Re-opening Plan for the
Ocean County Vocational Technical School District
September 2020

Karen Homiek, Superintendent
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REOPENING PLAN FOR THE OCEAN COUNTY VOCATIONAL TECHNICAL SCHOOL DISTRICT

Conditions for Learning

Conditions for learning involve the social, emotional and environment factors that can impact educator capacity to teach and student capacity to learn. Maintaining healthy and safe school conditions is imperative.

The Ocean County Vocational Technical School District will follow the following procedures for screening students and employees for symptoms of COVID-19: All staff and students will have their temperatures taken upon entering all buildings. Students will be required to wear masks in classrooms and in all common areas. Staff is required to wear face coverings unless it would inhibit the individual’s health. Desks will be arranged to face the same way and social distancing of 6 feet will be established to the maximum extent possible. Cleaning and disinfecting will be increased significantly daily in all buildings. Students (and staff) will be provided with instruction on hygiene, washing of hands, importance of wearing face coverings, and staying home when ill. Posters throughout the building will remind the students of the importance of following the CDC guidelines for staying healthy. Purell (hand Sanitizing) stations will be placed in all classrooms, in the hallways and at all of the entrances in the buildings.

Leadership and Planning

A Restart Committee was established and included school-level administrators, member of the Board of Education, the President of the local education association, educators and students. Some of these members were part of the Pandemic Response Team. As each school has a Pandemic Response Team, they can communicate and participate in the decision making of the school community.

Two separate Re-start committees were established for the re-opening of the Ocean County Vocational Technical School District. One committee was formed for the three academies and one committee was formed for the shared time programs. Administrators, teachers, guidance, students, parents, custodians, secretaries were members of both committees. Building administrators will work with guidance counselors to ensure support of students’ social-emotional needs to include mental health and trauma support. Pandemic Response Teams from the academies and shared time buildings met virtually with members of the Re-Start Committee to share concerns, ideas and plans for a smooth transition back to school.

- For our shared time programs, the Ocean County Vocational Technical School District will provide instruction 5 days a week. Most of our sending schools intend on offering hybrid schedules for their students. We feel that we can accommodate the sending schools by offering instruction every day, knowing that attendance will be staggered.

  For our academies, the Ocean County Vocational Technical School District will offer an A/B schedule, with synchronized or remote learning on the off days.

- The Ocean County Vocational Technical School District has established the first three days of the school year for Google Training/Certification for all staff. We adjusted the school calendar in order to accommodate this professional development training. We expect all of our staff to be up and running with in-person, synchronized, and remote learning.
Instructors

Attendance and instructional contact time will accommodate opportunities of both synchronous and asynchronous instruction, ensuring a 180-day school year.

The OCVTS district will accommodate educators teaching in-person, hybrid, and virtual learning in a manner that will allow students to meet their required instructional hours for the day. This may include independent work while students are in classrooms receiving instruction.

The OCVTS district will consider access and equity for all staff to ensure continuity of student learning. Needs such as access to technology, social and emotional health, and child care concerns will be considered.

Scheduling for staff will comply with the American Disabilities Act (ADA) and Health Insurance Portability and Accountability Act (HIPAA). The roles and responsibilities of school administrators, teachers, instructional assistants, educational professionals etc. will ensure continuity of learning for student success.

Administration

Administration discussed hallway traffic and determined the start of the teachers’ day will be altered to meet the staggered dropping off of the students that begins before their official start time. Discussion with the President of the Teachers’ Association on the importance of an earlier start to monitor students in the building took place and decided that teachers will be in their classrooms by 7:00 AM. Students will be directed to their classrooms immediately upon entering the buildings. Staff will be leveraged to monitor student movement, hallway traffic and maintain safety requirements.

Administrators will work with staff and faculty to ensure that teaching and learning and all student services will be rendered efficiently and effectively. High-quality instruction will be emphasized with in-person, remote and/or synchronized learning.

Administrators will work with guidance to assess the academic and emotional well-being of students upon their return to school.

Administrators will collaborate with instructors on the importance of differentiated instruction and rigor in hybrid and remote learning models.

Administrators will facilitate the virtual component of synchronous online interactions.

Substitutes

Plans will be developed for staffing needs in case of long-term absences.

Plans will be provided for substitute teachers for in-person and virtual settings. Substitute teachers will not have to instruct/supervise the remote students.

Plans will be developed should additional staff be necessary (school nurses, counselors, etc.).
Technology Needs

On-going technology support will be provided to staff, students and families.

Students were surveyed to determine technology needs/access.

When needed, students will be provided with a device for remote learning.

Staff will be trained on Google

The district will be trained on expectations and guidelines regarding professional online etiquette/interactions with students.

Policy and Funding

- Personal Protection Equipment purchases have already begun. Face masks, cleaning products, additional filters for HVAC units, no-touch thermometers, Thermal Temp Reading equipment, ultra-light for identified areas, and foggers are some of the purchases that have already been secured.
- As of now, the CARES money has supported the requests for the re-opening. Should there be a need for additional costs, transfers of funds from reserve accounts will be an option.
- The Ocean County Vocational Technical School District has efficient broadband connectivity and was able to meet the needs of the instructors and students for the last four months of the 2019-2020 school year.

The Ocean County Vocational Technical School District has received CARES relief and will be using this aid for purchases and services due to COVID-19.

The Ocean County Vocational Technical School District will not need this assistance from the Federal Emergency Management Agency-Public Assistance.

The Ocean County Vocational Technical School is presently utilizing the most recent state aid figures in the planning.

Continuity of Learning

- All students with an Individualized Education Plan (IEP) or a 504 plan, highlighting educational accommodations, will be provided direct educational and related services as prescribed. The Ocean County Vocational Technical School District employs staff in accordance to meet all students individualized needs in accordance with N.J.A.C. 6A:14 and Section 504 of the Americans With Disabilities Rehabilitation Act. In the event OCVTS needs to shift exclusively to remote learning due to an emergency related executive order, all staff and services associated with that student will be delivered accordingly adhering to all federal and state guidelines.
Surveys have been provided for our academy students for information on internet connectivity as well as devices in the home. During the 2019-2020 school year, the Ocean County Vocational Technical School District provided less than 20 devices to the students from all three academies. The shared time students are provided devices (if needed) from their sending schools. They will use these devices for remote instruction from their sending schools as well as using them during remote instruction from the Ocean County Vocational Technical School District. Surveys can be found at the end of the document.

The Ocean County Vocational Technical School District has assessed last year’s remote learning experiences and have determined that the district will be a Google Certified District. Three days of professional development in Google as well as a final test for certification will be provided for all staff members. We feel that this certification will enhance the instruction for all of our students.

Professional development is scheduled to take place the first three days of the 2020-2021 school year. All staff members will have the opportunity to become Google Certified.

Needs Assessment was conducted and identified the need of projectors for the shared time programs. Instruction will take place in the shops as these areas are large and will accommodate social distancing. Projectors and carts have been ordered. Discussion on wireless cameras (web cams) have taken place to provide synchronized learning for those that are not in the classroom.

Curriculum will be delivered to account for the loss of learning that may have been the result of the school closures for the 2019-2020 school year. Administrators and educators will be tasked with identifying unfinished learning that needs to be addressed.

Accelerated learning to include tasks and assignments to fill in gaps lost from last year’s closures will be in place.

High quality instruction will be emphasized in all anticipated environments to include in-person instruction, hybrid instruction, virtual instruction and project-based instruction.

Different assessments (pre-assessment, formative, interim and summative) should be utilized to assess student gaps lost from last year’s closure.

Locally developed assessments should be utilized upon returning to school for the 2020-2021 school year.

Pre-assessments should be incorporated into regular classroom instruction but not interfere with student learning opportunities as school re-opens.

