

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



Trenton Public Schools

June 24, 2021

LEA Name: Trenton Public Schools

DATE: June 23, 2021

DATE Revised:

Purpose

The Safe Return to In-Person Instruction for the Trenton School District serves as an outline for ensuring a safe and healthy school reopening this September 2021, as well as continuous educational and supplementary services for all students throughout the 21-22 school year. The plan anticipates the return to 100% in person instruction in September 2021. This plan does not replace or supersede state and federal laws or policies, including those established by the New Jersey Department of Education and/or New Jersey Department of Health Services.

This plan also includes procedures to be used during district sponsored summer school programs and activities.

1) MAINTAINING HEALTH AND SAFETY

A. Universal and Correct Wearing of Face Masks

At this time face masks remain mandatory on public transportation, and may be required in health care facilities, nursing homes, child care facilities, prisons, and K-12 schools, based on CDC guidance.

The district continues to follow the guidance from NJ DOE and NJ DOH regarding mask wearing and face coverings. At this time masks/face coverings for all staff, students and visitors are optional while inside district buildings.

These expectations may change as we receive updated guidance.

Masks: Face masks are an important part of employee protection, as well as personal hygiene, social distancing, and frequent cleaning efforts. At this time masks/face coverings for all staff, students and visitors are optional while inside district buildings.

B. Physical Distancing

The Department of Health recommends full in-person instruction with a minimum of 3 feet of physical distance between students maintained in classrooms for elementary schools across low, moderate and high risk and for middle/high school when the region is in low and moderate risk level.

When the region is at high risk, middle/high schools should maintain 6 feet of physical distancing to the greatest extent possible and consider in-person instruction if they are able to maximize physical distancing of 6 feet or more. This additional space for middle/high school students is recommended because they have a higher incidence of transmission than younger children.

The district continues to follow the guidance from NJ DOE and NJ DOH. These expectations will change as we receive updated guidance.

C. Handwashing and Respiratory Etiquette

The district has always encouraged staff and students to wash hands frequently and cover coughs. We will maintain those practices.

- Teach and reinforce handwashing with soap and water for at least 20 seconds and increase monitoring of students and staff.
 - If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer).
- Encourage students and staff to cover coughs and sneezes with a tissue if not wearing a mask. Used tissues should be thrown in the trash and hand hygiene as outlined above should be performed immediately.
- Have adequate supplies including soap, hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer), paper towels, tissues, and no-touch trash cans.
- Assist/observe young children to ensure proper handwashing.
- Hand hygiene should take place:
 - Upon arrival at school.
 - Before and after meals and snacks.
 - After going to the bathroom.
 - Before leaving for the day.
 - After blowing my nose, sneezing, or coughing into tissue.
 - When hands are visibly soiled.

D. Cleaning and Maintaining Healthy Facilities, Including Improving Ventilation

FACILITIES CLEANING PRACTICES

The safety of our employees and students are our first priority. Upon reopening, our schools will have been thoroughly cleaned and disinfected and we will continue to adhere to all necessary safety precautions in accordance with the CDC and State of NJ guidelines. The cleaning steps outlined below shall be performed daily to disinfect workplace surfaces in offices, bathrooms, furniture, common areas, shared electronic equipment, etc., to protect employees and reduce the risk of spreading infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

If a space is deemed unclean or becomes unclean during the course of the day, the staff member should immediately report the situation to the main office or administrator. Custodial staff should then be immediately notified of the incident to allow for the necessary steps to properly address the situation.

GENERAL DISINFECTION MEASURES

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each use and/or between use/day
Electronic Equipment	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each day and/or between use
General Used Objects	Handles, light switches, sinks, restrooms	Continuously throughout the daily activities of the day (Minimum - 4 times a day)
Buses (Non-contracted)	Bus seats, handles/railing, belts, window controls	At the end of each day to be performed by the bus driver or mechanic (designee).
Common Areas	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each day; between groups

The goal is to establish a sanitary baseline to ensure the cleanliness and safety of the schools and district facilities before the re-openings. Each site will be 100% disinfected prior to anyone returning to school in September.

When utilizing shared materials (copiers, lamination, etc) staff members will use ready-to-use gloves, spray concentrates, and wipes to wipe down machines before and after use. Routine cleaning with soap and water will decrease how much of the virus is on surfaces and objects, which reduces the risk of exposure. Teachers are strongly encouraged to plan for use of materials ahead of time. Due to time needed for proper cleaning, daily use of machines by any member is

discouraged. Frequent disinfection of surfaces and objects touched by multiple people is important.

