



Watchung School Hybrid Re-Opening Plan

14 Garden Street, Montclair, NJ 07042

School Office Hours – 8:00 am – 3:30 pm

Phone: 973-509- 4259

Fax: 973-509-1344

<https://watchung.montclair.k12.nj.us/>

Introduction

Watchung's Pandemic Response Team has created this plan for our school based on the district **Return to School Plan** document to aid in navigating the reestablishment of our schools where employees, students and families feel safe, and to reduce the impact of COVID-19 conditions upon returning to the school. Multi-tiered efforts to mitigate risks for our students and staff are in place. While there cannot be a guarantee against the spread of COVID-19, the guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), the State of New Jersey Department of Education (NJDOE), The Road Back (NJDOE), and the New Jersey Department of Health (NJDOH), in consultation with our school district physician and the Montclair Health Department. Regular updates will be made to this plan based on information provided by the CDC, NJDOH, and applicable federal, state and local agencies.

Watchung School will be utilizing the following strategies and procedures toward ensuring the health and safety of staff and students.

Mask Policy

- **All students and staff members are required to properly wear a mask (over the nose, mouth and chin) at all times.**
- **Bandannas, gaiters, scarves, fleece and masks with valves will not be permitted.**
- **All students should have a 2nd mask in their backpack in case it is needed.**
- The Montclair Public Schools will distribute 2 cloth 3-ply masks to each student and staff member. One face shield will be provided to each staff member to wear with his/her mask.
- Face shields may only be worn alone by students or staff with permission from the Medical Team, as deemed necessary on a case by case basis (hearing impaired students, speech therapists, etc.).
- Students and staff may wear their own 2-ply or above cloth masks or surgical masks from home.
- The school will not supply daily surgical masks to staff or students. They will be available for emergencies only.
- Students may remove masks for snack-time.
- Anyone alone in an office or enclosed space may take off their mask as long as they put it on immediately when someone is at their door, or when they leave their office. This may need to be modified as we move along. If there is more than one person in an office, regardless of spacing/plexiglass, masks must be worn.
- **Alternative and/or Disciplinary actions will be taken if this policy is not adhered to.**

Temperature/Heath Screening

Student Arrival

- All students will have their temperatures checked daily upon their entry to the Watchung School building.
 - A student who presents a temperature of 100 degrees or higher will be escorted to an isolation area.
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Staff Arrival

- All staff will enter through the main entrance.
- Staff will take their temperature using the Thermo-scanner at entrance
 - If the temperature is above 100, staff will not enter the building
 - Staff will call the office at 973-509-4259 to advise
 - If temperature is below 100, staff will use hand sanitizer and enter the building
- Staff will wear masks in the building and keep a minimum of 6ft. physical distance from each other

Student Arrival and Dismissal to the building

Student Arrival

Please make sure that children are not dropped off before school doors open at 8:45, as there is no supervision and social distancing cannot be guaranteed.

ALL students will enter the building through the doors listed below:

Kindergarten, 1st grade & RM 1 (Mrs. Piller) – Students will enter through the main door on Garden Street.

2nd graders & Rm 20 (Ms. Byron) – Students will enter through the door on Fredrick Street.

3rd, 4th & 5th graders - Students will enter through the entrance on North Fullerton directly across from the playground.

All Students will have their temperatures checked daily upon their entry to the school building.

- A student who presents a temperature of 100 or higher will be escorted to an isolation area.

Late Student Arrival

- **After 8:55 am:** Any student who arrives after students have already entered the building will be considered tardy. A parent or guardian must park in front of the building and call the main office at 973-509-4259 when arriving at the school to drop off a late student. A staff member will be at the desk at the front door to follow arrival procedure.
- Parents will wait in their vehicle until the health screen is completed. Students who are approved to enter school will do so.
- **After 9:40 am:** Any student arriving at school after 9:40 am shall do remote learning for the day. Parents will be advised to take their child home for remote learning.

Before Care

- The YMCA will communicate their procedures to families who have elected to enroll their child.

Student Dismissal

Student dismissal will be staggered by grade level in order to make sure that students, teachers and parents can remain at the recommended distance.

