

Rutgers Preparatory School

Reopening Guide for Current Families



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INTRODUCTION

The beginning of the School Year is always an exciting time for everyone in the Rutgers Preparatory School community, and this year, despite the conditions mandated by the COVID-19 virus, is no different. As you will see in these pages, we are taking extensive measures to prioritize the health and safety of our students and their families, our Faculty/Staff and their families, and our local community. By implementing state-of-the-art technology, modifying and expanding facilities and staffing, and incorporating the most current medical and scientific guidance, we will continue to provide an excellent academic and community experience for all our students within the restrictions of the COVID-19 pandemic. Rutgers Prep will exhibit flexibility in order to adjust to any changes in pandemic conditions. Our approach is to seek how to “get it right, rather than to get it fast.”

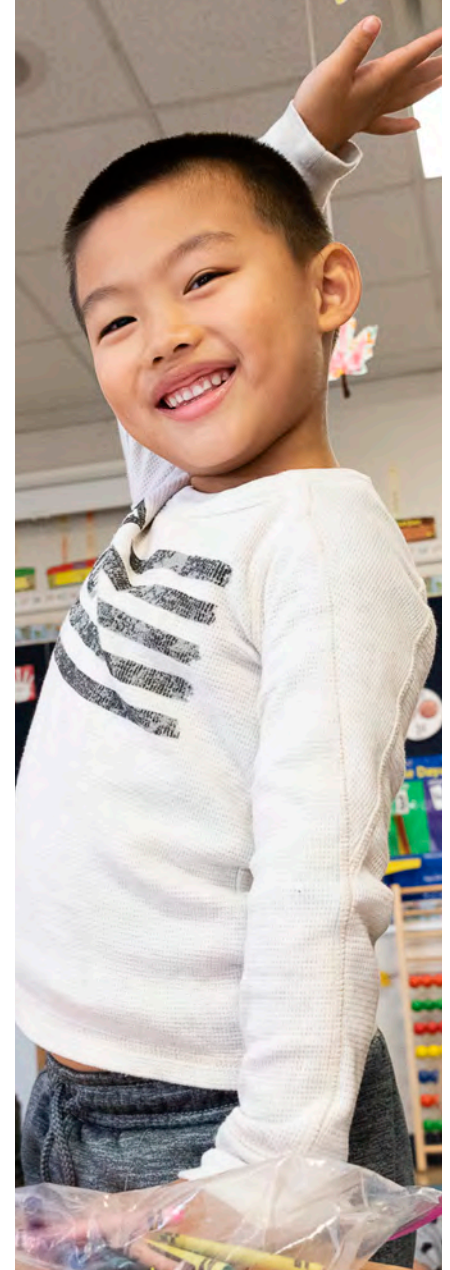
Ultimately, we will offer on-campus instruction to all students in all grades whenever that is possible and prudent. And we will offer flexibility so that if a family elects to have instruction provided remotely, the Division Principal will partner with families to accomplish that delivery. We invite any family to please reach out to your Division Principal to make certain you discuss the specifics prior to the start of classes. In addition, the option to learn from home will be available to all students once the School Year is underway, if your family’s circumstances change for any reason.

Commitment to Our Community

Attending any school in-person comes with an undeniable risk of a COVID-19 infection. Schools are a place where hundreds of community members gather in close quarters, to benefit from each other’s knowledge, opinions, and support. Despite all of our planning, it is impossible for Rutgers Prep, or any school, to eliminate risk completely.

Our ability to provide in-person instruction will depend in no small part on the collective commitment of all Rutgers Prep community members to comply with the protocols presented here while on campus, and with all New Jersey State mandates when off campus.

We will share a Health and Wellness Pledge and a COVID-19 Survey related to previous exposure, possible exposure, and travel to all student families, Faculty and Staff through ArgoNet in the coming weeks, and all families and employees will be expected to sign both documents prior to returning to campus.



Dual Instruction

While we are opening the 2020-2021 School Year with an opportunity for all students to voluntarily attend classes on campus, we recognize that some families may need to keep their student(s) at home due to health concerns. We are empathetic to these concerns, and also will encourage all students, Faculty and Staff to stay home in the event of any illness. Rutgers Prep has invested heavily over the summer to upgrade our classrooms with technologies (Swivl and OWL), which will allow Faculty to instruct students in their classrooms and in their homes simultaneously. We strongly believe that the learning experience at Rutgers Prep is much more than the academic knowledge students gain. Dual instruction will allow students to remain active members in their learning community, regardless of their location.



Reducing Physical Interactions & Creating Cohorts

Our plan allows Rutgers Preparatory School to offer a full-day program for all students each day as soon as it is prudent. However, we recognize that with the current challenges posed by the pandemic, we need to reduce the number of students on campus each day, and in many cases, the number of students in certain classrooms. RPS is seeking to significantly reduce the number of students on campus so that we can further social distancing while providing the instruction that the majority of our families seek.

We are continuing to offer families the option to have their children remain at home for remote instruction, but the vast majority of families have indicated that they want their children on campus. Our September approach combines offering on-campus instruction to Lower School families with an on-campus/off-campus weekly rotation in the Middle School and Upper School to address class size. We will continue with this approach until we are confident returning all students each day to campus is prudent.



Contained Cohorts in the Lower School



When we start in September, Lower School will be on campus every day and Lower School classes will remain together in cohorts throughout the day, limiting contact with children in other grades. Teachers of Specials will come to the classrooms, and many will take advantage of our spacious campus on nice weather days to teach outdoors.

In order to respect classroom cohorts, we will not offer Early Birds or the After School Program until we feel the campus situation can safely support the mixing of Lower School grade levels.

Hybrid Instruction Model for Upper /Middle School Students



For Middle and Upper School, in September RPS will open with a weekly rotation of two groups of Middle and Upper School students on an on-campus/off-campus cycle so that half of the students in Grades 6 through 12 are on campus at any time while the other half are involved in the classroom via remote learning. This reduces class size and the number of students in the hallways, on the stairs, and having lunch.

This Hybrid Instruction Model will continue until such a time as we feel our campus can safely and effectively accommodate 600+ students each day, a decision that will be heavily influenced by State of New Jersey and CDC guidelines.