DAILY CLEANING PROTOCOL

All facilities will be cleaned and sanitized throughout the day and thoroughly during off hours daily. Cleaning/Disinfecting should immediately follow any scheduled activities such as breakfast, lunch, recess, etc.

Surfaces shall first be cleaned using soap and water or other appropriate cleaning substance(s) and followed by an application of an approved EPA-registered disinfectant. For frequently touched surfaces including: Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, railings, all shared electronic devices, hands-on learning items, toy sets, etc., shall be routinely cleaned and disinfected. Surfaces and objects that are visibly soiled should be immediately (identified/reported) cleaned, disinfected and sanitized before touched or used. If surfaces or objects are soiled with body fluids or blood, gloves and other standard precautions should be taken to avoid coming into contact with the fluid. A custodian or nurse should be immediately notified and proper removal of the spill should take place then clean and disinfect the surface

Soft surfaces such as carpeted floors, rugs, and drapes can be cleaned by using soap and water or with cleaners appropriate for use on these surfaces. Launder items according to the manufacturer's instructions. An electrostatic (misting) disinfecting system to treat your hard-to-reach surfaces.

DEEP CLEANING AND DISINFECTION PROTOCOL

Deep cleaning is triggered when an active COVID-19 case is identified based on confirmed testing results. Immediately upon the end of the school day and/or closing of school. The impacted areas shall be thoroughly deep cleaned and disinfected. Use of an electrostatic technology disinfecting system to treat hard-to-reach surfaces that enables disinfecting around objects and beneath surfaces.

PREVENTATIVE MATERIAL INVENTORY

The school district has an adequate supply of soap, disinfectant, hand sanitizer, paper towels, and tissues.

Touchless thermometers on-site for employee and student screening. Each school and non educational facility will have non-contact temperature measurement heat detection units installed at designated staff/students entry points.

Signage has been placed throughout the offices and school. Examples may include:



E. CONTRACT TRACING IN COMBINATION WITH ISOLATION AND QUARANTINE, IN COLLABORATION WITH STATE AND LOCAL HEALTH DEPARTMENTS

Since the start of the pandemic, the district has partnered with the City of Trenton Health Department to complete contact tracing. We will continue to actively participate in those efforts. We will also continue to request that persons who are found to have the virus quarantine. The District will continue to follow the Standard Operating Procedure for COVID-19.

Students may be asked to leave or not come into school if they test positive for COVID-19 or exhibit one or more of the symptoms of COVID-19, based on CDC guidance, that is not otherwise explained:

- A fever of 100° F or greater;
 - Cough;
 - Shortness of breath or difficulty breathing;
 - Chills;
 - Repeated shaking with chills;
 - Muscle pain;
 - Headache;
 - Sore throat;
 - New loss of taste or smell;
 - Fatigue;
 - Congestion or runny nose;
 - Nausea or vomiting;
 - Diarrhea.
- Students shall stay home and notify their schools when sick and when COVID-19 symptoms are present.
 - Students and parents are encouraged to know the signs and symptoms of COVID-19 and know what to do if a family member is symptomatic.
 - Students who are in school and exhibiting signs and symptoms of COVID-19 will be sent to the nurses office. Parents are expected to pick up their child immediately upon notification.
 - Parents should contact their family physician to obtain guidance on the next steps.
 - The district's health professionals are responsible for contacting the local health officer to report any suspected illness and to provide the necessary information to assist contact tracing.
 - For contact tracing purposes, student records shall be maintained by school nurses. Based on current knowledge, close contact is someone who was within six (6) feet of an infected person for at least 15 minutes starting from 48 hours before illness onset until the time the patient is isolated. Students should stay home, maintain social distancing, and self-monitor until 14 days from the last date of exposure. The current Communicable Disease Service guidance for illness reporting shall be followed if a staff member becomes aware that an individual who spent time in a district facility tests positive for COVID-19, the staff members shall notify the principal and the school nurse. The school nurse shall immediately notify local health officials, staff, and families of a confirmed case while maintaining confidentiality. The local health department servicing Trenton is:
 - City of Trenton, Department of Health & Human Services