Walkers/Carpoolers

Kindergarten, 1st & 2nd graders – Will begin dismissing at **12:40** out of the following doors:

K– Side Door – North Fullerton Street – Across from Playground
1st & Room 1 (Mrs. Piller) – Front Door – Garden Street
2nd & Rm 20 (Ms. Byron) – Side door on Fredrick Street.

3rd & 4th graders – Will begin dismissing at **12:45** out of the following doors:

3rd – Side Door – North Fullerton Street – Across from Playground
4th - Front Door – Garden Street

5th grade – Will begin dismissing at **12:50** out of the following doors:

5th - Front Door – Garden Street

Bussers

Bussers will be walked down to the gym/auditorium by a staff member and will sit in their designated seat remaining 6 feet apart.

K – 2 – Will be brought down to the gymnasium at 12:40 and sit in their designated seats

3 – 5 – will be brought down the auditorium at 12:50 and sit in their designated seats

Student Early Dismissal

- If a family knows a child will need an early dismissal, the child should have a virtual day.
- For an **emergency** situation, parent will call the office upon arrival
 - The student will be collected and escorted to the front door
 - Sign-out procedures will be followed and recorded in the binder and in Genesis

After Care

- The YMCA will communicate their procedures to families who have elected to enroll their child.

Physical Distancing

- Classrooms, hallways and common areas are set-up to maximize physical distance to the greatest extent possible for students and staff (6 ft. or greater).
- Students and staff are required to follow physical distancing. Signage is located in the hallways, stairwells, outside the bathrooms, main office, nurse's office and outside on school property. This will help maintain physical distancing when outside the classroom.
- If physical distancing protocols are not followed, then instances should be reported to the building administration for corrective action.

Inside the Building

Classrooms

- Entry
 - Teachers will determine entry procedure for their class (as classrooms vary).
 - Students will hang their backpacks, coats, and any personal belongings on the back of their chair.
 - All student materials will be kept in the student's personal backpack labeled with the student's name.
 - Teachers can make determinations of what materials students should bring to school.
 - Materials are not to be shared.
 - Students may keep their own personal hand sanitizer with their personal belongings.
 - Materials are not permitted to be left inside the desks

- Desks are arranged so students can maintain their 6 ft physical distancing while seated.
- All classrooms have either sink and soap or hand sanitizer pump.
- Teachers may keep their materials belongings in their area of the room and in cabinets/closets.
- All lesson components are to happen from the socially distant desks
- Movement breaks
 - Each child stays in their area (consider procedure for your class to ensure physical distance spacing)
 - Stretches; jog in place; gonoodle; etc.
- Dismissal
 - Students pack up their materials and put their jackets on at their seats.
 - Have walkers line up six feet apart in front of your exit door.
- Devices
 - Students must bring their district issued Chromebook to and from school each day.
 - When returning home, devices need to be charged in preparation for the next day's learning.
 - A Chromebook will be issued to any student who does not currently have a district issued device.

Hallways

- Hallways are marked with tape in the center of the floor to divide hallway in half for one way traffic on each side
- Arrow signage will indicate direction for each side of hallway.
- There may be multiple classes/people in the hallway at a given time.
- Students and staff are required to follow physical distancing signage in the hallways, stairwells, outside the bathrooms, main office and nurse's office to help maintain physical distancing when outside the classroom.
- All classroom doors will remain open (but in the locked position at all times) during the school day when class is in session. All hallway and stairwell doors will remain open during the school day.
- No water fountains will be operable.

Stairwells - All stairwells are designated up or down stairwells, except during dismissal, drills and emergencies.

- Stairwell 1 (By Room 1): Down stairwell
- Stairwell 2 (BY Room 5): Up stairwell
 - **(Except for dismissal – 3rd graders will proceed down these stairs in order to dismiss out to North Fullerton)**
- Stairwell 3 (By Annex): Down Stairwell

Student Bathroom Visits

- maximum bathroom capacity of 2 students per restroom
- Students will need to wait in the hallway for their turn if the limit has been met.
- Students will be required to use the restroom that is closest to their classroom.
- Students will be required to follow the rules for cleanliness that are posted in all bathrooms.
- The middle stall in the bathrooms will be locked and taped off and not for use.
- The middle sinks in the bathrooms will be taped off/covered and not for use.
- Staff will assist in monitoring when schedules permit.
- Custodial staff will routinely clean restrooms.

