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Appendices

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Laurel Springs School District
Board of Education

Fall 2021

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Appendix A

Vaccination

The Laurel Springs School District promotes vaccinations among teachers, staff, families, and eligible students by providing information about COVID-19 vaccination. Visit [vaccines.gov](https://www.vaccines.gov) to find out where teachers, staff, and their families can get vaccinated against COVID-19.

The U.S. Equal Employment Opportunity Commission's ("EEOC") **COVID-19 Guidance** has made clear that, under the Americans with Disabilities Act ("ADA") and the Genetic Information Nondiscrimination Act ("GINA"), therefore, the Laurel Springs School District reserves the right to inquire about vaccination status of its employees because the question is not a disability-related inquiry or a medical examination. Therefore, the following voluntary or mandatory ways are as follows: through surveys, through required completion of forms or attestations, or even by requesting proof of vaccination.

Employees: All school employees will need to demonstrate proof of full vaccination status by the week of October 18, 2021, or submit to COVID-19 testing at minimum one time per week. The following documents if they list COVID-19 vaccines currently authorized for EUA in the United States and/or the World Health Organization ("WHO"), along with an administration date for each dose are:

- a. The CDC COVID-19 Vaccination Card issued to the vaccine recipient by the vaccination site, or an electronic or physical copy of the same.
- b. Official record from the New Jersey Immunization Information System (NJIS) or other State immunization registry.
- c. A record from a health care provider's portal/medical record system on official letterhead signed by a licensed physician, nurse practitioner, physician's assistant, registered nurse or pharmacist;
- d. A military immunization or health record from the United States Armed Forces; or
- e. Docket mobile phone application record or any state specific application that produces a digital health record. However, for the 2021-22 school year, the Laurel Springs School District is not inquiring vaccination status of its employees.

Employees who are not vaccinated or show evidence of a negative test result by the week of October 18-22 will be removed from the school and placed on an unpaid leave until in compliance. Also, employees being tested on a weekly basis must show evidence of their test result each Monday morning by 8:30am to the school nurse. If no test result is presented, the employee will be placed on an unpaid leave until in compliance.

Visitors & Guests: All visitors and guests who visit the "*covered setting*" (school) on a non-regular basis, providing a one-time or limited duration and has no contact with students, must adhere to (EO) 251 when visiting the school which requires the wearing of a face mask. A visitor or guest who visits the school on a non-regular basis and plans to be in contact with students, must show proof of vaccination to the school nurse. Administration reserves the right to determine what consists of a non-regular visit. If a visitor or guest becomes a regular visit then proof of vaccination will be required.

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Appendix B

Communication with the Local Health Department

School officials and local health departments will continue to maintain close communication with each other to provide information and share resources on COVID-19 transmission, prevention, and control measures. The **school nurse** will be the point person for the school that will establish contact with the CCDOH. Superintendent, administration, teachers and families will be notified of positive and close contact cases. Letters to families and the community will be disseminated on an as needed basis.

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Mask Wearing Protocol

All students, educators, staff, and visitors will be required to wear face masks indoors for the start of the 2021-2022 school year as per Executive Order (EO) 251 announced by Governor Murphy which will mandate masking in the indoor premises of all public, private, and parochial preschool, elementary, and secondary school buildings, with limited exceptions. While masks will be broadly required in school buildings for the coming school year, exceptions will remain unchanged from the 2020-2021 school year, and include:

- When doing so would inhibit the individual's health, such as when the individual is exposed to extreme heat indoors;
- When the individual has trouble breathing, is unconscious, incapacitated, or otherwise unable to remove a face covering without assistance;
- When a student's documented medical condition or disability, as reflected in an Individualized Education Program (IEP) or Educational Plan pursuant to Section 504 of the Rehabilitation Act of 1973, precludes use of a face covering;
- When the individual is under two (2) years of age;
- When an individual is engaged in an activity that cannot be performed while wearing a mask, such as eating and drinking or playing an instrument that would be obstructed by the face covering;
- When the individual is engaged in high-intensity aerobic or anerobic activity;
- When a student is participating in high-intensity physical activities during a physical education class in a well-ventilated location and able to maintain a physical distance of six feet from all other individuals; or
- When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task.