- Health Officer: Yvette Graffie-Cooper
 - Health Officer Phone: 609-989-3242 x 171
 - Health Officer Email: ygraffie-cooper@trentonnj.org
 - Agency Website: www.trentonnj.org/
 - Public Emergency Contact After Hours Number: 609-789-7737
- All parents and students are asked to refer to the Self-Quarantine for Travelers FAQ. Available at Self-Quarantine for Travelers FAQ Updated July 2, 2020. All voluntary travel must include the 10-day self-quarantine period.
 - “The self-quarantine advisory was issued to limit the spread of the virus within our communities. While the recommendation relies on personal accountability, state officials expect that affected individuals will follow the recommendation. Travelers arriving from areas with increasing COVID-19 cases may wish to postpone their travel to the region if they are unwilling or unable to follow the self-quarantine advisory.”
- Regular attendance policies remain in place.
- All students who came into contact with an ill person shall be notified of their possible exposure to COVID-19 in the school but shall maintain confidentiality as required.
- Students require clearance from a medical professional before returning to school.

F. DIAGNOSTIC AND SCREENING TESTING

The District strongly encourages all staff to test regularly and receive the COVID vaccine. We continue to partner with the city and other local, state and federal agencies to provide pop-up vaccination and pop-up testing sites. We will continue to serve in that capacity.

Student Screening and Personal Protective Equipment (PPE)

- Personal protective equipment (PPE) will be available, accessible, and provided for use by students (optional).
- Students are permitted to bring their own PPE (face masks that provide coverage from the bridge of the nose to under the chin -- covering both nose and mouth airways at all times).
- Upon entering the building, students will pass through a safe non contact body temperature measuring device or non contact wrist screening unit for a temperature check.

Student Entrance and Exit

- Parents are asked to take their child’s temperature prior to sending them to school.
- Students with a temperature of 100 degrees or more should remain home.
- Each school will develop a plan for exit and entrance into the building based on social distancing needs. Signage (directional), floor decals, heat detections systems, and sanitizing stations will be placed accordingly at each designated location.
- Each school will communicate the entrance and exit plans to stakeholders.
 - Staff will monitor for appropriate social distancing.

- Upon entering the building, students will pass through a safe non contact body temperature measuring device or non contact wrist screening unit for a temperature check.
 - Students who exceed a temperature of 100 degrees will report to the nurses office for further screening to determine whether they should continue to class.
- After passing through the screening device, students will report to their first period class.
- Schools will identify exit procedures. Parents should plan to meet their child at the appropriate door.

Staff Entrance and Exit

It is recommended that staff members take their temperature prior to leaving home. If the temperature reading is above 100 degrees, teachers should remain home.

All staff members will enter through the assigned door and check their temperature on the non contact screening unit.

Visitor Procedures at District Facilities

In order to prevent the spread of disease during pandemic recovery and to protect the health and safety of students and staff against infection, until pandemic restrictions are lifted, Trenton Public Schools' Administration and School Buildings will remain closed to visitors unless an appointment is made and confirmed with an appropriate District representative (except in the case of an emergency).

Upon entry, all visitors with confirmed appointments shall submit to the screening procedure (i.e. temperature checks). It is optional for visitors to wear masks inside of school and district facilities. In the event the temperature check reveals that such visitor is experiencing or exhibiting COVID-19 symptoms entry will be denied or the visitor will be required to leave the premises to eliminate a direct threat to the health and well-being of staff and students.

The District will make all reasonable efforts to communicate with visitors through telephonic/virtual/remote methods to reduce foot-traffic through its buildings and to maintain a safe environment for staff/students.

The Visitor will then sign in with the Security Officer with complete personal information including ID check, phone number and email, in case contact tracing is needed. The Visitor will be sent to the main office to wait for assistance from main office staff. Floor decals will indicate appropriate social distancing until the office is ready to provide services.

Parents picking up students from the nurses office will enter the main entrance for temperature screening and signing in, then wait at the designated area for the child to be called from the Nurse's Office.

Staff Member Responsibilities

As previously mentioned, all staff members should check their temperature before arrival to school or assigned work location. Upon arrival staff members will sign in electronically. The electronic signature certifies the following:

- ❖ I am not currently experiencing a fever over 100, and have not experienced a fever of 100 for the last 72 hours.
- ❖ I am not experiencing illness, including but not limited to: new shortness of breath, new or worsened cough, sore throat, or a loss of taste or smell.
- ❖ To my knowledge, I have not been exposed to any person(s) with a confirmed case of COVID-19 for the last 14 days.
- ❖ I will not come into the office if I feel ill or if, to my knowledge, I have been in contact with a person who has been diagnosed within the last 14 days with a confirmed case of COVID-19.
- ❖ If a staff member becomes ill or is exhibiting symptoms of COVID-19 at school, they will immediately notify the health office.