Professional Development will be provided to staff the first three days of the school year. By the end of the three days, all staff members will be given the opportunity to be Google Certified.
The OCVTS district wants to grow each educator’s professional capacity to deliver appropriate standards-based instruction remotely as well as in-person.

Career and Technical Education (CTE)

OCVTS is a career and technical learning institution.

It is essential that students have the access to appropriate industry-recognized, high value credentials. The OCVTS district will continue to offer learning in-person, synchronously, remotely or hybrid.

Summary of the Ten Critical Areas of Operation that schools must address in their restart plans:

#1 General Health and Safety Guidelines:

- Communication with the Department of Health, Department of Education and sending schools will be maintained.
- Staff and students at higher risk will be identified and provided with options for teaching and learning. Options for virtual learning will be provided for those identified students.
- CDC guidelines will be implemented and followed.
- Staff and students will be provided with information on hand hygiene, respiratory etiquette, face coverings, and symptoms of COVID-19. Staff and students will be directed to stay home when not feeling well.

Considerations:

The OCVTS district will provide reasonable accommodations for individuals identified as high risk for severe illness from COVID-19 and individuals with underlying medical conditions.

The OCVTS district will be collaborating with the sending schools for transportation and numerous schedules.

The OCVTS district will be collaborating with the superintendents in Ocean County as well as the Health Department as the plan enfolds.

#2 Classrooms, Testing and Therapy Rooms:

- Shops, labs and classrooms will be set up to adhere to social distancing. Social distancing spacing will be indicated on floors in shops, hallways, labs and classrooms. All attempts will be made in all of our classrooms in all of our centers to promote social distancing to the maximum extent possible. Face coverings will be required to be worn by students.
- Front office personnel will be provided with clear plastic barriers by desks and counter areas where students/staff/visitors communicate, sign-in, drop off items etc.
- Shared objects, equipment, technology will be limited and/or cleaned between use. Wipes will be provided in all of the classrooms for sanitizing after use by students as they exit the classrooms. Students will be provided with instruction on proper cleaning of tools/equipment (as part of their vocational training) as well as instructional equipment (chrome books, lap tops, i-Pads).
Filters on all heating and air conditioning units will be cleaned and maintained quarterly which is more than double the recommended manufacturer’s schedule. Fresh air component will be increased and windows and shop doors will be open when weather permits to bring in fresh air.

All classrooms will be provided with hand sanitizing gels and/or sanitizing stations. Hand sanitizing stations will be located at the entrance of all of the buildings, food areas, lavatories, and hallways.

Students will be trained on the proper procedure for washing hands. Many of the shops have handwashing stations which will be fully stocked with soap, water and alcohol-based hand sanitizers. A school-wide plan where students are required to wash their hands for at least twenty seconds.

Considerations:

Social Distancing will be in place to the best of our ability. Square foot per person scenarios have been provided by Facilities’ manager and every effort will be made to social distance students (six feet apart).

**#3 Transportation**

- The Ocean County Vocational Technical School District does not transport students to/from school. We will comply with all of the sending schools on the social distancing practices and face covering mandates.
- The Ocean County Vocational Technical School District does have a few busses that are used for field trips, and visitations. All CDC regulations will be followed for cleaning and sanitizing. The Ocean County Vocational Technical School has purchased foggers that will be utilized to clean and disinfect busses as used. Face coverings will be required for students if social distancing cannot be maintained to the maximum extent possible.

Considerations:

The OCVTS district does not provide bussing for students.

**#4 Student Flow, Entry, Exit, and Common Areas**

- Students will enter the building at the front entrance. The Ocean County Vocational Technical School District has purchased Thermal Readers to take multiple temperatures at a time upon entrance.

- Floors will be marked to indicate 6 feet and signs will be posted on all of the walls throughout the buildings indicating social distancing. Entrance and Exits are staggered due to bus drop-offs and pick-ups. Supervision will be maintained throughout entry and exits to ensure social distancing and wearing of face coverings in hallways and common areas.
Considerations:

The OCVTS district is able to minimize interaction of students between drop-off and entrance to school as the arrival times are staggered. Hand sanitizer will be provided in all classrooms and cleaning will be increased in all buildings. Large group gatherings will be eliminated.

#5 Screening, PPE and Responses to students and staff presenting symptoms:

- Must adopt a policy for screening students and employees upon arrival and history of exposure. Policy #1648 regarding screen procedures for students and staff upon arrival at school or work will be adopted.
  - The Ocean County Vocational Technical School District has purchased Thermal Readers to take multiple temperatures at a time upon entrance. School nurses will read the temperatures as students enter the building.
  - Health checks for all of the students will resume as usual to include eye examinations, weights, blood pressure, etc.
  - School nurses will document the results of signs/symptoms of identified students. Students and staff with COVID-19 will be safely and respectfully isolated from others.
  - Any screening policy must take into consideration students with disabilities and accommodations that may be needed in the screening process for those students.
  - Students and staff with symptoms related to COVID-19 will be safely and respectfully isolated from others. Communicable Disease Service guidance for illness will be followed. All buildings will have an isolated area for students that display symptoms of COVID-19.
  - A district official must notify local health officials, staff and families should any person that has spent time in any of the buildings of the Ocean County Vocational Technical School District test positive for COVID-19.

Procedures for when someone tests positive for COVID-19:

- All buildings have identified an isolation space where students can be supervised and remain until an authorized adult can pick up.

- Guidelines for illness reporting will be followed. Each building has a nurse and he/she will be designated as the person responding to COVID-19 concerns. All staff, students, and families will be informed of this procedure. Health officials will be notified when staff and families self-report to the school.

- Students and staff will be provided with PPE if needed.
Relationships will be forged with local health officials. When cases arise, notification will be made to parents and staff. The health officials will do the contact tracing.

If a student or staff member shows symptoms of COVID-19, he/she should be sent home as soon as possible. He/she should separate from well students and staff until the sick person can be sent home. He/she will remain in an isolated area until exiting the building.

Any staff or student that has tested positive for COVID-19 must stay home and not return until a negative COVID-19 test result is achieved.

The Pandemic Response Team/members will be alerted to the situation should a student/staff member test positive.

Educating parents on the signs of COVID-19 will be dispersed and encouragement to keep students home when they are sick will be emphasized.

All staff members and visitors must wear masks. Visitors must have an appointment for admittance to any of our centers.

Students are required to wear face coverings, unless doing so would inhibit the student’s health. It is necessary to acknowledge that enforcing the use of face coverings may be impractical for young children or individuals with disabilities.

Exceptions:
- Doing so would inhibit the student’s health.
- The student is in extreme heat outdoors.
- The student is in water.
- A student’s documented medical condition, or disability as reflected in an Individualized Education Program (IEP), precludes the use of face covering.
- The student is under the age of two (2), due to the risk of suffocation.
- During the period that a student is eating or drinking.
- Face coverings should not be placed on anyone who has trouble breathing or is unconscious, or anyone who is incapacitated or otherwise unable to remove the face covering without assistance (e.g. face coverings should not be worn by Pre-K students during nap time).
- Face coverings may be removed during gym and music classes when individuals are in a well-ventilated location and able to maintain a physical distance of six feet apart.
- When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task.

Visitors must have an appointment for admittance to any of the Ocean County Vocational Technical School centers. If a visitor refuses to wear a face covering for non-medical
documented purposes, entry will be denied. Signs will be posted at the entrance of the buildings for face covering mandates.

Additional Considerations

- Individuals should be frequently reminded not to touch the face covering and to wash their hands frequently.
- Currently, the CDC does not recommend use of face shields as a substitute for face coverings. Therefore, they may not be used to satisfy the face covering requirement detailed above. However, they may be an option for students with medical or other challenges that preclude the use of face coverings. If face shields are used without a mask, they should wrap around the sides of the wearer’s face and extend to below the chin.
- All staff will wear face coverings unless health exceptions are noted. Temperatures will be taken at the entrance of all buildings and students/staff will be asked to leave if they have a fever of 100.4 degrees or higher as well as the additional COVID-19 symptoms. Students and employees 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. These symptoms include:
  - A fever of 100.4° 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

#6 Contact Tracing

Contact tracing is the process used to identify those who come into contact with people who have tested positive for many contagious diseases, including COVID-19. Upon notification that a resident has tested positive for COVID-19, a local 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.