Medical Mask Exemption

- Parents and/or guardians seeking a medical exemption to the mask mandate imposed by Executive Order 251 must complete a District-provided exemption request form, provide written documentation from the student's local health care provider indicating that a mask exemption is warranted, and sign a release of information that allows the District's School Physician to consult with the student's physician.
- Once a completed request form and release of information has been received, the appropriate District personnel shall forward the written documentation from the student's local health care provider, parent-signed release of information form, and any additional appropriate information to the School Physician, who shall verify the need for a mask exemption.
- The School Physician may then contact the student's physician to secure additional information concerning the student's diagnosis or the need for exemption and shall either verify the need or shall provide reasons for denial to the Board. This process may be delayed if the student's health care provider does not respond to a request for information from the District School Physician.
- No mask exemption will be granted until approval is received from the School Physician. The parents and/or guardians will be notified when approval is received.

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Physical Distancing and Cohorting Protocols

Physical distancing will be kept at a **3 foot minimum** when practicable in all instructional and non-instructional rooms. Desks will be faced in the same direction when practicable and group seating will be kept to a minimum. Cohorts and groups of students will remain together during lunch, recess, extra-curricular activities when practicable.

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Hand Hygiene and Respiratory Etiquette Protocols

Hand sanitizing and washing hands will be reinforced throughout the day. Hand sanitizers will be located in every classroom, every entrance and in high volume areas. Hand hygiene will take place: Upon arrival at school, before and after meals and snacks, after going to the bathroom, before leaving for the day, after blowing nose, sneezing, or coughing into tissue, when hands are visibly soiled.

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Provision of Meals

Breakfast and lunch will be served to our students during the school day. The following strategies will be put into place when possible:

- Maintaining physical distancing of at least 3 feet between students and staff.
- Weather permitting, outdoor dining will be made available where practicable.
- Lunch periods will be staggered to help decrease volume of students in the cafeteria.
- Maintaining student cohorts and limiting mixing between groups, if possible.
- Discouraging students from sharing meals.
- Cleaning and disinfecting will take place in between lunch periods.

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Transportation Protocols

School buses are considered school property and as per the CDC, all individuals riding a school bus to and from school must wear a face mask. Cleaning and disinfecting school buses will take place in between routes when practicable and at the end of the school day. Shared items will be limited when practicable. When sharing items hand hygiene will be reinforced. Equipment being shared will be cleaned in between class period when practicable and at the end of the school day.

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Appendix H

Cleaning, Disinfection, and Airflow

The Laurel Springs School District will adhere to CDC cleaning and disinfecting procedures and Laurel Springs Board Policies. At a minimum, daily sanitizing will be implemented for high touch areas (doorknobs, handles, fixtures, etc.) with an EPA approved sanitizing solution. More frequent monitoring and cleaning of restrooms will be conducted throughout the day as needed. Custodial staff involved in cleaning and disinfection are trained in Blood Borne Pathogen Prevention including Universal Precautions and in disinfection procedures.

Online courses covering COVID-19 topics such as information on how the disease spreads and protection measure, managing stress related to the pandemic, and how to clean and disinfect have been provided to employees. In an attempt to reduce the spread of the virus, doors at the main entrances to the schools will be held open at the start and finish of each day to limit the need to touch door handles. Restrooms will be stocked with antibacterial soap and towels, and students will be strongly encouraged to wash their hands during the school day. Hand sanitizer with at least 60% alcohol will be provided at building entrances, in the cafeteria, and in classrooms. These will be systematically checked and refilled throughout the school day.

Young children will be supervised in the use of these products. Adequate supplies will be provided to support healthy hygiene behaviors throughout the day (e.g. hand soap, hand sanitizer, paper towels, wipes, etc.) Custodial services will sanitize high touch surfaces and restrooms to reduce the possible transmission of the virus. Sanitizing wipes will be provided to staff for supplemental cleaning purposes. Where feasible, classroom materials and school/gym lockers will not be shared by students or staff. If equipment has to be shared, then items will be sanitized between use. The School District will provide staff with appropriate sanitizing materials for “spot cleanings” should an individual inadvertently share materials. Staff will be trained on how to perform “spot cleanings in case of an emergency.

