

# THE ROAD FORWARD

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## Appendices

### The Road Forward

### Tinton Falls School District Board of Education

**Note:**

As of August 10, 2021, the only mandatory requirements are included in Appendix C – Mask Wearing Protocol and Appendix G – Transportation Protocols. The school district should anticipate potential updates to The Road Forward Guidance as additional guidance becomes available.

## Fall 2021

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## **Appendix A**

### **Vaccination**

- a. Determine the vaccination status of students and staff.

The determination of vaccination status for staff is as follows: Staff will be contacted by the Superintendent through memo requesting that vaccination status is disclosed by the staff member. Records of vaccination status will be retained in separate confidential file in the Superintendent's office.

The determination of vaccination status for students will be obtained by the school nurse. The medical record of vaccination status will be kept by the school nurse in the student's medical file housed in the nurse's office.

- b. Actively promote vaccination for all eligible students and staff.

Vaccination opportunities will be promoted by the school district through email blast and advertising on the district website for staff and students. The school district will partner with the Monmouth County Regional Health Commission to offer vaccinations clinics in the school district when feasible and available.

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## **Appendix B**

### **Communication with the Local Health Department**

- a. Maintain close communication with the Local Health Department in order to provide information and share resources on COVID-19 transmission, prevention, and control.
- b. Establish procedures for Local Health Department notification and response to COVID-19 illness in school settings.

The Monmouth County Regional Health Commission will be contacted by the Superintendent, school administration, and the school nurses regarding COVID activity in the school setting. Outlined protocols for school community will be shared with the public health officer. Positive COVID-19 cases, staff and student close contact lists through contact tracing, and updates on the health of staff and students will be provided to the Monmouth Regional Health Commission health officials.

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## Appendix C

### Mask Wearing Protocol

Address all mandatory Orders regarding the use of masks in schools.

**Masks:** The Governor has signed [Executive Order 251](#), effective August 9th until further notice related to the use of face coverings inside of school buildings. It is required that all staff, students, and visitors wear masks while inside the school building regardless of vaccination status as outlined by [Executive Order 251](#). Adults who do not wear a mask will not be permitted to enter the school building.

For students who come to school without wearing a mask, the protocol listed here will be followed:

- Students will be provided a disposable mask to wear for the school day.
- Students who will not wear a mask will be moved to a quarantine area and parents will be called.
- Parents will be asked to pick up their child(ren) if the student is still refusing to wear a mask.

There are limited instances in Executive Order 251 wear masks are not needed inside the school building. Students who meet these exceptions will have the exceptions documented in an IHP, IEP, or 504 plan.

Masks are also required to be worn at all times on the school bus as outlined by [Order under section 361 of the Public Health Service Act and 42 Code of Federal Regulations](#).

Parents are encouraged to send their child(ren) to school with multiple masks. This way, masks can be changed as needed. Cloth masks should be laundered daily, and disposal masks should be worn only once.

Masks will not be worn when students are outside or when eating. Mask breaks will be incorporated into the school day when students can be taken outside and maintain social distance.

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## Appendix D

### Physical Distancing and Cohorting Protocols

- a. Implement physical distancing measures as an effective COVID-19 prevention strategy.

- (1) Maintaining three feet of distance between students in classroom settings.

At least three feet of distance between students in classroom settings will be maintained at all possible times. When three feet cannot be maintained the use of plexiglass barriers will act as a mitigation strategy within the classroom setting.

- (2) Consider structural interventions within classrooms to aid with social distancing.

Student desks, as opposed to tables, will be used to support the use of social distancing. Plexiglass barriers will be used on student desks or tables to promote social distancing when necessary.

- (3) Outside of the classroom, a school district should consider approaches to implement physical distancing.

Staff and students will be encouraged to maintain social distancing of at least three feet when outside the classroom environment. This will be implemented in the hallways, when changing classes, and on the playground.

- c. Address the use of cohorts or groups of students with dedicated staff who remain together throughout the day.

In the elementary school, students will remain with their homeroom classes when possible. In the middle school students will change classes but will be provided with assigned seating. Students will remain physically distant in all circumstances to the fullest extent possible while providing full day in person instruction.

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## **Appendix E**

### **Hand Hygiene and Respiratory Etiquette Protocols**

- a. Teach and reinforce hand washing.
- b. Encourage students and staff to cover coughs and sneezes with a tissue if not wearing a mask.
- c. Maintain adequate hand hygiene and respiratory etiquette supplies.