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

The District strongly encourages all staff to test regularly and receive the vaccine. We partner with the city and other local, state and federal agencies to provide pop-up vaccination and pop-up testing sites. We will continue to have scheduled testing and vaccine sites at school locations.

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

The Safe Return to In Person Plan anticipates the return to 100% in person instruction in September 2021. This plan does not replace or supersede state and federal laws or policies, including those established by the New Jersey Department of Education and/or New Jersey Department of Health Services.

It is the expectation that all instructional accommodations and services for children with disabilities will be conducted in person. Other appropriate accommodations for children with disabilities with respect to the health and safety policies will be noted in the students IEP.

The district continues to follow the guidance from NJ DOE and NJ DOH regarding mask wearing and face coverings. At this time masks/face coverings for all staff, students and visitors are optional while inside district buildings.

These expectations may change as we receive updated guidance.

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)

Trenton Public Schools is planning the following to address students' learning needs:

- 37 Learning Loss Interventionists
- RFP out to embed Social Emotional Learning lessons into Humanities' instruction and Trauma Informed professional development with teachers.
- Enrichment, Before and after-school programs at all schools
- All students will complete the Star Reading and Star Math Assessments. Data will be used to provide targeted supports to students.
- Accelerating learning with strategic instruction, reinforcement, and assessment. Meaningful daily homework will be assigned to support those efforts. We aim for 1.5 years of growth or more in each student.
- Online digital resources will be used to plan effective interventions for students in tiers 1, 2 and 3
- Be proactive in preparing access to mental health and trauma supports for adults and students, which may include establishing partnerships with outside entities and agencies. We will partner with Trauma Informed Partners in the community such as Mobile Response, Mercer County Mental Health Professionals and School based Youth Services (TCHS specifically)
- Create opportunities for staff and students to regularly practice and reflect on their social and emotional competencies. School Counselors will be available for in person and virtual "mental health" activities for classrooms, students and teachers, daily. These could include quick and easy activities to check on SEL for all.
- Commit to training around topics such as:
 - Potential increases in bullying behavior;
 - Grief, loss, and trauma;

- Mental health and supportive behaviors;
- Bias, prejudice, and stigma;
- Preparedness, hope, and resilience; and
- Fear and anxiety.
- Celebrating the re-gathering of peers, teacher and staff and providing opportunities; daily to discuss experiences and share stories
- Students will be provided with universal free breakfast and lunch.

3. Public Comment

A. Describe how the LEA sought public comment on its plan, and how it took those public comments 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)

The District hosted a series of town hall Meetings to discuss and collect input for the ARP ESSER Funds with our staff, parents and community.

June 10, 2021 Family & Community Engagement Meeting: WIMG AM 1300 at 4-5 pm

The panel consisted of: Grant Manager, Keysha Jackson, Jayne Howard, Business Administrator, Mr. Truehart, BOE Member, Addie Lane, Board President, Mr. Alfonso Llano, Acting Superintendent, Mr. Ortiz, Assistant Superintendent of Student Services, & Hope Grant, Assistant Superintendent of Secondary Services, & Dr. Channing Conway, Assistant Superintendent of Elementary Schools

Topic: ESSER & ASSR Application

Program recording: <https://youtu.be/B5nm8OztXwU>

Our second town hall meeting took place on June 17, 2021 WIMG 1300 at 4-5 PM

Topic: American Rescue Plan Elementary and Secondary Schools Emergency Relief (ARP ESSER) Funds

The panel consisted of: Grant Manager, Keysha Jackson, Jayne Howard, Business Administrator, Mr. Truehart, BOE Member, Addie Lane, Board President, Mr. Alfonso Llano, Acting Superintendent, Denise Kreiss, Parent Coordinator/Homeless Liaison, Mr. Ortiz, Assistant Superintendent, School Support Services

Additionally, the district conducted a survey; the data confirm the suggestions made during the town hall sessions on June 10 and 17.

The Trenton Talks radio show was rebroadcast on WIMG 1300 on Tuesday, June 22, 2021 from 4-5 pm that took place on June 17 to allow for additional community input. Trenton Talks WIMG 1300 is Trenton's method of communicating with our community. The show is rebroadcast at 7pm on WIMG 1300. It can also be seen on YouTube and Facebook. Additionally, the program is streamed on WPHY Verizon channel 28 on Thursday at 11 pm.

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)

- The Trenton School District's plan is written in an understandable user friendly format. The plan is translated into Spanish and will be posted on the district's website. The Trenton School District will also provide oral translation for any parent upon request.