Visitors

- Excluding Montclair Public School Employees, no visitors will be allowed in the building. If parents need to drop off an item that a student forgot, they will ring the bell and then place the item in the bin outside of the front door. Please make sure the item is labeled with the student's name and teacher.

School Issued Lunch/Breakfast

- Grab and Go lunch/breakfast will be distributed to students twice a week on Mondays and Thursdays
- After Care students will be able to utilize the cafeteria refrigerator

Staff Lounge

- The staff lounge will be used for copies and restroom use only. There is a maximum of 1 staff member in the room at any given time. There are no seats in the staff lounge.

Staff Restrooms - If the bathroom is in use, please wait in the hallway.

- Staff Lounge
- Ground Floor Girls Bathroom

Main Office

- Staff will communicate with office staff utilizing intercoms, email or phone extension

Snack Time

- Snack-time should occur outside with 6 ft. distancing as weather permits.

- During inclement weather, a distance of 10 ft. will be required for indoor snacks. Classes will either be assigned to the gym or the auditorium.
- All students must wash their hands or use hand sanitizer before and after snacks.
- Adherence to our district Food Regulation will remain in effect.
- Students may lift their masks for quick sips of water (from personal water bottles) if Physical distancing is maintained.
- Water fountain spouts will be unavailable for use.

Hand Washing/Hand Sanitizing

Every 90 minutes, students will be required to wash hands for 20 seconds with soap and water or use hand sanitizer. At a minimum, additional times for hand sanitizing are:

Upon entering the school bus
 Upon entering the school building
 Before and after snacks
 After using the restroom, wiping nose, sneezing
 When coming in from outdoor snack or playtime
 When hands are soiled

Drills

Fire Drills

Fire drills will continue to occur monthly to comply with state guidelines. Staff and students will be notified of the drill prior to it taking place. An announcement will be made by the Principal stating the drill is being run and emphasis that is it only a DRILL. Students will remain in the classrooms to adhere to physical distancing regulations. Teachers will review fire drill procedures with students while drill is taking place (i.e. evacuation route, remaining calm and quiet).

Security Drills

Security drills will continue to occur monthly to comply with state guidelines. Staff and students will be notified of the drill prior to it taking place. An announcement will be made by the Principal stating the drill is being run and emphasis that is it only a DRILL. Students will remain in the classrooms to adhere to physical distancing regulations. Teachers will review the type of security drill procedures with students while drill is taking place (i.e. evacuation route, remaining calm and quiet).

In-Person/Virtual Students

In person students will participate in the drill, to the extent of sitting in their seat, remaining quiet, and listening while the teacher reviews protocol for the drill being run.

Virtual students will be aware of the drill, but will not participate. The teacher will turn off their camera and sound for the duration of the drill. Virtual students will participate in the drill when they are in the building.

Nurse's Office

- There is a designated isolation space located connected to the nurse's office.
- Students with a fever of 100 degrees or above will be sent to an isolation space until they leave the building. Parents/caregivers are urged to update their child's emergency contacts so a designated person is available to pick-up the child within 30 minutes of receiving the call.
- Staff members exhibiting symptoms of COVID-19 will go to the isolation space for an assessment.
- Students or staff members with temperatures of 99 degrees or above will be assessed and monitored by the nurse.
- Should a child or teacher become ill and vomit in the classroom, the relocation classroom is room Gymnasium/Auditorium.
- All student's or staff members without a fever, but with any symptom of COVID-19 during the school day will be assessed by the school nurse. The school nurse will use medical judgement, as well as a COVID-19 screening algorithm approved by our medical team, to make the decision if a student/staff member must be immediately isolated and excluded from school, or may receive treatment and rest pending a rapid resolution of the problem. If the problem is rapidly assessed and treated by the nurse, the student/staff member may return to class.
- The nurse may choose to isolate and exclude any student or staff member based on her medical judgement.
- To maintain a sanitary and safe nurse's office, physical distancing will be maintained
- Staff may not use the bathroom in the nurse's office.
- Students/staff must stop at the door of the nurse's office prior to entry.
- Students/staff may not use the nurse's office for phone calls, snacks, naps or any reason other than medication, first-aid, injuries or illness.
- Routine health screenings such as height and weight will not be performed this school year. Please contact Watchung's school nurse with any specific concerns: Marjorie McShane, mmcshane@montclair.k12.nj.us or 973-509-4259.