Middle School and Upper School students will be communicated with prior to the start of school with the weekly rotation group to which they have been assigned. Students from the same family will be assigned to the same rotation group; if for any reason a family prefers to have their children in opposing rotation groups, that can be accommodated as well. Please note that in order to minimize the number of individuals a student interacts with in-person, once the School Year begins, students may not switch rotation groups.



Health & Safety

The reopening goal for Rutgers Prep is the *safe* return of as many students as possible to in-person learning. This will require a culture of health and safety throughout the Rutgers Prep community, and adherence to generally accepted practices the Centers for Disease Control (CDC), the New Jersey Department of Education (NJDOE), and the New Jersey Department of Health (NJDOH) recommend to reduce the risk of transmission of COVID-19.



Face Coverings

Everyone on the Rutgers Prep campus, including all students, Faculty and Staff, must have face masks.

Masks must be brought from home, labeled with the owner's name, and adequately cover both the nose and mouth. Acceptable masks include surgical and cloth masks; bandanas, neck gaiters and scarves will not be allowed. Face shields may be worn in addition to masks.

Masks are required at all times while indoors, except when eating and drinking during approved lunch periods. When indoors, Pre-Kindergarten, Junior Kindergarten, and Kindergarten students may be permitted to remove masks during nap/rest times, when six-foot distancing can be enforced.

When outdoors, there may be times when six-foot distancing can be enforced, and masks may be safely removed. Students will always be instructed if masks can be safely removed; students should never remove a mask without clear direction from a member of the Faculty or Staff.

Any family who feels that their child has a health condition that prevents them from wearing a mask for the duration of the school day is encouraged to consider remote learning.

Hand Washing

Students, Faculty, and Staff are required to exercise hand hygiene (hand washing or sanitizing) upon arrival to school, before eating, before putting on and taking off masks, and before dismissal.

Physical Distancing & Classroom Modifications

Physical distance greatly reduces the risk of COVID-19 transmission. We have made modifications to classroom assignments, seating arrangements, and maximum classroom capacities in order to ensure that there will be a minimum of six feet of separation or physical barriers in place between students and Faculty. Wherever possible, student seats will be assigned (including classrooms, buses, and during meals).



In the Lower School, we have arranged for a second room in Junior Kindergarten, Kindergarten and Grade 1 in order to reduce classroom density and optimize social distancing during certain projects. We have also installed plexiglass in classrooms to enhance social distancing between students.

In the Middle School and Upper School, larger classes will be assigned to the largest classroom spaces, and consequently some grades/classrooms will be moving to provide the best locations for each class. The All Division Room and the Holliday Room, two of Rutgers Prep's largest indoor spaces, will be utilized as classrooms during the 2020-2021 School Year.

We have purchased outdoor tents and rented picnic tables in order to expand outdoor teaching options and to minimize the potential of needing to utilize an overflow resource room.

We have reduced capacity in areas such as the Dining Commons, Upper School Lounge, Baldwin Hall, Daniel Hall, the Library, and the Barn, and will limit the times that students may access these areas.

The Upper School is in a very good place regarding laboratory space for both Biology and Chemistry. Each of the labs have no less than five lab areas that can be divided to isolate two students per area, thereby allowing labs to take place at half section capacity. In addition, we can use virtual lab simulations with programs like Labster that offer high level simulations.

Cleaning & Air Flow

We have elevated our cleaning protocols in order to minimize the chance of COVID-19 spread via contaminated surfaces or poor ventilation. We have added employees to our daytime custodial staff, who will perform deep cleaning and disinfecting across campus with a focus on high-touch areas (e.g., tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks). In addition, Faculty and Staff will all be provided with additional disinfectant materials to disinfect as needed and on demand.

Our evening custodial staff will have additional hours to complete a thorough disinfection of all campus buildings and rooms.

During the Summer, we evaluated ventilation systems to ensure they are all operating properly and provide acceptable indoor air quality. We then initiated strategies to increase outdoor air ventilation and enhance indoor air quality. We have increased the number of windows and doors that can be opened for fresh air, further opened air dampers to reduce or eliminate recirculation, and increased the frequency of air filter evaluations and replacements.

In addition, we have placed portable air purifiers in some areas.



Community Illness

(Please refer to *Protocols for Responding to COVID-19 Scenarios* for a complete guide to Rutgers Prep policies. *Protocols for Responding to COVID-19 Scenarios* is included at the end of this document.)

Despite all the measures Rutgers Prep and our community take to mitigate the spread of COVID-19, there will likely be times when a student, Faculty, or Staff member (or a person in their family) tests positive or comes

in contact with someone who has. Rutgers Prep will utilize strict contact tracing and quarantine/isolation strategies to help control the spread of COVID-19 and keep our campus community safe.

Communication to RPS Community

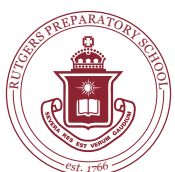
Rutgers Prep will have standardized notification letters ready to be electronically mailed to the school community as deemed necessary for each possible instance of transmission or infection of COVID-19.

Close contacts of a COVID-19 case will be advised to be tested and should not come back to campus until they have quarantined for 14 days (without developing symptoms).

In school settings, close contacts include students, Faculty, and Staff who were within six feet of the COVID-19 case for at least ten minutes in a classroom, in other school spaces, on the bus, or at an extracurricular activity. In the Lower School, where the students are in self-contained classrooms for an extended period, all students, Faculty, or Staff within this cohort are considered close contacts as they may have been within six feet of the person with a positive test result.

Continuation of Instruction

When students must stay home for quarantine or isolation, teaching and learning will not stop. Rutgers Prep will provide remote learning for students who cannot be in school for any period of time.