All school and district administrators, school safety specialists, counselors, and any other staff deemed appropriate by the school and district should be provided information regarding the role of contact tracing in keeping school communities safe from the spread of contagious disease. School nurses should be engaged to educate the broader school community on the importance of contact tracing. Local health officials will handle the contact tracing. Prior to any outbreak, relationships will be forged with our local officials for easy communication and collaboration should their support be needed.
The OCVTS school safety specialist will complete the John Hopkins University’s COVID-19 Contact Tracing Course.

Considerations:

The OCVTS district will be working with the local health department to assist in any tracing activities if needed. We have administration and nurses working with the health department as well as others from schools in Ocean County to provide information and training to carry out responsibilities and procedures to staff.

**COVID-19 Daily Screening Plan**

- **Daily Student and Staff Health Assessment (Temp 100.4 F Max)** (Thermal Scan and Observations)
  - School Nurse
  - Building Administrator

- **Screening**
  - Include a daily thermal temperature scan with any staff or student with a temperature reading of greater than 100.4 F or demonstrating any COVID-19 symptoms will be placed into a designated quarantine area for the health and safety of that individual, and for the overall health and safety for all students and staff at OCVTS.

- **Facilities Cleaning Practices**
  - Routine cleaning will be increased in all of the Ocean County Vocational Technical School centers. When the AM classes end, all desks, chairs, bathrooms, light switches, doorknobs, and frequently touched areas will be cleaned and sanitized before the PM students arrive. When the PM students are released, the cleaning procedures will take place again. Many of our centers are used in the evenings as well so for those centers, cleaning will take place at least 3
times a day. For the Academy students, lunch periods will stagger and the cafeteria tables/seats will be cleaned and sanitized before each group of students enter for lunch. At the end of the day, all areas will be cleaned and disinfected.

- All of our routine cleaning and disinfecting products are EPA approved against COVID-19. Cleaning of highly used surfaces will be increased to include doorknobs, light switches, hand rails, desks, chairs, bathroom facilities, shared telephones, shared computer keyboards and mice, etc.

- Bathrooms will be sanitized as much as possible as well as the following:
  - Limit number of students entering the bathrooms as one time.
  - Drinking fountain areas will be cleaned and sanitized frequently. Students will be encouraged to bring in their own water containers as the water in our centers are filtered.
  - Hand sanitizer is available at the entrance of each building and should be used when entering and exiting the building.
  - Students will be required to wear face coverings on the busses if social distancing is not an option.
  - Routine cleaning will be provided for furniture and equipment daily. Use of fogger to disinfect will be utilized throughout all buildings. Custodians will receive training on the use of the foggers.
  - Teachers and staff members will be provided disposable alcohol wipes to wipe down commonly used surfaces in their areas.
  - Plastic barriers will be provided for all offices where social distancing is not available.

The Ocean County Vocational Technical School District has seven centers. Any of these centers may have to implement short-term closure procedures if an infected person has been in one of the buildings. Areas used by a sick person will be closed off. After 24 hours, the closed off areas used by a sick person will be cleaned and disinfected. Outside doors and windows will be opened to increase air circulation in the area.

Considerations:

Crowding will be limited as the student population will be limited. Hand sanitizers will be made available in all classrooms, hallways and entrances of the buildings.
#8 Meals

If cafeterias or group dining areas are used:

- Times for lunch will stagger to allow for social distancing and the ability to clean and sanitize tables, chairs, and lunch areas between groups.

- All tables and surfaces will be cleaned and sanitized between each lunch period.

- Students will be spaced at least 6 feet apart when possible.

- Individuals that serve food or hand out food must wash hands after removing gloves or immediately after handling used food service items.

- When possible, students will be encouraged to eat outside.

- Meals will be delivered to the academies in pre-packaged boxes and/or individually plated meals.

- Buildings may choose to have students eat lunches in classrooms under supervision.

- Staff members will be provided with face shields to use along with mandatory face coverings.

Considerations:

All areas where lunch takes place will be cleaned. Students will be placed six feet apart and sharing of food will not be allowed.

#9 Recess/Physical Education

- Cones/tape will be used during physical education to designate boundaries between students.

- Students will be directed to wash hands after participation in physical education after in/outdoor activities.

- All equipment must be disinfected after use. More aerobic activities will be encouraged which does not require the use of equipment.

- Designate zones to ensure separation of at least 6 feet.

- Close locker rooms to mitigate risk and prohibit students/staff in confined areas.

- Students will be encouraged to wear comfortable clothing and footwear to school so that they do not have to use the locker rooms to change.
o Equipment usage will be eliminated or limited (clean and disinfectant between use).

o Stagger the use of changing areas and clean between uses.

#10 Fieldtrips, Extra-curricular Activities, and Use of Facilities Outside of School Hours

o For the academy buildings, after school activities must continue to follow the social distancing procedures that are in place.

o Organizations or community groups that use the Ocean County Vocational Technical School facilities must adhere to the protocols in place for face coverings, cleaning/sanitizing. Adherence to district protocols will be monitored closely by the district Supervisor of Buildings and Grounds.

o There are no field trips to be scheduled at this time.

o All guest artists will visit virtually.

Considerations:
The use of technology will be maximized to support extra-curricular activities without in-person contact. Field trips have been cancelled as well as large gatherings and assemblies.

Academic, Social, and Behavioral Supports

Guidance Counselors will be working with students as the new year rolls in to check in with those that were identified to need additional social and behavioral supports.

Students with IEPs and 504s will be identified by the guidance department, instructors, administrators and in some cases, the school nurse.

New students will be provided with support for acclimation to a new school environment, a virtual school environment, and in-person instruction.

Information from the CDC on mental and social support will be available to parents.

Information for parents: CDC Guidelines will be provided to parents.

Supporting Social and Emotional Learning and Mental and Behavioral Health Upon School Re-Entry will be managed through a Trauma Informed, Multi-Tiered Systems of Support (MTSS) Framework. The main focus will be to incorporate the values and application of social-emotional learning and trauma-informed care practices in the context of the New Jersey Tiered System of Services (NJTSS). New Jersey Tiered System of Support (NJTSS) is a framework of academic and behavioral supports and interventions
to improve student achievement, based on the core components of multi-tiered systems of supports (MTSS) and the three-tier prevention logic of Response to Intervention (RTI).

The recent and ongoing challenges from the COVID-19 health pandemic are exacerbating inequalities and further straining the health and well-being of vulnerable children and families. Understanding students’ social-emotional and behavioral functioning as schools begin to reopen will be crucial. Upon the initial return to school, it is essential to provide emotional caring for grieving children, focus on educating the whole child, emphasize emotional support over strict academic requirements, be mindful of emotional supports for adults and staff in the school, and provide resource maps for access to school counselors as well as mental health professionals who understand the school community’s dynamics, needs, and resources.

**Restart Committee**

The administrators have met weekly to review the “The Road Back Restart and Recover Plan for Education” and discuss the concerns from a building level that must be addressed. Once the plan was reviewed Restart committees were formed and members from our stakeholders contributed to the plan, procedures and steps needed for a safe and healthy start to the 2020-2021 school year.

