transport*

OCSD will explore options to increase space between students on buses, however, NJDOE requirement regarding bus tiering, along with bus driver shortages and other factors may limit the ability to space students on buses that accommodate social distancing objectives. If the School District is providing transportation services on a school bus, a face covering must be worn by all students who are able to do so upon entering the bus. In situations where students are unable to wear face coverings, the students' individual situation will be addressed by school administration.

To limit possible physical interaction among students on buses, students should board the school bus by filling the back rows first, and then progressing forward. When leaving the bus, students should exit in the opposite order. Windows should remain open when possible.

OCSD will also attempt to increase parents/guardians awareness of the ability to waive transportation for the school year.

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## Appendix D

### Critical Area of Operation #4 - Student Flow, Entry, Exit, and Common Areas

#### Symptom Screening Checklist

*School Entry and Exits:* Each school will assign a specific entry point to enter the building at reporting time for students and staff. Exits will follow the same entry points.

Face coverings will be required upon entry or exiting.

*Common Areas:* Including but not limited to the gyms, libraries, cafeteria, and other common spaces, will have designated areas for students. Social distancing will be maintained when possible.

*Student Flow:* During the change/passing of classes, students will utilize one-way hallways or stay to the right of the hallway maintaining a one-way direction of flow. Students will not congregate in hallways or other common areas.

Signage including physical guides, such as tape on floors or sidewalks and signs on walls, will help ensure that staff and students remain at least six feet apart.

## Appendix E

### Critical Area of Operation #5 - Screening, PPE, and Response to Students and Staff Presenting Symptoms

[COVID-19 Symptoms](#)

[NJDOH Timeframe for Self-Isolation/Quarantine](#)

[Department of Health | Communicable Disease Service](#)

[Using Personal Protective Equipment \(PPE\)](#)

[NJDOH Guidance for Positive Test Result](#)

[NJDOH Guidance for Negative Test Result](#)

[CDC Screening K-12 Students for Symptoms of COVID-19: Limitations and Considerations](#)

The CDC released an updated advisory (7/23/2020) that as their knowledge and understanding of COVID-19 evolves, this guidance may change. However, based on the best available evidence at this time:

- CDC does not currently recommend universal symptom screenings (screening all students grades K-12) be conducted by schools.
- Parents or caregivers should be strongly encouraged to monitor their children for signs of infectious illness before leaving for school every day.
- Students who are sick with contagious illnesses should not attend school.

OCSD has adopted board policy for safely and respectfully screening students and employees for symptoms of and history of exposure to COVID-19.

- If a student or staff member displays symptoms related to COVID-19, that person will be safely and respectfully isolated from others.
- If staff or student cases of COVID-19 are confirmed, the school personnel will immediately communicate and collaborate with the Cape May County Health Department. Responses will be dictated by the specific nature of each case. School personnel will also communicate to the students and families as needed.
- The School District will follow all relevant student and health privacy laws when making disclosure for contact tracing and for notification to staff and families.

*District-Wide Protocol for screening procedures for students and staff:*

Level I: Self-screen for Symptoms (to be done at home with temperature taken)

Level II: Visual Screening for Symptoms (at school)

Level III: Physical Screening for Symptoms (by health care workers or school nurse)

**Students:**

Parents/guardians are to screen their child(ren) before they come to school, which includes taking their temperature. Parents/guardians will be asked to complete the initial screening form for their child(ren) by August 31, 2020 and submit it to the school nurse. Each week a reminder will be sent to the parents/guardians to screen their child(ren) before they leave for school. If a child is sick, please keep the child home and report the absence to school.

During the arrival period, students will be visually screened by staff per School District guidelines. In addition, the students will be screened at least two other times during the day, which includes when the students leave school.

**Staff:**

Staff will self-screen prior to each day of reporting to school per district guidelines for self-screening. Staff will complete and submit the symptom screening form and report any absences in the approved School District attendance system. During the school and work day, staff are expected to self-screen periodically.

*Face Coverings and PPE:*

[How to Wear a Cloth Face Covering Video](#)

[Cloth Face Covering Do's and Don'ts Video](#)

Face coverings are to be worn by students and staff throughout the day. Masks will be provided to students unable to provide their own, to be used as developmentally appropriate.

As a general matter, and in accordance with current guidance from the CDC, WHO, and AAP, all children and adults in public school settings (including transportation services) should wear masks or other appropriate face coverings whenever possible. Any expectations should be rare, limited and accompanied by other measures to ensure the safety of everyone in the area.

*PPE* will include: Isolation Gowns, Face Shields, Face Masks, Shoe Coverings, Caps, Disposal Medical Gloves.

*School Isolation Protocols***OCSD Protocols:**

- Each school will have two isolation spaces. Students and staff with symptoms related to COVID-19 must be safely and respectfully isolated from others.
- OCSD will follow current Communicable Disease guidance for illness reporting.

- Adequate amount of personal protective equipment (PPE) will be available, accessible, and provided for use. Methods to assist in contact tracing including records of groups/cohorts, assigned staff, and daily attendance.
- Continuous monitoring of symptoms.
- If staff or student cases of COVID-19 are confirmed, the school personnel will immediately communicate and collaborate with the Cape May County Health Department. Responses will be dictated by the specific nature of each case.
- School personnel will communicate with students and families as needed.
- OCSD will follow all relevant student and health privacy laws when making disclosure for contact tracing and for notification to staff and families.
- Re-admittance policies consistent with Department of Health guidance and information for schools and Department of Health/Communicable Disease Service's Quick Reference Guidance on Discontinuation of Transmission-Based Precautions and Home Isolation for Persons Diagnosed with COVID-19.
- Schools should have an isolation room or area (such as a cot in a corner of the classroom) that can be used to isolate a sick child. ensure there is enough space for multiple people placed at least 6 feet apart (in the case more than one participant becomes ill). Persons should be isolated in a separate room while they wait to be picked up or until they are able to leave the facility on their own. Ensure that they have hygiene supplies available, including a cloth face covering, facial tissues, and alcohol-based hand rub. Staff who are monitoring the student or staff member with symptoms should wear a cloth face mask and practice social distancing. Close off the space used for isolation after the ill person leaves and follow CDC guidance on how to disinfect your building or facility if someone is sick.
- Close off the space used for isolation after the ill person leaves and follow CDC guidance on how to disinfect your building or facility if someone is sick.

## Appendix F

### Critical Area of Operation #6 - Contact Tracing

#### [Contact Tracing Resources](#)

Contact Tracing: N.J.S.A. 18A:17-43.2

[About the Student Privacy Policy Office \(SPPO\).](#)

[FERPA and Coronavirus FAQs](#)

[What Is Contact Tracing? How Does It Stop The Spread of COVID-19? | FAQ](#)

[About the Student Privacy Policy Office \(SPPO\)](#)

#### [OCBOE Policy #8451 Control of Communicable Disease](#)

Contact tracing is the process used to identify those who come into contact with people who have tested positive for any contagious diseases, including COVID-19. Upon notification that someone has tested positive for COVID-19, the Cape May County Health Department will call to determine close contacts to whom they may have spread the virus, where close contact is defined as being within six feet for a period of at least 10 minutes. Trained professionals from the community then get in touch with those close contacts to recommend next steps, such as self-quarantining, and to provide critical education and support in risk mitigation strategies.

Each school will engage the expertise of our school nurses and school physician to educate the broader school community on the importance of contact tracing. The school nurses will be designated members of the COVID Response Team.