COVID-19 Response Protocols

The following quick reference sheet summarizes the protocols Rutgers Prep will follow when a community member develops COVID-19 symptoms or is exposed to a COVID-19 positive individual:

Event	Location of Event	Testing Result	Quarantine/Isolate
Individual is symptomatic	If an individual is symptomatic <u>at home</u> , they must stay home and get tested as recommended by their physician.	Individual tests <u>negative</u>	Return to school once asymptomatic for 24 hours (without the use of fever reducing medication) with a clearance note from their physician.
	If an individual student is symptomatic <u>on the bus or at school</u> , they must remain masked and adhere to strict physical distancing. Students will then be met by the Health Office staff and stay in the designated area until they can go home. They will not be sent home on the bus.	Individual tests <u>positive</u>	Remain home (except to get medical care), monitor symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from the local DOH. Most people who have relatively mild illness will need to stay in isolation for at least 10 days from when symptoms first appeared and until at least 72 hours have passed with no fever (without fever reducing medication) and improvement in other symptoms. If seen by a physician, they will need a clearance note to return to work/school.
	If an individual faculty or staff member is symptomatic <u>at school</u> , they must find coverage for their duties and then go home and get tested as recommended by their physician.	Individual <u>is not tested</u>	Remain home in isolation for 10 days from when symptoms first appeared and until 72 hours have passed with no fever (without fever reducing medication) and improvement in other symptoms. If seen by a physician, they will need a clearance note to return to work/school.
Individual is exposed to COVID-19 positive individual	If an individual is <u>at home</u> when they learn they were in close contact with an individual who tested positive for COVID-19, they must stay at home and be tested as recommended by their physician. If an individual is <u>at school</u> when they learn they were in close contact with an individual who tested positive for COVID-19, they must be masked for the remainder of the day and adhere to strict physical distancing while on campus. They may not take the bus home. Once they get home they must stay at home and be tested as recommended by their physician.	Individual tests <u>negative</u>	Quarantine and monitor for symptoms for 14 days from the last date of exposure with the confirmed case. If seen by a physician, they will need a clearance note to return to work/school.
		Individual tests <u>positive</u>	Remain home (except to get medical care), monitor symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from the local DOH. Most people who have relatively mild illness will need to stay in isolation for at least 10 days from when symptoms first appeared or 10 days have passed since their positive test and until at least 72 hours have passed with no fever (without fever reducing medication) and improvement in other symptoms or they have not developed symptoms. If seen by a physician, they will need a clearance note to return to work/school.
		Individual <u>is not tested</u>	Remain home in quarantine for 14 days from exposure and no onset of symptoms. If seen by a physician, they will need a clearance note to return to work/school.



The School Day

First Days of School

Pre-Kindergarten, Junior Kindergarten and Kindergarten students will begin classes on Tuesday, September 8 (8:20am - 10:20am)

NEW Lower School students Grade 1 through 5 will begin classes on Tuesday, September 8 (8:20am - 10:20am)

RETURNING Lower School students Grade 1 through 5 will begin classes on Wednesday, September 9

Middle School students will be assigned by their weekly rotation group to begin classes in-person either on Thursday, September 10 or Friday, September 11.

Upper School students will begin classes on Monday, September 14, half in-person, half remote according to their weekly rotation group.

Before Leaving Home

Each day, members of the Rutgers Prep community should identify any known incidents of exposure to someone with COVID-19 in the past 14 days, and if exposure is identified, then do not come to campus.

In addition, if you have any of the following symptoms, STAY HOME.

- Fever (100.4° Fahrenheit or higher), chills, or shaking chills
- Cough
- Difficulty breathing or shortness of breath
- New loss of taste or smell
- Sore throat
- Headache
- Muscle pain
- Nausea, vomiting, or diarrhea
- Fatigue
- Nasal congestion or runny nose

Families should download the Clear2 App and create accounts for each student in order to quickly monitor the above daily symptoms and risks. Students who exhibit any of the above symptoms on the bus ride to school or when they arrive on campus, will not be permitted to stay on campus.



Dress Code

We recognize that the health-related changes to our school day, including the requirement of face masks, may be a distraction to some students. Dress Codes in all three Divisions will be relaxed for the 2020-2021 School Year, to permit flexibility and comfort of our learning community. The Divisions will clarify specific regulations, but in general, expect students to be able to wear comfortable, often Rutgers Prep-branded clothing that is in good condition and suitable for weather conditions.

Early Birds/After School Program

To accommodate the safety measure of keeping Lower School students in cohorts, we will not be offering Early Birds or the After School Program to begin the school year. We will look at ways to bring back both programs when we feel mixing grade levels will be in the best interest of all our children and their families.

Daily Schedule

The Middle School and Upper School have made adjustments to the current schedule. The adjusted schedule will work on a two-week rotation of odd and even days:

Week 1	Monday Day 1	Tuesday Day 2	Wednesday Day 3	Thursday Day 4	Friday Day 5
Week 2	Monday Day 6	Tuesday Day 7	Wednesday Day 8	Thursday Day 3	Friday Day 4

This rotation will provide an odd/even balance in which students will never have the same class two days in a row, providing a buffer day to manage coursework. It will also provide a framework in which students will have a maximum of five classes per day, minimizing student movement through hallways during passing time.



Arriving to Campus

Campus will open at 7:45am each day. Students should not arrive prior to 7:45am. Upon arrival to campus, students (as well as Faculty, Staff and all Visitors) will be directed to a Clear2 Kiosk or check-in location for temperature checks.

After check-in, Lower School students will go directly to their self-contained classroom, Middle School students will go directly to their Advisory, and Upper School students will go directly to their first band class. Upper School students in Grades 10, 11 and 12 may arrive at 9:20am on days when their first block is a Study Hall. On these days, students must sign in with Mrs. Ryan in the Upper School Office and then report to their Advisory Classroom.

Locker Use

Middle School and Upper School students will not have access to lockers in the main buildings, and there will be no entrance allowed to the Field House locker rooms. This protocol will shorten the passing time by students between classes and reduce close interactions. Please make sure that students have a backpack suitable for carrying their necessary daily books and materials.

Upper School Lounge

Students are not permitted to be in the Lounge prior to 8:20am or during Community Time.

Morning Meetings

The tradition of Morning Meetings at Rutgers Prep is an important one, providing public speaking practice and leadership opportunities, and fostering the bonds of the school community. While physically gathering a Division together is not currently possible, we are extending the spirit of Morning Meeting as follows:

In the Middle School, students will hear Morning Meeting announcements during extended time with Advisory Groups.

In the Upper School, Morning Meeting will be projected, via zoom, to all Advisory Classrooms. Morning Meeting will occur every school day, including Thursdays. Students who wish to make announcements will report to the Upper School Lounge, and when finished will report to Advisory Classrooms.

Movement in Buildings

Most hallways and internal stairways will be designated one-way. In the Middle School and Upper School, hallway adjustments have been made to provide directional access to or from each classroom, stairway and building.