**Dates of Meetings:**

7/1 7/8 7/22 7/29

Items discussed consisted of the following: Technology enhancements, training for Google Classroom for all staff, different plans for 14 districts, attendance, hybrid learning, Google Certification, impossibility to meet the needs of every individual district, need of extra substitutes, schedules for the academies, mandate for wearing masks, accommodations for “at risk” students, temperature taking of all students and staff, need of webcams, association concerns, evaluation procedures, transportation, concerns about an isolation room, IT adding additional codes, high expectations need to be stressed, change of start time for staff in order to keep students in a confined area, cleaning of devices used for instruction, and need for additional custodians.

**Pandemic Response Teams**

Pandemic Response Teams have been established in all of the academies. They continue to work with the Re-Start Committee as many of the members serve on both groups either as a student, parent, administrator, custodian, board member, teacher, secretary etc. The meeting agendas can be found at the end of the document.
Scheduling of Students

The Ocean County Vocational Technical School District has been planning the re-start of the 2020-2021 school year with two separate scheduling models. Our shared time programs (Brick, Toms River, Jackson and Waretown) will offer instruction five days a week. Our scheduled times for these classes are:

AM  7:45-10:10
PM  10:50-1:15

For the three academies (Performing Arts Academy, Marine Academy of Technology and Environmental Science, and the Academy of Law and Public Safety), we will offer an A/B schedule, with no days off other than scheduled holidays. Remote/Synchronized instruction will take place on the days that the students are not in school.

7:30-1:53 every day

Staffing

The OCVTS District will be providing instruction five days a week, using social distancing practices when possible. All staff must wear face coverings and have their temperatures monitored daily.

Academy staff will be provided additional protective equipment (face shields) during lunch as the students will be removing their face coverings to eat.

Staff members will be provided information on The Federal Families First Coronavirus Response Act (FFCRA) which includes the Emergency Family and Medical Leave Expansion Act (EFMLEA) and the Emergency Paid Sick Leave Act (EPSLA). The OCVTS District will comply with all applicable employment laws when making staffing and scheduling requirements to include the Americans Disability Act, the Health Insurance Portability and Accountability Act (HIPPA) and all applicable state laws.

As the district adjusts to the schedules, teaching staff must maintain quality instruction for students.

Professional Development

The OCVTS District will prepare and support teaching staff with professional development the first three days of school. All will be trained in Google to increase the capacity to deliver developmentally appropriate standards-based instruction in-person and remotely.

The OCVTS District has been preparing the buildings with enhanced technology to deliver synchronized and remote learning to all students.

Athletics

The Ocean County Vocational Technical School District does not offer athletic programs to their students.
In-person/hybrid learning:

- Google Classroom will be utilized by all teaching staff. Training will take place the first three days of school to accomplish this goal.

- Students will be provided with a device if needed.

- For those students without internet, we will provide access.

- All staff members will be provided with a device for use at home if needed.

- Cameras for classrooms will allow synchronized and remote learning.

- Projectors will allow for instruction from the classrooms and/or shops for instruction.

- Necessary software for individual programs will be provided to the students as needed.

- When the student is unable to attend class, the student can view the class as it will be recorded.

Remote learning:

- Survey was provided to parents for the election of fulltime remote learning. This survey indicated student name, school and email address.

- Those parents that elected to have his/her child to participate in fulltime remote learning will receive information from Student Services as to the steps to follow once returning to in-person/remote/synchronized learning.

- Students will be provided a device if needed.

- For those students without internet, we will provide access.

- Synchronized and remote learning will be in place for those students at home through the use of cameras in the classrooms.

- Projectors will allow for instruction from the classrooms and/or shops for synchronized and remote learning

- As per NJDOE Guidelines submitted in memo on July 24, 2020 Clarifying Expectations Regarding Fulltime Remote Learning Options for Families in 2020-21. All students will be eligible for fulltime remote learning and not selective criteria will be used to determine eligibility.
Procedures for Submitting Fulltime Remote Learning Requests:

- Request for beginning the school year as a fulltime remote student must be received by August 21, 2020.

- The district point of contact for fulltime remote learning request is:
  - Mr. Kevin Dineen- Principal Student Services
  - Phone: (732) 244-1122

- The process for submitting remote learning requests is outlined below:
  - District will make Remote Learning Request Form available online at www.ocvts.org.
  - District will conduct a Robocall prior to August 21, 2020 to notify parents that Remote Learning Request Forms are available on the district website. If the parent/guardian would like to request full remote learning, the form must be submitted by August 21, 2020. The building administration will follow up to confirm request with parent/guardian that is listed on file. If no form is submitted your child will be scheduled for hybrid learning which will consist of a A/B schedule 5 days per week that will include days of virtual and in-person instruction.
  - Should a parent/guardian feel the need to request remote instruction once the school year begins they may do so by submitting a Remote Learning Request Form found at www.ocvts.org. Request for remote instruction should be received 5 school days prior to the intended start date of the change in the delivery of learning.

- IEP reviews will be conducted for those students that opt for remote learning. Additional support will be provided if needed.

Procedures to Transition from Remote Learning to In-Person/Hybrid Instruction:

- If the district does not receive a Remote Learning Request Form from a parent/guardian the child will be scheduled for hybrid learning which will consist of a A/B schedule 5 days per week that will include days of virtual and in-person instruction.

- The district point of contact for Transition from Fulltime Remote Learning to In-Person/Hybrid Instruction is:
  - Mr. Kevin Dineen- Principal Student Services
  - Phone: (732) 244-1122

- The process for submitting a Transition from Fulltime Remote Learning to In-Person/Hybrid Instruction are outlined below:
  - District will make Transition from Fulltime Remote Learning to In-Person/Hybrid Instruction Form available online at www.ocvts.org.
Form will be available 5 school days after the first day students commence the 2020-21 school year. The building administration will follow up to confirm request with parent/guardian that is listed on file.

Should a parent/guardian feel the need to request In-Person/Hybrid Instruction once the school year begins they may do so by submitting a Remote Learning Request Form found at [www.ocvts.org](http://www.ocvts.org). Request for remote instruction should be received 5 school days prior to the intended start date of the change in the delivery of learning.

- Building Administration and School Counselors will work with the students to ensure a smooth transition from all remote learning to in-Person/hybrid learning.

Reporting

- In order to support the NJDOE in providing meaningful guidance for districts, the OCVTS Student Services Department will maintain reporting data associated with remote learning, which is anticipated to include the following:
  - Number of students participating in fulltime remote learning
  - Demographics of students participating in remote learning which will include the number of students from each of following subgroups:
    - Economically Disadvantaged
    - Race/Ethnicity
    - Students with Disabilities
    - English Learners

Procedures for Communicating District Remote Learning Plan with Families

- OCVTS will provide the following information through the District website in both English and Spanish:
  - Summaries of the district’s Remote Learning Plan
  - Procedures for submitting remote learning requests
  - Scope and expectations of remote learning
  - Process for submitting transition from fulltime remote learning to hybrid/in-person learning

- Questions or concerns related to the Remote Learning Plan should be directed to the Principal of the program that your child attends.
On June 26, 2020, the New Jersey Department of Education (NJDOE) published “The Road Back - Restart and Recovery Plan for Education” (Guidance), a guidance document for reopening New Jersey schools during the COVID-19 pandemic. The Guidance provided school officials with the information necessary to ensure that schools reopen safely and are prepared to accommodate staff and students’ unique needs during these unprecedented times. The NJDOE required school districts in the State to develop, in collaboration with community stakeholders, a “Restart and Recovery Plan” (Plan) to reopen schools that best fits the district’s local needs.

The Guidance requires the Board of Education to adopt certain policies and the Board adopts Policy 1648 to address those policy requirements in the Guidance. Policy 1648 shall only be effective through the current COVID-19 pandemic and will take precedence over any existing Policy on the same or similar subject, unless determined otherwise by the Superintendent.

A. NJDOE Guidance – Key Subject Area 1 – Conditions for Learning

1. Transportation

   a. If the school district is providing transportation services on a district-owned school bus, but is unable to maintain social distancing, a face covering must be worn upon entering the school bus by all students who are able to do so in accordance with A.2.c. below.