Staff and students will be required to wash and sanitize hands frequently throughout the day. Hand sanitizer will be available in every classroom and the lunchroom for use. Staff and students will be educated on the proper way to cover a cough or sneeze (using their elbow). They will be provided with reinforcement on disposing of used tissues or masks.

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## **Appendix F**

### **Provision of Meals**

The school district may include in Appendix F the locally developed protocols to:

- a. Implement layered prevention strategies to help mitigate the spread of COVID-19 in cafeterias or other group dining areas.

Staff and students will be required to wash/sanitize hands before and after eating. Staff and students will eat in single desks or tables where they can maintain six feet of distance between the next person. Tables will be cleaned by staff and students using a safe but approved cleaner to disinfect spaces where they are eating.

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## **Appendix G**

### **Transportation Protocols**

The school district shall include in Appendix G the locally developed protocols to:

- a. Address the use of masks on school buses.
- b. Address mitigation strategies to reduce the risk of infection on a school bus.

All individuals riding the school bus must wear mask per Federal Order. When available, students will sit at least three feet apart, and siblings or same household members will sit together in assigned seating. Assigned seating will be used on all buses to complete contact tracing in the event of a staff member or student testing positive for COVID-19. Windows will be open (weather permitting) in order to encourage a maximum amount of fresh air. Buses will be cleaned and sanitized at the end of the day and hand sanitizer will be available on the bus when applicable.



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## **Appendix H**

### **Cleaning, Disinfection, and Airflow**

The school district may include in Appendix H the locally developed protocols to:

- a. Clean and disinfect surfaces and objects that are touched often; such as desks, countertops, doorknobs, computer keyboards, hands-on learning items, faucet handles, phones, and toys at least daily.
- b. Improve airflow to the extent possible to increase circulation of outdoor air, increase the delivery of clean air, and dilute potential contaminants.

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## Appendix I

### Screening, Exclusion, and Response to Symptomatic Students and Staff Members

- a. Establish procedures to identify and respond to a student or staff member who becomes ill with COVID-19 symptoms.

Anyone exhibiting symptoms of COVID-19 while in school, will not be permitted to remain. The person will be moved to the isolation room. If a student needs to be picked up due to illness, it should be done as quickly as possible. Staff members will be asked to leave immediately. Staff and students with COVID-19 symptoms will need to be tested and show a negative test to return to school. If a staff member or student is waiting for test results, the individual should not be present in school until results have been received.

It is critical that if an individual tests positive for COVID-19, the school nurse is made aware of the test results immediately. A positive test begins a process of contact tracing.

Anyone testing positive for COVID-19 must follow the NJDOH guidance for exclusion. The number is dependent on levels of COVID activity identified by the NJDOH for the region.

Staff or parents must report a close contact or household contact to the school nurse and be excluded from school for the necessary amount of time per NJDOH guidance for exclusion.

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## **Appendix J**

### **Contact Tracing**

- a. Identify school-based close contacts of positive COVID-19 cases in the school.
- b. Notify parents and staff of the close contact exposure and exclusion requirements while maintaining confidentiality.

Contact tracing should be used using the K-12 definition of closer than 3 feet for longer than 15 minutes in a 24-hour period. Once individuals are identified using this criteria through interviews, seating charts, and school schedules, a close contact list is identified. Close contacts will be excluded from the school for the time deemed by the NJDOH exclusion guidelines, dependent on COVID Activity Level in the region.

Notification will take place to the close contact through phone calls (preference) or through email letters by the school nurse. Information regarding exclusion and testing will be provided to the staff member or parent(s). Confidentiality will be maintained for the individual who has tested positive for COVID-19.

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## **Appendix K**

### **Testing**

- a. Identify rapid viral testing options in their community for the testing of individuals who were exposed to someone with COVID-19.
- b. Develop and implement screening testing as a strategy to identify cases and prevent secondary transmission.

The school nurse or other school district personnel will provide information regarding testing opportunities within the community. The school district will contract with a medical testing company to provide screening testing as a strategy to identify cases within the school environment.

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## **Appendix L**

### **Student and Staff Member Travel**

- a. Follow the recommended CDC guidelines for student and staff member travel out-of-State.

The school district will follow CDC guidelines/NJDOH guidance for student and staff members regarding travel.