Technology on Campus

We will expect all students to be mindful of the bandwidth they use for personal reasons during the school day. Students may not stream or download video on campus, nor engage in other high bandwidth activities. It is vital that our Wi-Fi network and internet bandwidth is available for videoconferencing technologies that will allow Dual Instruction in our Middle School and Upper School classrooms.

Please make sure students arrive on campus with fully charged devices and remain mindful of their battery level during the day. Parents may want to invest in a rechargeable power bank for students to carry with them during the day.

Please note that we are not allowing students to print on campus to avoid gatherings around printers. Whenever possible, teachers will be accepting homework digitally and providing materials digitally.

Lunch

We are pleased to partner with SAGE, our dining services provider, to continue to serve healthy, tasty, and nutritious daily lunches to all students, regardless of dietary restrictions.

Lower School students will have lunches delivered to their classrooms, where they will eat with their classmates. Parents and students will be able to pre-order lunch preferences each Wednesday for the following week.

Middle School students will eat lunch with Advisory Groups, in Baldwin Hall and outdoors when weather permits. Parents and students will be able to pre-order lunch preferences each Wednesday for the following week.

Upper School students will eat in assigned groups during three time slots in the Dining Commons and outside at picnic tables, weather permitting. Buffets and self-serve stations in the Dining Common will be removed. Students will have a number of grab-n-go options from which to choose. Time for cleaning and disinfecting the Dining Commons between groups is built into the schedule.

Seniors will not be permitted to leave campus for lunch.



End of Day

Lower School students in Pre-Kindergarten, Junior Kindergarten, and Kindergarten will be dismissed at 2:20 pm. Students in Grades 1 through 5 will be dismissed at 2:30pm.

Middle School students may leave campus at the end of academic instruction at 2:20pm or remain until 3:05pm if they choose to attend Physical Education Class. Students not being picked up at 2:20pm must attend Physical Education Class.

Upper School students in Grades 9, 10 and 11 who are not enrolled in 9th Period Music or Dance Ensembles will attend Study Halls in their Advisory Classroom. Seniors who are not enrolled in 9th Period Music or Dance Ensembles will be dismissed for the day at 2:20pm. Seniors will not be assigned to 9th Period Study Halls.

All students must be picked up by 3:30pm in order to provide sufficient time to appropriately clean and prepare campus for the next day.

At Home

Please make sure to fully recharge all electronic devices before the next school day. The opportunity for students to utilize charging stations on campus will be limited and may not always be possible.

When off campus, students and families are expected to limit their attendance at gatherings, events, and other activities to those where social distancing guidelines can be maintained, in order to minimize the risk of exposing faculty, staff, and other students to the COVID-19 virus. Families and students are expected to practice and reinforce good hygiene practices at home and avoid unnecessary travel.





Student Activities

Innovations

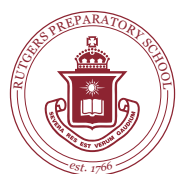
Innovations curriculum for Middle School and Upper School Students will be tabled for the 2020-2021 School Year, in an effort to reduce the number of and size of student gatherings.

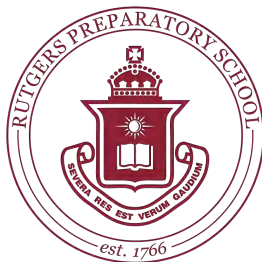
Upper School Clubs

Clubs are an important part of the Upper School day. Clubs will be encouraged to meet outside, weather permitting, during Community Time, after school before 3:30pm, and in the evenings via electronic meetings. On campus, clubs will be allowed to meet in areas inside that can accommodate the numbers needed. Student club leaders and faculty moderators will communicate with the Upper School Assistant Principals to reserve appropriately sized spaces.

Athletics

In accordance with NJSIAA and State of New Jersey guidelines, Rutgers Prep will not commence practice of Fall Sports until at least September 14. The earliest possible dates for competition are September 28 for Girls Tennis and October 1 for all other sports.





Protocols for Responding To COVID-19 Scenarios

August 12, 2020

Introduction, Overview and Strategies

As a supplement to the [New Jersey Department of Education The Road Back: Restart and Recovery Plan for Education](#), RPS is providing parents, faculty and staff with additional information on policy and protocols for responding to specific COVID-19 scenarios this school year. Updated guidance from the Centers for Disease Control (CDC) and the New Jersey Department of Health (NJDOH) related to this topic may be released in the coming weeks and this policy and protocol may be updated accordingly.

This policy provides information and protocols in response to the following:

- What RPS will do if an individual in the school community tests positive for COVID-19.
- What RPS will do if there is a symptomatic individual.
- Who should contact their physician for recommendations on getting tested for COVID-19.
- In what circumstances an individual needs to quarantine (when they have been exposed but are not sick) or isolate (when they are sick).

The reopening goal for RPS is the safe return of as many students as possible to in-person learning.

A safe return to in-person learning will require a culture of health and safety throughout RPS. Generally accepted practices RPS will use to reduce the risk of transmission include:

- **RPS will administer a mandatory COVID-19 Survey with questions related to previous exposure, possible exposure, and travel to students/parents, faculty, and staff through ArgoNet.** The survey must be filled out and submitted within the one week period before their respective return to campus.
- **All students, faculty, and staff must monitor daily for symptoms using the Clear2 App. Anyone with any symptoms must stay home.** Students, faculty, and staff must also use the Clear2 Kiosk or visit a check-in location for temperature check upon arrival to campus each day.
- **Masks must be brought from home, labeled with the owner's name, and adequately cover both the nose and mouth.** Bandannas, neck gaiters, scarves, and valve masks will not be allowed. Face

shields may be worn in addition to masks, but cannot replace wearing a mask for any reason. If a face mask cannot be worn, the individual will need to learn/work remotely. Cloth face masks need to be washed at the end of every day. Single use disposable face masks should be discarded daily.

- **Hand hygiene is critical.**¹ Students, faculty, and staff are required to exercise hand hygiene (hand washing or sanitizing) upon arrival to school, before eating, before putting on and taking off masks, and before dismissal.
- **Physical distance greatly reduces the risk of transmission.**² As COVID-19 is transmitted through respiratory droplets, putting distance between yourself and others reduces risk. In classroom settings there will be a minimum of 6 feet of separation or physical barriers in place.
- **Cohorts/assigned seating.**² Organizing students into cohorts can help to mitigate transmission of the virus. Assigned seats can assist with contact tracing. Wherever possible, seats will be assigned (including classrooms, buses, and during meals).
- **Each student must have two reliable emergency contacts on file with the school.** The emergency contact must be available to pick up the student within one hour in the event that the student becomes ill at school.