   (1) Accommodations for students who are unable to wear a face covering should be addressed according to that student’s particular need and in accordance with all applicable laws and regulations.

   b. The school district shall use best practices for cleaning and disinfecting district-owned school buses and other transportation vehicles in accordance with A.3. below.

   c. District-employed school bus drivers and aides on district-owned school buses shall practice all safety actions and protocols as indicated for other school staff.

   d. If the school district is using contracted transportation services, the contractor shall ensure all Board of Education safety actions and protocols are followed by the contractor and its employees and/or its agents.
[See Policy Guide 1648 – Appendix C for the protocols/procedures for “Transportation” which is also included in the school district’s Restart and Recovery Plan.]

2. Screening, Personal Protective Equipment (PPE), and Response to Students and Staff Presenting Symptoms

a. The school district shall screen students and employees upon arrival to a school building or work location for COVID-19 symptoms and a history of exposure.

(1) School staff must visually check students and employees for symptoms upon arrival (which may include temperature checks) and/or confirm with families that students are free of COVID-19 symptoms.

(2) Health checks must be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations.

(3) Results must be documented when signs/symptoms of COVID-19 are observed.

(4) The screening protocol will take into account students and employees with disabilities and accommodations that may be needed in the screening process for those students and employees.

(5) Students and employees with symptoms related to COVID-19 must be safely and respectfully isolated from others.

(6) 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 must immediately notify local health officials, staff, and families of a confirmed case while maintaining confidentiality.

b. School staff and visitors are required to wear face coverings unless doing so would inhibit the individual's health or the individual is under two years of age.

(1) If a visitor refuses to a wear a face covering for non-medical reasons and if such covering cannot be provided to the individual at the point of entry, the visitor's entry to the school/district facility may be denied.

c. Students are strongly encouraged to wear face coverings and are required to do so when social distancing cannot be maintained, unless
doing so would inhibit the student's health. It is also necessary to acknowledge that enforcing the use of face coverings may be impractical for young children or individuals with disabilities.

(1) Accommodations for students who are unable to wear a face covering should be addressed according to that student's need and in accordance with all applicable laws and regulations.

d. Exceptions to the Requirement for Face Coverings

(1) Doing so would inhibit the individual's health.

(2) The individual is in extreme heat outdoors.

(3) The individual is in water.

(4) A student's documented medical condition, or disability as reflected in an Individualized Education Program (IEP), precludes the use of a face covering.

(5) The student is under the age of two and could risk suffocation.

[See Policy Guide 1648 – Appendix E for the protocols/procedures for “Screening, PPE, and Response to Students and Staff Presenting Symptoms” which is also included in the school district’s Restart and Recovery Plan.]

3. Facilities Cleaning Practices

a. The school district must continue to adhere to existing required facilities cleaning practices and procedures and any new specific requirements of the local health department as they arise.

b. A procedure manual must be developed to establish cleaning and disinfecting schedules for schools and school equipment, targeted areas to be cleaned, and methods and materials to be used.

[See Policy Guide 1648 – Appendix G for the protocols/procedures for “Facilities Cleaning Practices” which is also included in the school district’s Restart and Recovery Plan.]

4. Wraparound Supports

a. Mental Health Supports

The school district’s approach to student mental health supports will be affected by the learning environment in place at the beginning of the
school year. If in-person instruction is not feasible, the district must find other ways to assess and monitor students’ mental health.

[See Policy Guide 1648 – Appendix K for the protocols/procedures for “Academic, Social, and Behavioral Supports” which is also included in the school district’s Restart and Recovery Plan.]

5. Contact Tracing

a. Upon notification that a resident has tested positive for COVID-19, the local health department will call the school district 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 ten minutes.

b. The school district shall assist the local health department in conducting contact tracing activities, including ongoing communication with the identified individual and/or their contacts.

c. The school district shall ensure adequate information and training is provided to the staff as necessary to enable staff to carry out responsibilities assigned to them.

d. A staff liaison(s) 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.

e. School districts shall allow staff, students, and families to self-report symptoms and/or suspected exposure.

[See Policy Guide 1648 – Appendix F for the protocols/procedures for “Contact Tracing” which is also included in the school district’s Restart and Recovery Plan.]

B. NJDOE Guidance – Key Subject Area 2 – Leadership and Planning

1. Scheduling

a. The school district’s Plan must account for resuming in-person instruction and shall provide steps to shift back to virtual learning models if circumstances change and in-person instruction guidelines can no longer be followed.

b. The school district’s Plan accommodates opportunities for both synchronous and asynchronous instruction, while ensuring requirements for a 180-day school year are met.
c. The school district recognizes special populations will require unique considerations to ensure the continuity of learning as well as the health and safety of students and staff within the least restrictive environment.

   (1) Special Education and English Language Learners (ELL)

      (a) The school district shall provide educators with professional development to best utilize the accessibility features and accommodations tools made available through technology-based formats in accordance with this Policy.

      (b) The school district shall continue to ensure students receive individualized supports that meet the requirements of the IEP and 504 Plans.

   [See Policy Guide 1648 – Appendix N for the protocols/procedures for “Scheduling of Students” which is also included in the school district’s Restart and Recovery Plan.]

2. Staffing

   a. The school district shall comply with all applicable employment laws when making staffing and scheduling requirements, including, but not limited to, the Americans Disabilities Act (ADA), the Health Insurance Portability and Accountability Act (HIPPA), and all applicable State laws.

   b. As the school district adjusts schedules, teaching staff members must maintain quality instruction for students pursuant to the minimum requirements set forth in NJDOE regulation.

   [See Policy Guide 1648 – Appendix O for the protocols/procedures for “Staffing” which is also included in the school district’s Restart and Recovery Plan.]

C. NJDOE Guidance – Key Subject Area 3 – Policy and Funding

1. School Funding

   a. Purchasing

      The school district may likely need to purchase items not needed in the past and may experience increased demand for previously purchased goods and services to implement the Plan. The school district shall continue to comply with the provisions of the “Public School Contracts Law”, N.J.S.A. 18A:18A-1 et seq.
b. Use of Reserve Accounts, Transfers, and Cashflow

The school district shall apply for the approval from the Commissioner of Education, prior to performing certain budget actions, such as withdrawing from the emergency reserve account or making transfers that cumulatively exceed ten percent of the amount originally budgeted.

c. Costs and Contracting

The school district shall follow all New Jersey State laws and regulations applicable to local school districts for purchasing when procuring devices and connectivity or any technology related item.

D. NJDOE Guidance – Key Subject Area 4 – Continuity of Learning

1. Ensuring the Delivery of Special Education and Related Services to Students with Disabilities

a. The school district shall continue to meet their obligations to students with disabilities to the greatest extent possible.

2. Professional Learning

a. The school district shall prepare and support teaching staff members in meeting the social, emotional, health, and academic needs of all students throughout the implementation of the Plan.

   (1) Professional Learning

      (a) The school district shall grow each teaching staff member’s professional capacity to deliver developmentally appropriate standards-based instruction remotely.

   (2) Mentoring and Induction

      (a) The school district shall ensure:

         (i) All novice provisional teachers new to the district be provided induction;

         (ii) One-to-one mentoring is provided to novice provisional teachers by qualified mentors;

         (iii) Mentors can provide sufficient support and guidance to novice provisional teachers working in a remote environment;
(iv) Mentoring is provided in both hybrid and fully remote learning environments and that mentors and provisional teachers will agree upon scheduling, structure, and communication strategies they will use to maintain the mentoring experience; and

(v) The use of online collaborative tools for school staff to remain connected to other mentors, new teachers, and administrators to maintain a sense of communal support.

(3) Evaluation

(a) The school district has considered the requirements and best practices with provisional status teachers, nontenured educators, and those on Corrective Action Plans (including extra observations, extra observers, assuring more frequent feedback and face-to-face).