Shared items will be limited when practicable. When sharing items hand hygiene will be reinforced. Equipment being shared will be cleaned in between class period when practicable and at the end of the school day.

Improving Airflow: Ventilation and filters will be constantly evaluated and changed when needed to optimize adequate air flow. To bring much outdoor air inside as possible, windows and doors may be opened to increase outdoor airflow. School administration will continue to consult with the individual (s) appointed to monitor indoor air quality.

Cleaning During School Hours: (8:30-3:30)

1. Sanitizing surfaces and objects that are touched often, such as desks, countertops, doorknobs, computer keyboards, hands-on learning items, faucet handles, phones, and toys.
2. Immediately clean surfaces and objects that are visibly soiled. If surfaces or objects are soiled with body fluids or blood, use gloves and other standard precautions to avoid

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coming into contact with the fluid. Remove the spill, and then clean and disinfect the surface.

3. Disinfect and detail clean doorways and entrances
4. Disinfect table chairs and detail clean lunchrooms after breakfast
5. Disinfect and detail clean school buses upon arrival
6. Hourly disinfect school bathrooms common areas
7. Hourly servicing school common areas (doorways including glass, doors, door handles, walls, front desk, lobby way, trash cans, water fountains, sweep floors)
8. Disinfect and detail clean school playground equipment

Cleaning & Disinfecting After School Hours: (3:30-11pm)

1. Routinely clean and disinfect surfaces and objects that are frequently touched. This may include cleaning objects/surfaces not ordinarily cleaned daily (e.g., doorknobs, light switches, classroom sink handles, countertops). Use all cleaning products according to the directions on the label.
2. Disinfect and Sanitize bathrooms daily, or between use as much as possible
3. Mop down all floors in classrooms, hallways, cafeteria, gymnasium, etc.
4. Deep clean and disinfect all classrooms, bathrooms, offices, trash cans and common areas
5. Nightly disinfect throughout school with electrostatic sprayer

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Appendix I

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

Laurel Springs will have the option to conduct regular screening and ongoing monitoring throughout each school day to help reduce exposure if needed. Staff and student's families will be encouraged to self-monitor for symptoms, which may include a fever of 100.4 or higher, cough, shortness of breath, fatigue, muscle or body aches, headache, new loss/change of taste or smell, sore throat congestion or runny nose, nausea or vomiting, or diarrhea. If a student develops symptoms throughout the day, he/she must notify an adult immediately. If a staff member develops symptoms throughout the day, he/she must notify their supervisor immediately.

In the event that a student/staff member is running a fever, he/she will be isolated and sent home. A student who is sick must be promptly picked up. Student and staff, who become ill, are encouraged to seek treatment and consult with their personal healthcare provider or the Camden County Health Department.

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

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

Exclusion: NJDOH recommends that students with the following symptoms be promptly isolated from others and excluded from school: At least two of the following symptoms would consist of:

- Fever, chills, rigors (shivers), myalgia (muscle aches)
- headache, sore throat, nausea or vomiting,
- diarrhea, fatigue, congestion, or runny nose
- OR; At least one of the following symptoms: cough, shortness of breath, difficulty breathing, new olfactory disorder, or new taste disorder.

When Illness Occurs in the School Setting: Ask ill student (or parent/guardian) and staff the following:

- Whether they have had potential exposure to COVID-19 in the past 14 days meeting the definition of a close contact.
- Individuals should be sent home and referred to a healthcare provider. Persons with COVID-19-compatible symptoms should undergo COVID-19 testing.
- If community transmission is low, ill individuals without potential exposure to COVID-19 should follow the NJDOH School Exclusion List. No public health notification is

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needed UNLESS there is an unusual increase in the number of persons who are ill (over normal levels), which might indicate an outbreak.

- If ill students have potential COVID-19 exposure OR if community transmission is moderate or high, they should be excluded according to the COVID-19 Exclusion Criteria.

LEAs should notify LHDs when students or staff:

- Are ill and have potential COVID-19 exposure.
- When they see an increase in the number of persons with COVID-19 compatible symptoms.
- Test positive for COVID-19 (when in-school testing is performed).