Communication to RPS Community

RPS will have standardized notification letters ready to be electronically mailed to the school community as deemed necessary for each possible instance of transmission or infection.

Continuation of instruction

When students must stay home for quarantine or isolation, teaching and learning will not stop. RPS will provide remote learning for students who cannot be in school for any extended period of time.

Testing, contact tracing, and isolation

It is important to note that testing, combined with contact tracing and quarantine/isolation, helps control the spread of COVID-19.³ All test results, both positive and negative, are reported to the New Jersey Department of Health (NJDOH) by the testing site.⁴ When a person has a positive COVID-19 test, the local DOH will reach out to provide support so that these individuals can remain safely in isolation. They will also ask for help to identify close contacts. The local DOH will then reach out to the individual's close contacts to provide important information that is aimed to stop the spread of the virus, including how to safely isolate/quarantine. While the local DOH will provide support, to further assist with contact tracing, the student/family or faculty/staff member is asked to reach out to their personal contacts and notify the school.

Isolation for COVID-19 positive cases is a minimum of 10 days⁵

Most people who test positive and have a relatively mild illness will need to stay in isolation for at least 10 days. People who test positive can resume public activities after 10 days from when symptoms first appeared and once they are:

- A. fever free for at least 72 hours (without the use of fever reducing medication)

- B. experienced improvement in other symptoms (for example, their cough has gotten much better)

Repeat testing prior to return is not mandatory.⁶ Return to school will be based upon the protocols outlined in this document.

Close contacts of a positive COVID-19 case should be tested.⁷ For general guidance, NJDOH defines close contact as:⁸

- Being within 6 feet of a COVID-19 case for at least 10 minutes while the case was symptomatic or within the 48 hours before symptom onset.
- Having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on) while not wearing recommended personal protective equipment.

In school settings, close contacts include students, faculty, and staff who were within 6 feet of the COVID-19 case for at least 10 minutes⁸ in a classroom, in other school spaces, on the bus, or at an extracurricular activity. In school situations where the students are in self-contained classrooms for an extended period, all students, faculty, or staff within this “cohort” are considered close contacts as they may have been within 6 feet of the person with a positive test result. Possible close contacts must not come back to school until they have quarantined for 14 days and not developed symptoms, as symptoms may appear 2-14 days after exposure.⁹ If a close contact tests positive for COVID-19, then isolation is for a minimum of 10 days from when symptoms first appeared **and** until at least 72 hours have passed with no fever (without the use of fever reducing medication) and improvement in other symptoms is noted.

Most Common Symptoms of Covid-19

The single most important thing to do if any of the following symptoms are present is to **STAY HOME**.¹⁰ Note that some symptoms of COVID-19 are the same as the flu or a bad cold.¹¹ Do not assume it is another condition. **When in doubt, stay home!**

You MUST STAY HOME if you have any of the symptoms listed.

Below is the full list of symptoms for which parents/guardians should monitor their children, and faculty and staff should monitor themselves.¹¹

- Fever (100.4° Fahrenheit or higher), chills, or shaking chills
- Cough
- Difficulty breathing or shortness of breath
- New loss of taste or smell
- Sore throat
- Headache
- Muscle pain
- Nausea, vomiting, or diarrhea
- Fatigue

- ❑ Nasal congestion or runny nose

If you are experiencing any of the above symptoms, you should quarantine and contact your physician to get recommendations on testing.¹⁰ A [list of test sites in New Jersey is available here](#).

Protocols for Individual Positive Test, Symptomatic Individual, or Multiple Positive Cases in the School Community

While specific protocols vary, there are some common elements for each possible COVID-19 scenario:

- Evaluate symptoms
- Separate from others
- Clean and disinfect spaces visited by the person
- Contact physician for recommendations on testing for COVID-19
- Isolate at home while awaiting results
- If test is positive:
 - Remain at home for at least 10 days from when symptoms first appeared **and** until at least 72 hours have passed with no fever (without the use of fever reducing medication), along with improvement in other symptoms⁵
 - Monitor symptoms
 - Notify the school and personal close contacts
 - Answer the call from the local DOH to help identify close contacts to help them prevent transmission

Protocol 1: Student, Faculty, or Staff Tests Positive for Covid-19

1. The student, faculty, or staff member must remain at home (except to get medical care) and monitor their symptoms. The student's parent or caregiver, faculty or staff member must notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from the local DOH. For most people who have a relatively mild illness, they will need to stay in isolation for at least 10 days from when symptoms first appeared **and** until at least 72 hours have passed with no fever (without fever reducing medication), along with improvement in other symptoms.⁵ If the individual was under the care of a physician, they must have a clearance note to return to school/work.

2. The Health Office staff in turn notifies others as pre-determined by the school (e.g., school administrators, school nurse or school medical point of contact, building management, and maintenance).

3. The Health Office staff will determine whether the student, faculty, or staff member was on the premises during the time frame that started 2 days prior to symptom onset (or testing positive if not symptomatic) until the time of isolation.

- A. If so, promptly close off areas visited by the COVID-19 positive individual until the areas can be cleaned and disinfected, if they have not been cleaned and disinfected already.
- B. Promptly clean and disinfect the bus(es) the student, faculty, or staff member was on, if any, and if not already done.