3. Career and Technical Education (CTE)

a. The school district shall implement innovative learning models for new learning environments regarding CTE.

b. Quality CTE Programs

The school district shall ensure students have access to appropriate industry-recognized, high-value credentials.

c. Work-Based Learning

The school district will ensure students are provided the opportunity to participate in safe work-based learning, either remotely (simulations, virtual tours, etc.) or in-person.

New Jersey Department of Education “The Road Back – Restart and Recovery Plan for Education”
Appendices

Appendix C

Critical Area of Operation #3-Transportation

The Ocean County Vocational Technical School District does not transport students. The sending schools provide transportation to all of our centers and academies.

The Ocean County Vocational Technical School District does have a small number of school busses used to transport students to learning opportunities and they are maintained by our Facilities and Grounds personnel. Social distancing will be enforced when our transportation is used but when not feasible, facial coverings will be enforced.

All busses owned and driven by the Ocean County Vocational Technical School District will be cleaned, sanitized and fogged after use.

Recognizing the parameters on social distancing on school busses, the Ocean County Vocational Technical School District has relaxed the driving policy to assist the sending schools in transportation. Eligible students may drive to school after providing proper documentation to the building principals.
Appendix E

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

- Procedures for screening students and employees upon arrival and history of exposure will be in place. Policy #1648 regarding screen procedures for students and staff upon arrival at school or work will be adopted.

- The Ocean County Vocational Technical School District has purchased Thermal Readers to take multiple temperatures at a time upon entrance. School nurses will read the temperatures as students enter the building.

- All students and staff will be required to have temperatures taken upon entrance to the building.

- Health checks for all of the students will resume as usual to include eye examinations, weights, blood pressure, etc.

- School nurses will document the results of signs/symptoms of identified students. Students and staff with COVID-19 will be safely and respectfully isolated from others.

- Any screening policy must take into consideration students with disabilities and accommodations that may be needed in the screening process for those students.

- Students and staff with symptoms related to COVID-19 will be safely and respectfully isolated from others. Communicable Disease Service guidance for illness will be followed. All buildings will have an isolated area for students that display symptoms of COVID-19.

- A district official must notify local health officials, staff and families should any person that has spent time in any of the buildings of the Ocean County Vocational Technical School District test positive for COVID-19.

Procedures for when someone tests positive for COVID-19:

- All buildings have identified an isolation space where students can be supervised and remain until an authorized adult can pick up.

- Guidelines for illness reporting will be followed. Each building has a nurse and he/she will be designated as the person responding to COVID-19 concerns. All staff, students, and families will be informed of this procedure. Health officials will be notified when staff and families self-report to the school.

- Students and staff will be provided with PPE if needed.
- Relationships will be forged with local health officials. When cases arise, notification will be made to parents and staff. The health officials will do the contact tracing.

- If a student or staff member shows symptoms of COVID-19, he/she should be sent home as soon as possible. He/she should separate from well students and staff until the sick person can be sent home. He/she will remain in an isolated area until exiting the building.

- Any staff or student that has tested positive for COVID-19 must stay home and not return until a negative COVID-19 test result is achieved.

- The Pandemic Response Team/members will be alerted to the situation should a student/staff member test positive.

- Educating parents on the signs of COVID-19 will be dispersed and encouragement to keep students home when they are sick will be emphasized.

- All staff members and visitors must wear masks. Visitors must have an appointment for admittance to any of our centers.

- Students are required to wear face coverings, unless doing so would inhibit the student’s health. It is necessary to acknowledge that enforcing the use of face coverings may be impractical for young children or individuals with disabilities. Exceptions:
  - Doing so would inhibit the student’s health.
  - The student is in extreme heat outdoors.
  - The student is in water.
  - A student’s documented medical condition, or disability as reflected in an Individualized Education Program (IEP), precludes the use of face covering.
  - The student is under the age of two (2), due to the risk of suffocation.
  - During the period that a student is eating or drinking.
  - Face coverings should not be placed on anyone who has trouble breathing or is unconscious, or anyone who is incapacitated or otherwise unable to remove the face covering without assistance (e.g. face coverings should not be worn by Pre-K students during nap time).
  - Face coverings should not be placed on anyone who has trouble breathing or is unconscious, or anyone who is incapacitated or otherwise unable to remove the face covering without assistance (e.g. face coverings should not be worn by Pre-K students during nap time).
  - The student is engaged in high intensity aerobic or anaerobic activities.
  - Face coverings may be removed during gym and music classes when individuals are in a well-ventilated location and able to maintain a physical distance of six feet apart.
  - When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task.

- Visitors must have an appointment for admittance to any of the Ocean County Vocational Technical School centers. If a visitor refuses to wear a face covering for non-medical
documented purposes, entry will be denied. Signs will be posted at the entrance of the buildings for face covering mandates.

Additional Considerations

- Individuals should be frequently reminded not to touch the face covering and to wash their hands frequently.
- Currently, the CDC does not recommend use of face shields as a substitute for face coverings. Therefore, they may not be used to satisfy the face covering requirement detailed above. However, they may be an option for students with medical or other challenges that preclude the use of face coverings. If face shields are used without a mask, they should wrap around the sides of the wearer’s face and extend to below the chin.
- All staff will wear face coverings unless health exceptions are noted. Temperatures will be taken at the entrance of all buildings and students/staff will be asked to leave if they have a fever of 100.4 degrees or higher as well as the additional COVID-19 symptoms. Students and employees 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. These symptoms include:
  - A fever of 100.4° 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
Critical Area of Operation #6-Contact Tracing

Contact tracing is the process used to identify those who come into contact with people who have tested positive for many contagious diseases, including COVID-19. Upon notification that a resident has tested positive for COVID-19, a local 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.

All school and district administrators, school safety specialists, counselors, and any other staff deemed appropriate by the school and district should be provided information regarding the role of contact tracing in keeping school communities safe from the spread of contagious disease. School nurses should be engaged to educate the broader school community on the importance of contact tracing. Local health officials will handle the contact tracing. Prior to any outbreak, relationships will be forged with our local officials for easy communication and collaboration should their support be needed.

The OCVTS school safety specialist will complete the John Hopkins University’s COVID-19 Contact Tracing Course.

Considerations:

The OCVTS district will be working with the local health department to assist in any tracing activities if needed. We have administration and nurses working with the health department as well as others from schools in Ocean County to provide information and training to carry out responsibilities and procedures to staff.

Two nurses from our district have been part of the Educational Advisory Group where concerns and answers have been discussed with the school doctor and other nurses in the county. The building principal of the Toms River Center has been working with the school nurses, school doctor and other stakeholders on questions and procedures to follow should there be a potential COVID-19 event.

See the flow chart which discusses the chain of command in the event there is a COVID-19 potential event.
Appendix G

Critical Area of Operation #7-Facilities Cleaning Practices

Routine cleaning will be increased in all of the Ocean County Vocational Technical School centers. When the AM classes end, all desks, chairs, bathrooms, light switches, doorknobs, and frequently touched areas will be cleaned and sanitized before the PM students arrive. When the PM students are released, the cleaning procedures will take place again. Many of our centers are used in the evenings as well so for those centers, cleaning will take place at least 3 times a day. For the Academy students, lunch periods will stagger and the cafeteria tables/seats will be cleaned and sanitized before each group of students enter for lunch. At the end of the day, all areas will be cleaned and disinfected.

All of our routine cleaning and disinfecting products are EPA approved against COVID-19. Cleaning of highly used surfaces will be increased to include doorknobs, light switches, hand rails, desks, chairs, bathroom facilities, shared telephones, shared computer keyboards and mice, etc.

Bathrooms will be sanitized as much as possible as well as the following:

Limit number of students entering the bathrooms as one time.