Plan for Reporting COVID-19 Cases and Response Protocols

- Staff members will report a personal positive test result to the nurse/principal who will then report to the nursing supervisor. The Health Department guidelines will be followed and will address each case individually.

- Our medical team will address a positive case of COVID-19 of a student, staff member or close contact (generally household) on a case by case basis, respecting the privacy of the individual and protecting all other students and staff in the classroom/school. We will require a combination of strategies including symptoms and time (quarantine) and healthcare provider's clearance to return to school. Parents should contact the school nurse if their child will be absent from school for medical reasons. Staff members should contact the school nurse and principal to self-report in case they develop symptoms of COVID-19.
- See attached link for New Jersey Department of Health Guidelines for K-12 Schools: https://www.nj.gov/health/cd/documents/topics/NCOV/RecommendationsForLocalHealthDepts_K12Schools.pdf

Guidelines for Traveling

Guidelines have changed for travelers out of state (exception: NY, CT, Delaware and PA which are exempt). Our students and staff will now be required to quarantine for **10 days only** (instead of 14) following their return to NJ. Testing is not required, and quarantine time will not be reduced due to a negative test. These are mandatory guidelines for our school district as we remain in the orange/red zone.

Hybrid Master Schedule

When we return to school following our Hybrid model, the schedule for students will look slightly different. Our students will continue receiving instruction in all subject areas. Instructional time will be condensed and highly focused. In order for us to deliver instruction which is meaningful and academically sound, the schedules will have to be variable, yet equitable for all students. Since we are embarking on a new path with regard to all instruction and services to reach all learners, there may be changes, however slight, to our teacher and student schedules. Please be patient as we work to ensure the success of ALL our Watchung Students.

[Click here for Schedule](#)

Classroom Changes:

Room # - Room was – Room during hybrid

Nurses Office – Upstairs – Room 24

Room 22 – Steam Lab – Resource Room

Room 21 – Spanish Room – Resource Room

Room 31 – Art Room – Resource Room

Cafeteria (Right Side) – Resource Room

Schedule:

- The school day will begin at 8:50am and end at 12:50pm.
- In the morning students will receive CORE and Related Arts instruction.
- In the afternoon (after dismissal) students will have the opportunity to participate in small group and 1:1 support.
- CORE Instruction:
 - 4th and 5th grade teachers will switch classrooms to deliver instruction to their second & third groups of students. The rationale for switching the teacher as opposed to the students - this switch will require the least amount of area that needs to be sanitized/cleaned in between periods.
- RELATED ARTS Instruction:
 - One period of related arts instruction is scheduled during the school day.
 - All students will receive a related arts class with their homeroom.
 - Related arts instruction will be delivered virtually to all hybrid and virtual students
- PM Schedules
 - Students will be working on asynchronous work (science, social studies, other work that you have assigned, which can be on Seesaw, Google Classroom, and/or written work in journals, workbooks, etc.)
 - Students will be completing unfinished classwork
 - Students will be meeting for Tier 2 and Tier 3 intervention
 - Students will be meeting with teachers for 1:1 assessments as needed
- SPECIAL EDUCATION Services:
 - Students who receive Special Education and Related services will continue to receive special education instruction, related services, and paraprofessional support as indicated in their IEPs.
 - Related Services will be 100% virtual. Therapists will need to recreate their schedule to accommodate student needs.
 - Hybrid students will have the option to sit in another location (other than the classroom) for related services.