4. LOWER SCHOOL (self-contained classroom):

- A. Send communication to the other families in the student's class (e.g., cohort) that there has been a positive test without naming the individual student, faculty, or staff member who tested positive.
- B. Communication sent to families, faculty, or staff should:
 - a. Inform them there was a positive test (while maintaining confidentiality) in the self-contained classroom.
 - b. Explain that since they were within this cohort, we consider them a "close contact." In cases where the student may have been in close contact with others outside their cohort, having assigned seating and keeping up-to-date seating charts will help identify who should be considered a close contact.
 - c. Instruct those designated as close contacts to quarantine and contact their physicians for recommendations on testing.
 - d. Explain that close contacts cannot return to school until they have quarantined for 14 days and have not developed symptoms or tested positive.⁹
 - e. Remind families and/or faculty and staff of the importance of not having contact with higher-risk individuals (e.g., grandparents or those with underlying medical conditions).
 - f. Remind families and/or faculty and staff of the list of COVID-19 symptoms for which to monitor.
- C. If the school finds out about the original COVID-19 positive test in the middle of a school day when the rest of the cohort is in class:
 - a. Make sure these students are properly wearing masks. Extra masks will be provided by the school. Enforce strict physical distancing. Require students to continually wash their hands.
 - b. The school will quickly identify the individuals who may be "close contacts" of the student and notify students and their families.
 - c. Parents/guardians or authorized adults of close contacts in the class or other close contacts may pick students up prior to the end of the day. Parents/guardians or authorized adults must wear a mask when picking up their student. Students who are close contacts and students with any symptoms will not be permitted to ride the school bus to get home. Parents/guardians or authorized adults and students, as well as faculty and staff, should wash their hands upon arriving at home and change their clothes as a precaution.
 - d. Close contacts cannot return to school until they have quarantined for 14 days and have not developed symptoms or tested positive.⁹ If the individual was under the care of a physician, they must have a clearance note to return to school/work.

- D. As feasible, to assist with contact tracing, a list will be compiled including phone number and email of any other close contacts the student, faculty, or staff member had, beginning two days before the onset of symptoms (or positive test if asymptomatic) until the individual was isolated. Instruct those students and/or faculty and staff members to contact their physician s for recommendations on testing according to the same protocol as the student’s cohort above.

5. MIDDLE AND UPPER SCHOOL (no single self-contained classroom):

- A. The school should identify the student, faculty, or staff member’s possible “close contacts” based on the assigned seating charts. The lookback period should begin 2 days before symptoms appeared (or 2 days prior to the date of the positive test if there were no symptoms) and include up until the time the student was isolated.¹² Close contacts are considered to be students, faculty, and staff members who were within 6 feet of the individual for at least 10 minutes in class⁸, on the school bus, or at activities.
- B. Follow the protocols outlined in section 4 above (Lower School protocols).
- C. Close contacts should contact their physician for recommendations on testing and quarantine while waiting for results of their test.
- D. Close contacts cannot return to school until they have quarantined for 14 days and have not developed symptoms or tested positive.⁹ If the individual was under the care of a physician, they must have a clearance note to return to school/work.

Protocol 2: Close Contact of Student, Faculty, or Staff Tests Positive for COVID-19

1. The student, faculty, or staff member who was in close contact with someone who tested positive for COVID-19 should contact their physician for recommendations on being tested.
2. Close contacts cannot return to school until they have quarantined for 14 days from exposure, have not developed symptoms, or tested positive.⁹ If the individual was under the care of a physician, they must have a clearance note to return to school/work.

IF POSITIVE TEST: The student, faculty, or staff member should remain at home (except to get medical care), monitor their symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from the local DOH. Most people who have relatively mild illness will need to stay in isolation for at least 10 days from when symptoms first appeared or 10 days has passed from their test date **and** until at least 72 hours have passed with no fever (without the use of fever reducing medication), along with improvement in other symptoms or they have not developed symptoms.^{5,13} If the individual was under the care of a physician they must have a clearance note to return to school/work. **FOLLOW STEPS UNDER:** [Protocol 1: Student, Faculty, Or Staff Tests Positive For COVID-19](#)

Protocol 3: Student Is Symptomatic at Home

1. Families will need to monitor students at home each morning using the Clear2 App before arriving on campus.

A. **IF ANY SYMPTOMS ARE NOTED:**

- a. Do not send the student to school.
- b. Call the appropriate Division Office and inform them the student is staying home due to symptoms. Report specific symptoms.
- c. All symptomatic individuals, even those with mild symptoms, should consult with their physician about their symptoms and testing.¹⁰ An individual who does not wish to be tested must stay in isolation for at least 10 days from when symptoms first appeared **and** until at least 72 hours have passed without a fever (without fever reducing medication), along with improvement in other symptoms.⁵ If the cause of the symptom(s) is other than COVID-19, the individual must have a medical note from their physician with an alternative diagnosis in order to return to school.
- d. If tested, isolate at home until test results are returned.
- e. Proceed as follows according to test results:
 - i. **IF NEGATIVE:** The student may return to school based upon medical guidance and a clearance note from their physician and necessary management of another diagnosis after being asymptomatic for 24 hours (without the use of fever reducing medication).¹³
 - ii. **IF POSITIVE:** The student should remain at home (except to get medical care), monitor their symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from the local DOH. Most people who have relatively mild illness will need to stay in isolation for at least 10 days from when symptoms first appeared **and** until at least 72 hours have passed without a fever (without fever reducing medications), along with improvement in other symptoms.⁵ If the individual was under the care of a physician they must have a clearance note to return to school.. **FOLLOW STEPS UNDER:** [Protocol 1: Student, Faculty, Or Staff Tests Positive For COVID-19](#)

Protocol 4: Student Is Symptomatic on The Bus

1. Although families are the most important first line of defense for monitoring symptoms, bus drivers and bus monitors also play an important role in flagging possible symptomatic students.

2. If symptoms are noticed as the student is getting on the bus and if there is a parent/guardian present, do not allow the student to board the bus. Parent/guardian should then **FOLLOW STEPS UNDER:** [Protocol 3: Student Is Symptomatic at Home](#)

3. If the student is already on the bus, ensure the student is properly masked and keeps their mask on. Ensure other students keep their masks on properly. Ensure the student keeps required physical distance from other students.

4. The bus driver/monitor should call ahead to the bus service dispatch. The bus service dispatch should be equipped with appropriate cell phone numbers for school and district personnel (nurse or other medical personnel). The dispatch should contact the school to inform the school nurse (or school medical point of contact) of a possible symptomatic child.

5. A member of the Health Office staff should meet the bus as it arrives, wearing a mask. As practical, the student with possible symptoms should exit the bus first.