LEAs should be prepared to provide the following information when consulting with the LHD:

- Contact information for the ill persons.
- The date the ill person developed symptoms, tested positive for COVID-19 (if known), and was last in the building.
- Types of interactions (close contacts, length of contact) the person may have had with other persons in the building or in other locations.
- Names, addresses, and telephone numbers for ill person's close contacts in the school.
- Vaccination status if known.
- Any other information to assist with the determination of next steps.

Exclusion: COVID-19 Exclusion Criteria for Persons Who Have COVID-19 Compatible Symptoms or Who Test Positive for COVID-19:

- Ill individuals with COVID-19 compatible symptoms who have not been tested or individuals who tested positive for COVID-19 should stay home until at least 10 days have passed since symptom onset and at least 24 hours have passed after resolution of fever without fever reducing medications and improvement in symptoms.
- Persons who test positive for COVID-19 but who are asymptomatic should stay home for 10 days from the positive test result.
- An alternate diagnosis (including a positive strep test or influenza swab) without a negative COVID-19 test is not acceptable for individuals who meet COVID-19 exclusion criteria to return to school earlier than the timeframes above. The COVID-19 Exclusion Table described in NJDOH guidance for Local health departments can be used to determine the need for and duration of school exclusion based on the level of COVID-19 community transmission in their region. In order to facilitate rapid diagnosis and limit unnecessary school exclusion, schools may consider implementing school-based diagnostic testing for students and staff.

COVID-19 Exclusion Criteria Contacts: CDC released guidance with options to shorten the quarantine time period following exposure to a confirmed positive case. While CDC and NJDOH continue to endorse 14 days as the preferred quarantine period— and thus the preferred school exclusion period –regardless of the community transmission level, it is recognized that any quarantine shorter than 14 days balances reduced burden against a small possibility of spreading the virus. Additional information is described in NJDOH quarantine guidance.

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To that end, excluded individuals who are close contacts of staff or students who tested positive for COVID-19 may be considered for a reduced exclusion period based on community transmission levels as follows:

- High (orange) exposed close contacts should be excluded from school for 14 days.
- Moderate or Low (yellow or green) exposed close contacts should be excluded from school for 10 days (or 7 days with negative test results collected at 5-7 days)
- Schools serving medically complex or other high-risk individuals should use a 14-day exclusion period for the exclusion of these individuals or those who work closely with them when identified as close contacts in all levels of community transmission.

Exposed close contacts who are fully vaccinated and have no COVID-like symptoms:

- Do not need to quarantine, be excluded from school, or be tested following an exposure to someone with suspected or confirmed COVID-19.
- Should still monitor for symptoms of COVID-19 for 14 days following an exposure.
- If they experience symptoms, they should isolate themselves from others, be clinically evaluated for COVID-19, including SARS-CoV-2 testing and inform their health care provider of their vaccination status at the time of presentation to care.

COVID-19 Exclusion for Teachers, Paraprofessionals, Secretaries, Custodians, and all School Employees.

With the understanding and trajectory of the COVID-19 outbreak and how it is changing rapidly, administration will look to continue to provide assistance regarding sick time when and where practicable, for those employees who test positive for Covid-19 or identified as a close contact subject to quarantine.

Remote Instruction/180-Day Requirement Pursuant to N.J.S.A. 18A:7F-9:

- Schools must be in session for 180 days to receive state aid. The statute requires that school facilities be provided for at least 180 days during the school year.
- Section (b) notes that where a district is required to close the schools of the district for more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive and/or recommendation by the appropriate health agency or officer to institute a public health-related closure, days of virtual or remote instruction commensurate with in-person instruction will count towards the district's 180-day requirement.
- LEAs may be confronted with the incidence of COVID-19 positive cases amongst staff and/or students. If an LEA is required to exclude a student, group of students, a class, or multiple classes as a result of the scenarios listed above, while the school itself remains open for in-person instruction, the LEA should be prepared to offer virtual or remote instruction to those students in a manner commensurate with in-person instruction to the extent possible.
- In circumstances when the school facilities remain open and in-person instruction continues in those classrooms that are not required to quarantine, those days in session will also count towards the district's 180-day requirement in accordance with N.J.S.A. 18A:7F-9.