Drinking fountain areas will be cleaned and sanitized frequently. Students will be encouraged to bring in their own water containers as the water in our centers are filtered.

Hand sanitizer is available at the entrance of each building and should be used when entering and exiting the building.

Students will be required to wear face coverings on the busses if social distancing is not an option.

Routine cleaning will be provided for furniture and equipment daily. Use of fogger to disinfect will be utilized throughout all buildings. Custodians will receive training on the use of the foggers.

Teachers and staff members will be provided disposable alcohol wipes to wipe down commonly used surfaces in their areas.

Plastic barriers will be provided for all offices where social distancing is not available.
The Ocean County Vocational Technical School District has seven centers. Any of these centers may have to implement short-term closure procedures if an infected person has been in one of the buildings. Areas used by a sick person will be closed off. After 24 hours, the closed off areas used by a sick person will be cleaned and disinfected. Outside doors and windows will be opened to increase air circulation in the area.

Considerations:

Crowding will be limited as the student population will be limited. Hand sanitizers will be made available in all classrooms, hallways and entrances of the buildings.
Appendix K

Academic, Social, and Behavioral Supports

Administrators will work with staff and faculty to ensure that teaching and learning and all student services will be rendered efficiently and effectively. High-quality instruction will be emphasized with in-person, remote and/or synchronized learning.

Administrators will work with guidance to assess the academic and emotional well-being of students upon their return to school.

Administrators will collaborate with instructors on the importance of differentiated instruction and rigor in hybrid and remote learning models.

Administrators will facilitate the virtual component of synchronous online interactions.

Needs Assessment was conducted and identified the need of projectors for the shared time programs. Instruction will take place in the shops as these areas are large and will accommodate social distancing. Projectors and carts have been ordered. Discussion on wireless cameras (web cams) have taken place to provide synchronized learning for those that are not in the classroom.

Curriculum will be delivered to account for the loss of learning that may have been the result of the school closures for the 2019-2020 school year. Administrators and educators will be tasked with identifying unfinished learning that needs to be addressed.

Accelerated learning to include tasks and assignments to fill in gaps lost from last year’s closures will be in place.

High quality instruction will be emphasized in all anticipated environments to include in-person instruction, hybrid instruction, virtual instruction and project-based instruction.

Different assessments (pre-assessment, formative, interim and summative) should be utilized to assess student gaps lost from last year’s closure.

Locally developed assessments should be utilized upon returning to school for the 2020-2021 school year.

Pre-assessments should be incorporated into regular classroom instruction but not interfere with student learning opportunities as school re-opens.
Supporting Social and Emotional Learning and Mental and Behavioral Health Upon School Re-Entry will be managed through a Trauma Informed, Multi-Tiered Systems of Support (MTSS) Framework. The main focus will be to incorporate the values and application of social-emotional learning and trauma-informed care practices in the context of the New Jersey Tiered System of Services (NJTSS). New Jersey Tiered System of Support (NJTSS) is a framework of academic and behavioral supports and interventions to improve student achievement, based on the core components of multi-tiered systems of supports (MTSS) and the three-tier prevention logic of Response to Intervention (RTI).

The recent and ongoing challenges from the COVID-19 health pandemic are exacerbating inequalities and further straining the health and well-being of vulnerable children and families. Understanding students’ social-emotional and behavioral functioning as schools begin to reopen will be crucial. Upon the initial return to school, it is essential to provide emotional caring for grieving children, focus on educating the whole child, emphasize emotional support over strict academic requirements, be mindful of emotional supports for adults and staff in the school, and provide resource maps for access to school counselors as well as mental health professionals who understand the school community’s dynamics, needs, and resources.
Appendix N

Scheduling of Students

The Ocean County Vocational Technical School District has been planning the re-start of the 2020-2021 school year with two separate scheduling models. Our shared time programs (Brick, Toms River, Jackson and Waretown) will offer instruction five days a week. Our scheduled times for these classes are:

AM 7:45-10:10
PM 10:50-1:15

Recognizing the parameters on social distancing on school busses, the Ocean County Vocational Technical School District has relaxed the driving policy to assist the sending schools in transportation. Eligible students may drive to school after providing proper documentation to the building principals.

The Ocean County Vocational Technical School District recognizes that the sending schools in Ocean County will have different schedules to meet their individual district’s scheduling. We will be flexible on the arrival and dismissal of the students on the days they attend their programs at OCVTS.

For the three academies (Performing Arts Academy, Marine Academy of Technology and Environmental Science, and the Academy of Law and Public Safety), we will offer an A/B schedule, with no days off other than scheduled holidays. Remote/Synchronized instruction will take place on the days that the students are not in school.

7:30-1:53 every day

A schedule, 3 days first week, 2 days second week

B schedule, 2 days first week, 3 days second week
Appendix O

Staffing

The OCVTS District will be providing instruction five days a week, using social distancing practices when possible. All staff must wear face coverings and have their temperatures monitored daily.

Academy staff will be provided additional protective equipment (face shields) during lunch as the students will be removing their face coverings to eat.

Staff members will be provided information on The Federal Families First Coronavirus Response Act (FFCRA) which includes the Emergency Family and Medical Leave Expansion Act (EFMLEA) and the Emergency Paid Sick Leave Act (EPSLA). The OCVTS District will comply with all applicable employment laws when making staffing and scheduling requirements to include the Americans Disability Act, the Health Insurance Portability and Accountability Act (HIPPA) and all applicable state laws.

As the district adjusts to the schedules, teaching staff must maintain quality instruction for students.

Due to the change in start time due to the revised schedule, start time for staff will be 7:00 AM and will end at 1:50.

The OCVTS District will prepare and support teaching staff with professional development the first three days of school. All will be trained in Google to increase the capacity to deliver developmentally appropriate standards-based instruction in-person and remotely.

The OCVTS District has been preparing the buildings with enhanced technology to deliver synchronized and remote learning to all students.
Information for Parents (Social/Emotional)

Watch for behavior changes in your child

Children and teens react, in part, on what they see from the adults around them. When parents and caregivers deal with the COVID-19 calmly and confidently, they can provide the best support for their children. Parents can be more reassuring to others around them, especially children, if they are better prepared.

Not all children and teens respond to stress in the same way. Some common changes to watch for include:

• Excessive crying or irritation in younger children.
• Returning to behaviors they have outgrown (for example, toileting accidents or bedwetting).
• Excessive worry or sadness.
• Unhealthy eating or sleeping habits.
• Irritability and “acting out” behaviors in teens.
• Poor school performance or avoiding school.
• Difficulties with attention and concentration.
• Avoidance of activities enjoyed in the past.
• Unexplained headaches or body pain.
• Use of alcohol, tobacco, or other drugs.

Ways to support your child

• Talk with your child about the COVID-19 outbreak.
• Answer questions and share facts about COVID-19 in a way that your child can understand.
• Reassure your child that they are safe. Let them know it is okay if they feel upset. Share with them how you deal with your own stress so that they can learn from you how to cope with stress.
• Limit your family’s exposure to news coverage of the event, including social media. Children may misinterpret what they hear and can be frightened about something they do not understand.
• Try to keep up with regular routines. If schools are closed, create a schedule for learning activities and relaxing or fun activities.
• Be a role model. Take breaks, get plenty of sleep, exercise, and eat well. Connect with your friends and family members.
• Spending time with your child in meaningful activities, reading together, exercising, playing board games.

