

HEALTH AND WELLNESS COMMITTEE

COMMITTEE CHARGE: PROVIDE A HEALTHY ENVIRONMENT FOR INSTRUCTION WHILE COMPLYING WITH THE VARIOUS GUIDELINES ESTABLISHED BY THE NJ DEPARTMENT OF EDUCATION, US CENTERS FOR DISEASE CONTROL (CDC), AND AMERICAN ACADEMY OF PEDIATRICS UPON OUR RETURN TO IN-PERSON INSTRUCTION.

SUB-COMMITTEE: OPERATIONS

- COVID Health Policy (inc. Screenings, Contact Tracing, Readmittance)
- Face coverings and Other Personal Protective Equipment (PPE)

SUB-COMMITTEE: FACILITIES

- Cleaning and Disinfecting Procedures
- Indoor Air Quality and Ventilation
- Healthy Building and Classroom Environments

OPERATIONS: CORE BELIEFS AND PRACTICES

SOME DAY-TO-DAY OPERATIONS ARE MANDATED BY THE NJ DEPARTMENT OF EDUCATION. OTHERS ARE MORE FLEXIBLE BASED ON FACTORS SPECIFIC TO KENILWORTH. THE DISTRICT WILL ADAPT ITS OPERATIONS IN THE FOLLOWING WAYS.

- Though daily temperature checks at arrival are optimal, they are not logistically practical. Alternate methods will assess the status of students and staff prior to entering our buildings. These procedures will maintain the privacy rights of students and staff.
- Increase the number of building entrances in use, with the goals of reducing congestion and maintaining social distancing.
- Hand sanitizing stations will be at all entrances and in key locations throughout the buildings. Students will be encouraged to use prior to entering.
- School staff and visitors are required to wear face coverings unless doing so would inhibit the individual's health or the individual is younger than 2 years of age. This is an NJ Department of Education requirement.
- Every student will be required to wear a face covering (unless doing so would inhibit his or her health) at all times when in a school building, as well as when entering and exiting the buildings
- Personal Protective Equipment will be available for staff use upon request. Items include face coverings, face shields, gowns, and gloves.
- Isolation rooms will be available to separate students who show symptoms associated with COVID-19.

POLICIES AND PRACTICES THAT ADDRESS COVID-19 ARE INTENDED TO MITIGATE, NOT ELIMINATE, RISK. NO SINGLE ACTION OR SET OF ACTIONS WILL ELIMINATE THE RISK OF TRANSMISSION, BUT THE IMPLEMENTATION OF SEVERAL COORDINATED INTERVENTIONS CAN GREATLY REDUCE THE RISK.

- Specific “Contact Tracing” and notification procedures will be established. These procedures will maintain the privacy rights of students and staff.
- Proper personal hygiene should be taught, encouraged and practiced. The message and curriculum will be consistent and conform to any existing guidelines established.
- The district will rely on guidance from the Kenilworth Health Department to develop response protocols for a positive COVID-19 case, such as the conditions under which that student or staff member would be allowed to return to school.

CLEANING AND DISINFECTING PROCEDURES TO REDUCE THE SPREAD OF CONTAGION

CLEANLINESS AND GOOD HYGIENE ARE THE RESPONSIBILITIES OF THE ENTIRE SCHOOL COMMUNITY. TOGETHER, WE CAN WORK TOWARD A CLEAN, SANITIZED SCHOOL ENVIRONMENT.

Custodial Efforts:

- All custodial staff will be trained on proper cleaning, sanitizing and disinfecting techniques.
- Custodial staff will clean classrooms, bathrooms, and all public spaces daily.
- In accordance with CDC recommendations, all classrooms will be thoroughly cleaned prior to the start of classes each day.
- High-touch areas, including handrails, doorknobs, elevators, wheelchair lifts, hallway garbage receptacles and bathrooms, will be cleaned throughout the day. Additional custodial staff will be hired for this express purpose.
- To assist the custodial staff in their efforts, the district has purchased the following equipment designed to combat COVID-19:
 - Hydroxyl Air Processing Units
 - Electrostatic Disinfectant Sprayers
 - HEPA Filtration Vacuums
 - Misting Surface Disinfecting Systems



Staff and Student Efforts:

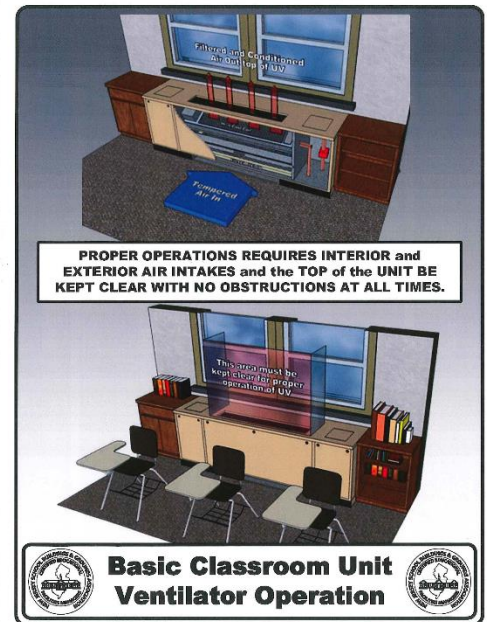
- Classrooms and offices will be supplied with disinfecting wipes and hand sanitizer.
- Faculty and other staff members are encouraged to regularly clean high-touch surfaces (door handles, keyboards, copiers, phones, etc.) within their workspaces.
- Hand sanitizer dispensers will be installed at building entrances and throughout the building hallways, gymnasiums, cafeterias, bathrooms, and other high traffic/occupancy areas.