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Appendix J

Contact Tracing

Per the CDC, close contact is defined as being within 6 feet of someone with suspected or known COVID-19 for 15 or more minutes during a 24-hour period. In certain situations, it may be difficult to determine whether individuals have met this criterion and an entire cohort, classroom, or other group may need to be considered exposed. These situations should occur rarely if schools are adhering to physical distancing recommendations. School staff should identify school-based close contacts of positive COVID-19 cases in the school.

- As with any other communicable disease outbreak, schools will assist in identifying the close contacts within the school and communicating this information back to the CCDOH.
- With guidance from the CCDOH, schools will be responsible for notifying parents and staff of the close contact exposure and exclusion requirements while maintaining confidentiality.
- The CCDOH contact tracing team will notify and interview the close contacts identified by the school and reinforce the exclusion requirements.

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Appendix K

Testing

The Laurel Springs School District will not be carrying out testing for COVID-19.

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Appendix L

Student and Staff Member Travel

As per Governor Murphy's announcement on May 17, 2021, the travel advisory is no longer in place for both vaccinated and unvaccinated individuals. Therefore, after travel, quarantining is not necessary.

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Appendix M

School Athletics

Playing sports has a range of physical, emotional, and interpersonal benefits. Due to increased exhalation that occurs during physical activity, however, some sports can put players, coaches, trainers, and others at increased risk for getting and spreading COVID-19. Close contact sports and indoor sports are particularly risky. Sports activities often require people to be together for extended periods of time while participating in games or practices, socializing before and after games, and when traveling to and from events. This policy provides public health recommendations for minimizing COVID-19 transmission in youth sports settings.

Laurel Springs School District: Looks forward to welcoming back spectators to our home athletic events this year. To assist both home and visiting team spectators better understand what to expect when visiting our school, the Laurel Springs School District has created the following Spectator Protocols for Sporting Events.

The Laurel Springs Board of Education remains committed to keeping the school district healthy while mitigating the spread of COVID-19. The following health and safety protocols for athletic events are consistent with the school district's re-opening plan.

INDOOR HOME EVENTS:

- Masking is required at all times regardless of vaccination status.
- Social distancing when possible; parties that arrive together can sit together.
- Hand sanitizer stations located throughout the gymnasium.

(Prior to games – custodial personnel will spray seating areas for fans)

OUTDOOR HOME EVENTS:

- No masking required if vaccinated, strongly recommended for those unvaccinated.
- Social distancing when possible; parties that arrive together can sit together
- Hand sanitizer stations located throughout the bleachers

Spectators are not permitted to stand or sit directly behind the teams' bench areas regardless of the event being indoors or outdoors. No congregating after the event is completed on the playing surface.

Due to the rapidly evolving COVID-19 landscape, prospective visitors should note that schedule changes may occur at any time as the Laurel Springs School District and opposing institutions respond to COVID impacts. The School District cannot guarantee that scheduled games will always happen or won't shift to another date or time.

The Laurel Springs School District will continue to monitor the State of New Jersey and local public health information and may adjust this guidance if conditions require. Guests must comply with all instructions from the administration and or event management staff. Non-compliant guests may be asked to leave the site of competition and be restricted from attending future events. All protocols outlined in this document are subject to change.

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Appendix N

Use of Facilities by Outside Organizations

While the district's school buildings and grounds are maintained primarily for the purpose of educating students within the district, the Board of Education recognizes that the buildings and grounds are a valuable community resource and believes that this resource should be available to the community for specific uses that will not interfere with educational activities. The following safety protocols are to be adhered to:

INDOOR HOME and PRACTICE EVENTS:

- Masking is required at all times regardless of vaccination status.
- Social distancing when possible; parties that arrive together can sit together.
- Hand sanitizer stations located throughout the gymnasium.
- During practice sessions, it is recommended that only coaches and players are to occupy the gymnasium.
- To enter and exit the gymnasium in Laurel Springs, all participants are to use the entrance around the side of the building closest to the softball fields. (D-wing Entrance) To enter the School utilize the main entrance.
- Spectators are permitted to watch athletic contests wearing a face mask.

(Prior to games – custodial personnel will spray seating areas for fans)