Take care of your mental health

You may experience increased stress during this pandemic. Fear and anxiety can be overwhelming and cause strong emotions.
Get immediate help in a crisis

- Call 911
- Disaster Distress Helplineexternal icon: 1-800-985-5990 (press 2 for Spanish), or text TalkWithUs for English or Hablanos for Spanish to 66746. Spanish speakers from Puerto Rico can text Hablanos to 1-787-339-2663.
- National Suicide Prevention Lifelineexternal icon: 1-800-273-TALK (8255) for English, 1-888-628-9454 for Spanish, or Lifeline Crisis Chatexternal icon.
- National Domestic Violence Hotlineexternal icon: 1-800-799-7233 or text LOVEIS to 22522
- National Child Abuse Hotlineexternal icon: 1-800-4AChild (1-800-422-4453) or text 1-800-422-4453
- National Sexual Assault Hotlineexternal icon: 1-800-656-HOPE (4673) or Online Chatexternal icon
- The Eldercare Locatorexternal icon: 1-800-677-1116  TTY Instructionsexternal icon
- Veteran’s Crisis Lineexternal icon: 1-800-273-TALK (8255) or Crisis Chatexternal icon or text: 8388255

Find a health care provider or treatment for substance use disorder and mental health

- SAMHSA’s National Helplineexternal icon: 1-800-662-HELP (4357) and TTY 1-800-487-4889
- Treatment Services Locator Websiteexternal icon
- Interactive Map of Selected Federally Qualified Health Centersexternal icon

Information for Parents on Handwashing

Handwashing

Wash hands with soap and water for at least 20 seconds. Use the cleanest water possible, for example from an improved source. * Use an alcohol-based hand rub that contains 60% alcohol if soap and water are not available.

WHEN TO WASH HANDS TO PREVENT COVID-19:

- **After** blowing your nose, coughing, or sneezing
- **After** being in a public place
- **Before** and **after** caring for someone who is sick

Remember to wash your hands after each of these activities to stay healthy:

- **Before, during, and after** preparing food
- **Before** eating food
- **After** changing diapers or cleaning up a child who has used the toilet
- **After** using the toilet or latrine
- **After** touching an animal, animal feed, or animal waste
- **After** touching garbage
Information for Parents on Symptoms

CDC Guideline for symptoms

What you need to know

- Anyone can have mild to severe symptoms.
- Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness.

Watch for symptoms

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
OCVTS Roadway to Reopening Survey (Summary)

Do you agree with returning to classrooms for some level of in-person instruction with updated safety measures, including enhanced cleaning protocols?
1,216 responses

1. 606 (49.8%)
2. 180 (14.8%)
3. 179 (14.7%)
4. 88 (7.2%)
5. 163 (13.4%)

Do you agree with students and staff wearing face coverings?
1,217 responses

1. 549 (45.1%)
2. 162 (13.3%)
3. 233 (19.1%)
4. 80 (6.6%)
5. 193 (15.9%)
Do you agree with monitoring the temperature of students and employees prior to entering the school building?
1,217 responses

Do you have internet access?
1,216 responses

Does your child have access to his/her own personal device (computer, tablet, Chromebook, etc.)
1,216 responses
Shared-Time Roadway to Reopening Survey (Summary)

Which OCVTS Shared Time Center does your child attend?
633 responses

- Brick: 274 (43.3%)
- Jackson: 135 (21.3%)
- Toms River: 207 (32.7%)
- Waretown: 27 (4.3%)

Which of the following options do you intend to choose for your child?
633 responses

- Begin the school year with a hybrid of in-person and remote learning (virtual instruction): 87.4%
- Begin the school year receiving only remote learning (virtual instruction): 12.6%
My child has access to the internet at home.
633 responses

- 98.8% Yes
- 1.2% No

My child has access to a computer, tablet, or other device that will allow him/her to complete virtual assignments at home.
633 responses

- 93.8% Yes
- 6.2% No
Academy Roadway to Reopening Survey Results (Summary)

Which academy does your child attend?
491 responses

- Marine Academy of Technology and Enviro... 193 (39.3%)
- Performing Arts Academy 254 (51.7%)
- Academy of Law and Public Safety 48 (9.8%)

Which of the following options do you intend to choose for your child?
491 responses

- Begin the school year with a hybrid of in-person and remote learning (virtual instruction). 86.8%
- Begin the school year receiving only remote learning (virtual instruction). 13.2%
My child has access to the internet at home.
491 responses

99.8%

My child has access to a computer, tablet, or other device that will allow him/her to complete virtual assignments at home.
491 responses

97.4%
Virtual Learning Option Application Form
2020-2021

Ocean County Vocational Technical School District is committed to all students having access to a quality education this fall. We also acknowledge the decision on whether to return to a school building or enroll in virtual learning is a deeply personal decision for each student and family.

Ocean County Vocational Technical School District will offer the option of virtual learning for all our students beginning Fall Semester 2020.

To participate in virtual learning, a Virtual School Registration Form must be completed for each student; families with multiple children should complete one form for each child who will participate in virtual learning. We are requesting that all Virtual School Registration Forms are to be submitted before 3:00 pm on Friday, August 21, 2020; this will allow our schools to properly prepare for the fall semester.

Student Full Name ____________________________________________________________

School ________________________________________________________________

Program/Major __________________________________ Grade level SY20-21________________

Date of Birth ____________________________________________________________

<table>
<thead>
<tr>
<th>Parent/Guardian 1</th>
<th>Parent/Guardian 2</th>
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<tbody>
<tr>
<td>Full Name</td>
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<tr>
<td>Home Address</td>
<td>Home Address</td>
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<td>Phone Number</td>
<td>Phone Number</td>
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<tr>
<td>e-mail</td>
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</table>
Technology Information:
Please check the appropriate statement regarding your internet access information for your household.

- Does your child have access to a computer in your home?  
  - Yes  
  - No
- Do you have internet access in your home?  
  - Yes  
  - No
- Does your child have access to the internet on your home computer?  
  - Yes  
  - No
- Do you have internet access outside your home?  
  - Yes  
  - No

Assurances
Please read the statements below and initial beside each to acknowledge these conditions:

<table>
<thead>
<tr>
<th>Parent/Guardian Initials</th>
<th>Assurance</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>I understand that my child will engage in virtual instruction. <strong>Any changes in enrollment between virtual and in-person instruction must have a completed the registration form.</strong></td>
</tr>
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<td></td>
<td>I understand that it is my responsibility to secure the appropriate technology and internet prior to the start of the school year. This can be done either through the district or on my own.</td>
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<td>I understand that attendance will be taken daily, and students must log onto the virtual platform and complete work every day, Monday through Friday. District policies on attendance will be enforced.</td>
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<td>I understand that my child’s online work will be graded and assigned an official grade for all work completed.</td>
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<td>If using district issued computer device, I will abide to proper usage agreement.</td>
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<tr>
<td></td>
<td>I have read a copy of the Student Handbook and shall comply with the rules established in pursuance of law for government of such schools.</td>
</tr>
<tr>
<td></td>
<td>I understand that once I enroll my child in Virtual Learning that I must fill out a reenrollment into hybrid or full learning models.</td>
</tr>
<tr>
<td></td>
<td>I understand that by opting into Virtual Learning because of safety concerns for my child and/or family, that my child may not be eligible to participate in extracurricular activities. According to the Department of Health, it is felt that performance-based activities are considered to hold a higher risk value than classroom learning when social distancing is in place. These include non-curricula performances/activities, afterschool rehearsal-based activities, clubs, career and technical student organizations, etc.</td>
</tr>
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</table>

Parent/Guardian Signature:_________________________________  Date:___________________
Reentry to In-Person/Hybrid Learning Application Form
2020-2021

We are sure that the decisions families are making during the current world-wide health crisis are not easy ones. We wish to ensure you that our staff is following every precaution and recommendation in an effort to keep our students and staff safe and healthy while in our buildings. In fact, we are including safety precautions that go above the CDC and Department of Health recommendation. We look forward to your child returning to school for in-person learning.

Requested Reentry Date____________________________

Student Full Name_______________________________________________________________

School _____________________________________________________________

Program/Major _____________________________ Grade level SY20-21____________________

Date of Birth___________________________________________________________

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______________________________________________ _________________________
Parents Signature               Date