INDOOR AIR QUALITY AND VENTILATION SYSTEMS

ADEQUATE VENTILATION OF INDOOR FACILITIES IS AN ESSENTIAL COMPONENT IN INHIBITING THE SPREAD OF COVID-19. IT CAN BE ACHIEVED THROUGH EITHER NATURAL (WINDOW) OR MECHANICAL (UNIT VENTILATOR/AIR HANDLERS) MEANS, OR A COMBINATION OF BOTH.

- A room-by-room analysis will be conducted to determine the status of the ventilation system in each occupied area. If adequate ventilation cannot be provided, students or staff will not occupy the area.

- Depending on weather and other conditions, custodial staff can open classroom windows in the morning and close them after the school day ends.
- Teachers are permitted to prop open interior classroom doors to increase air circulation and to access the large hallway exhaust air systems. Leaving doors open also has an added benefit by reducing them as a high-touch surface.
- By September 2020, all mechanical systems will have new filters. A preventive maintenance schedule has been developed to replace them throughout the year in accordance with manufacturer specifications, or even more frequently.
- When possible, and if educationally appropriate, teachers will be encouraged to take students outside while weather conditions are moderate.
- Proper operation of classroom unit ventilator requires the top of the unit and the area in front of the unit be kept clear of all obstructions. This will allow for a balanced system, exhausting an amount of air equal to the fresh air supplied. Teachers will be instructed to keep those areas clear.



HEALTHY BUILDING, CLASSROOM ENVIRONMENTS, AND CAMPUS

IN ADDITION TO THE CLEANING, SANITIZING AND DISINFECTING EFFORTS, THE FOLLOWING PROCEDURES, PROTOCOLS AND TECHNIQUES ARE RECOMMENDED WHEN POSSIBLE:

- **Physical guides:** Tape on floors, signs on walls, and other physical guides will be used to assist with physical distancing.
- **Building Navigation:** Where social distancing is not possible, schools may create one-way routes in hallways and stairwells.
- **Water Fountains:** Students will be encouraged to bring water bottles to school to reduce frequent trips to the water fountain, and can use the touchless bottle fill stations throughout the school. Certain fountains may be turned off, and sanitizing stations will be located near all operational water fountains.
- **Brearley Computer Labs:** Since Brearley will have a 1:1 Chromebook initiative in place, all Brearley Computer Labs, with the exception of those for courses that require higher processors, such as graphic arts, will be dismantled. Computers that are still in use will be subject to frequent cleaning.
- **Harding Chromebook Carts:** Cart-based computers can be used, but limited to use by one classroom per day. Students will be assigned to a specific Chromebook, and will be encouraged to wipe down the Chromebooks prior to placing them back in the cart.
- **Bathrooms:** Bathroom fixtures and devices (sinks, paper towel and soap dispensers) will be upgraded, to the extent possible, to be touchless. Partitions will be installed between sinks and urinals.
- **Locker Rooms:** These rooms will not be used by students because of their confined spaces and high-contact surfaces. Students will not change clothes for Physical Education classes.

- **Hallway Lockers:** Students will not use hallway lockers. Without lunch and/or the need for coats, this adaption will significantly reduce the number of high-touch surfaces that need to be cleaned multiple times a day. The district will reassess this part of the plan as weather conditions change.
- **Shared Books, Toys and Manipulatives:** Our reopening plan is built on a “no-sharing” policy for books, lab equipment, toys and manipulatives. Teachers may divide these educational tools and separate them into containers tagged with student names, allowing student use without sharing.
- **Classroom Contents & Usable Space:** In an effort to increase “usable” square footage in classrooms to increase student occupancy, teachers should consider what classroom items are essential for instruction. Items not needed will be stored safely in an alternate space. In general, items such as beanbag chairs and couches will be removed from classrooms.
- **Playgrounds:** Staff will be encouraged to provide students with face covering breaks, utilizing the athletic fields and play areas to accomplish this outdoors. Because playground equipment presents challenges for physical distancing and cleaning between uses, the Harding playground equipment will be closed. Staff members will provide alternate grade-appropriate activities that can maintain physical distancing.
- **Transportation:** Kenilworth will adhere to NJ Department of Education guidelines that address social distancing practices on buses and best practices for cleaning and disinfecting all vehicles used for transporting students.

The Kenilworth Board of Education uses outside contractors to provide its transportation needs to eligible students. Its contractors must follow these new guidelines for 2020-21:

- Employ assigned seating in case future contact tracing becomes necessary.
- Keep windows open, weather permitting, to increase air circulation.
- Students must wear face coverings if social distancing is not possible.
- At a minimum, buses should be sanitized in-between the AM and PM run and again after the PM run, using approved sanitizing and disinfecting solutions known to neutralize COVID-19.
- Hand sanitizers should be available on all buses.

In addition:

- School administration will inform students about the best practices for social distancing while awaiting pickup at bus stops.
 - Hand sanitizing stations will be set up at the bus stops located at Harding and Brearley Schools.
- **Visitor Management:** The Board of Education already has a very strict visitor policy designed with security in mind. Strict adherence to the existing guidelines will reduce the number of visitors in the buildings. Additional considerations will be in place for health reasons:
 - Virtual or telephone meetings will be encouraged when appropriate.
 - All visitors are required to wear face coverings unless doing so would inhibit the individual’s health or the individual is under 2 years of age.
 - A supply of face coverings will be available in the main office if a visitor arrives without one, but needs access to the building.
 - Hand sanitizing stations will be located at the building’s main entrances.