6. The bus should be cleaned/disinfected.

7. The Health Office staff should evaluate the student for symptoms. **SEE:** [Most Common Symptoms Of COVID-19](#)

A. IF ANY SYMPTOMS ARE NOTED:

- a. Place the student in the designated area. All students in the designated area must be as far apart as possible, and no less than 6 feet. Strict mask wearing covering the nose and mouth at all times for every person in the room must be enforced. Students can work on individual schoolwork or other activities while in the designated area.
- b. Contact an authorized adult for pick-up.
 - i. **AN AUTHORIZED ADULT MUST PICK UP the student within one hour of being contacted:** The student waits to be picked up in the designated area. The authorized adult must wear a mask when picking up the student. Adults and students should wash their hands upon arriving at home and change their clothes, as a precaution.
 - ii. The student will not be permitted to ride the school bus to go home.
 - iii. All symptomatic individuals, even those with mild symptoms, should consult with their physician about their symptoms and testing.¹⁰ An individual who does not wish to be tested must stay in isolation for at least 10 days from when symptoms first appeared **and** until at least 72 hours have passed without a fever (without fever reducing medication), along with improvement in other symptoms.⁵ If the cause of the symptom(s) is other than COVID-19, the individual must have a medical note from their physician with an alternative diagnosis in order to return to school.
- c. Isolate at home until test results are returned.
- d. Proceed as follows according to test results:
 - i. **IF NEGATIVE:** The student may return to school based upon medical guidance and a clearance note from their physician and necessary management of another diagnosis after being asymptomatic for 24 hours (without the use of fever reducing medication).¹³

- ii. **IF POSITIVE:** The student must remain at home (except to get medical care), monitor their symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from the local DOH. Most people who have a relatively mild illness will need to stay in isolation for at least 10 days from when symptoms first appeared **and** until at least 72 hours have passed without a fever (without fever reducing medication), along with improvement in other symptoms.⁵ If the individual saw a physician, they must have a clearance note to return to school. **FOLLOW STEPS UNDER:** [Protocol 1: Student, Faculty, Or Staff Tests Positive For COVID-19](#)

B. IF NO SYMPTOMS:

- a. If the evaluation shows the student does not have symptoms, send the student to class.

Protocol 5: Student Is Symptomatic at School

1. Although families are the most important first line of defense for monitoring symptoms, teachers will play an important role in referring possible symptomatic students to the Health Office staff.
2. The teacher ensures the student is wearing a mask that fully covers the nose and mouth at all times.
3. The teacher calls the Health Office staff to inform them that they have a possible case and sends the student to the designated area for evaluation.
4. The Health Office staff will evaluate the student for symptoms (see list above: [Most Common Symptoms Of COVID-19](#))

A. IF ANY SYMPTOMS ARE NOTED:

- a. Place the student in the designated area. All students in the designated area must be as far apart as possible, and no less than 6 feet. Strict mask wearing covering the nose and mouth at all times for every person in the room must be enforced. Students can work on individual schoolwork or other activities while in the designated area.
- b. Contact an authorized adult for pick-up.
 - i. **AN AUTHORIZED ADULT MUST PICK UP the student within one hour of being contacted:** The student waits to be picked up in the designated area. The authorized adult must wear a mask when picking up the student. Adults and students should wash their hands upon arriving at home and change their clothes as a precaution.
 - ii. The student will not be permitted to ride the school bus to go home.
 - iii. All symptomatic individuals, even those with mild symptoms, should consult with their physician about their symptoms and testing.¹⁰ An individual who does not wish to be tested must stay in isolation for at least 10 days from when symptoms first appeared **and** until at least 72 hours have passed without a fever (without fever reducing medication), along with improvement in other symptoms.⁵ If the

cause of the symptom(s) is other than COVID-19, the individual must have a medical note from their physician with an alternative diagnosis in order to return to school.

- c. Isolate at home until test results are returned.
- d. Proceed as follows according to test results:
 - i. **IF NEGATIVE:** The student may return to school based upon medical guidance and a clearance note from their physician and necessary management of another diagnosis after being asymptomatic for 24 hours (without the use of fever reducing medication).¹³
 - ii. **IF POSITIVE:** The student must remain at home (except to get medical care), monitor their symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from the local DOH. Most people who have relatively mild illness will need to stay in isolation for at least 10 days from when symptoms first appeared **and** until at least 72 hours have passed without a fever (without fever reducing medication), along with improvement in other symptoms.⁵ If the individual saw a physician, they must have a clearance note to return to school. **FOLLOW STEPS UNDER: [Protocol 1: Student, Faculty, Or Staff Tests Positive For COVID-19](#)**

B. IF NO SYMPTOMS:

- a. If the evaluation shows the student does not have symptoms, send the student back to class.

Protocol 6: Faculty or Staff Is Symptomatic at Home

1. Faculty and Staff should monitor themselves at home each morning using the Clear2 App.

A. IF ANY SYMPTOMS ARE NOTED:

- a. Do not come to work.
- b. Contact the appropriate Division Office to report an absence. Give specific symptoms.
- c. All symptomatic individuals, even those with mild symptoms, should consult with their physician about their symptoms and testing.¹⁰ An individual who does not wish to be tested must stay in isolation for at least 10 days from when symptoms first appeared **and** until at least 72 hours have passed without a fever (without fever reducing medication), along improvement in other symptoms.⁵ If the cause of the symptom(s) is other than COVID-19, the individual must have a medical note from their physician with an alternative diagnosis in order to return to school.
- d. If tested, isolate at home until test results are returned.
- e. Proceed as follows according to test results:
 - i. **IF NEGATIVE:** The faculty or staff member may return to work based upon medical guidance and a clearance note from their physician and necessary management of another diagnosis after being asymptomatic for 24 hours (without the use of fever reducing medication).¹³

- ii. **IF POSITIVE:** The faculty or staff member must remain at home (except to get medical care), monitor their symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from the local DOH. Most people who have relatively mild illness will need to stay in isolation for at least 10 days from when symptoms first appeared **and** until at least 72 hours have passed with no fever (without fever reducing medication), along with improvement in other symptoms.⁵ If the individual saw a physician they must have a clearance note to return to work. **FOLLOW STEPS UNDER:** [Protocol 1: Student, Faculty or Staff Tests Positive For COVID-19](#)

Protocol 7: Faculty or Staff Is Symptomatic at School

1. As noted above, faculty and staff should be encouraged not to come to school if they are experiencing any symptoms of COVID-19.

2. If a faculty or staff member suspects any symptoms during the day, they should follow the school's protocols for getting another adult to cover their class mid-day, if needed, and see the Health Office staff to be evaluated for symptoms.

- A. **IF NO SYMPTOMS:** The faculty or staff member can return to their duties or follow the school's standard protocols for being excused due to illness.
- B. **IF ANY SYMPTOMS:**
 - a. All symptomatic individuals, even those with mild symptoms, should consult with their physician about their symptoms and testing.¹⁰ An individual who does not wish to be tested must stay in isolation for at least 10 days from when symptoms first appeared **and** until at least 72 hours have passed without a fever (without fever reducing medication), along with improvement in other symptoms.⁵ If the cause of the symptom(s) is other than COVID-19, the individual must have a medical note from their physician with an alternative diagnosis in order to return to school.
 - b. If tested, isolate at home until test results are returned.
 - c. Proceed as follows according to test results:
 - i. **IF NEGATIVE:** The faculty or staff member may return to school based upon guidance and a medical clearance note from their physician and necessary management of another diagnosis after being asymptomatic for 24 hours (without the use of fever reducing medication).¹³
 - ii. **IF POSITIVE:** The faculty or staff member should remain at home (except to get medical care), monitor their symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from the local DOH. Most people who have relatively mild illness must stay in isolation for at least 10 days from when symptoms first appeared **and** until at least 72 hours have passed with no fever (without fever reducing medication), along with improvement in other symptoms.⁵ If the individual saw a physician, they must

have a clearance note to return to work. **FOLLOW STEPS UNDER:** [Protocol 1: Student, Faculty or Staff Tests Positive For COVID-19](#)

Protocol 8: Presence of Multiple Positive Cases in The School or Community and Potential School Closure (partial or full)

1. If there is more than one confirmed COVID-19 case (students, faculty, or staff) in the school at one time, or if there is a series of single cases in a short time span, school administration will work with the NJDOH and/or local DOH to determine if it is likely that there is transmission happening in school.
2. For each individual case, **FOLLOW STEPS UNDER:** [Protocol 1: Student, Faculty, Or Staff Tests Positive For COVID-19](#) *When there is one isolated case, the individual's close contacts will need to stay home and quarantine for 14 days, not the whole school.*
3. When there is suspected in-school transmission *beyond one cohort or a small number of cohorts*, school leaders must consult with the NJDOH and/or local DOH as to proposed next steps. These steps could include, *for example*, making a decision to either;
 - A. Close part of the school or the entire school for a short time (e.g. 1-3 days) for an extensive cleaning or other facility mitigation.
 - B. Close the school partially or fully for the longer duration of a 14-day quarantine period.
4. Should there be circumstances where there are multiple cases in multiple cohorts, school leaders must consult with the NJDOH and/or local DOH as to proposed next steps. These steps could include, *for example*, making a decision to either;
 - A. Shut down the cohort(s) for a short time (e.g. 1-3 days) for an extensive cleaning or other facility mitigation.
 - B. Shut down the division and/or the campus for the longer duration of a 14-day quarantine period.
5. If the decision is made to close for some number of days, the school will send clear information and instructions to families and staff:
 - A. Informing them that it is possible COVID-19 is being transmitted on campus.
 - B. Noting that there may be more potential cases that are not yet symptomatic.
 - C. Recommending students quarantine and not have contact with others.
 - D. Reminding families of the importance of not having contact with higher-risk individuals (e.g., grandparents).
 - E. Reminding families of the list of COVID-19 symptoms for which to monitor.
 - F. Ensuring that remote learning is immediately provided to all students.
6. Before bringing students back to school:
 - A. Check inventory levels of needed supplies (e.g., disposable masks, soap, hand sanitizer, cleaning products). Re-order replacement inventory.

- B. Consider a school-wide refresher training on the importance of correct hygiene procedures (masks, physical distance, handwashing).
- C. Reiterate the critical nature of masks, physical distancing, and hand hygiene when students return to school.

Quick Reference Sheet: Key Actions for Individual COVID-19 Events

Event	Location of Event	Testing Result	Quarantine/Isolate
<p>Individual is symptomatic</p>	<p>If an individual is symptomatic <u>at home</u>, they must stay home and get tested as recommended by their physician.</p>	<p>Individual tests <u>negative</u></p>	<p>Return to school once asymptomatic for 24 hours (without the use of fever reducing medication) with a clearance note from their physician.</p>
	<p>If an individual student is symptomatic <u>on the bus or at school</u>, they must remain masked and adhere to strict physical distancing. Students will then be met by the Health Office staff and stay in the designated area until they can go home. They will not be sent home on the bus.</p>	<p>Individual tests <u>positive</u></p>	<p>Remain home (except to get medical care), monitor symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from the local DOH. Most people who have relatively mild illness will need to stay in isolation for at least 10 days from when symptoms first appeared <u>and</u> until at least 72 hours have passed with no fever (without fever reducing medication) and improvement in other symptoms. If seen by a physician, they will need a clearance note to return to work/school.</p>
	<p>If an individual faculty or staff member is symptomatic <u>at school</u>, they must find coverage for their duties and then go home and get tested as recommended by their physician.</p>	<p>Individual <u>is not tested</u></p>	<p>Remain home in isolation for 10 days from when symptoms first appeared <u>and</u> until 72 hours have passed with no fever (without fever reducing medication) and improvement in other symptoms. If seen by a physician, they will need a clearance note to return to work/school.</p>
<p>Individual is exposed to COVID-19 positive individual</p>	<p>If an individual is <u>at home</u> when they learn they were in close contact with an individual who tested positive for COVID-19, they must stay at home and be tested as recommended by their physician.</p>	<p>Individual tests <u>negative</u></p>	<p>Quarantine and monitor for symptoms for 14 days from the last date of exposure with the confirmed case. If seen by a physician, they will need a clearance note to return to work/school.</p>
	<p>If an individual is <u>at school</u> when they learn they were in close contact with an individual who tested positive for COVID-19, they must be masked for the remainder of the day and adhere to strict physical distancing while on campus. They may not take the bus home. Once they get home they must stay at home and be tested as recommended by their physician.</p>	<p>Individual tests <u>positive</u></p>	<p>Remain home (except to get medical care), monitor symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from the local DOH. Most people who have relatively mild illness will need to stay in isolation for at least 10 days from when symptoms first appeared or 10 days have passed since their positive test <u>and</u> until at least 72 hours have passed with no fever (without fever reducing medication) and improvement in other symptoms or they have not developed symptoms. If seen by a physician, they will need a clearance note to return to work/school.</p>
		<p>Individual <u>is not tested</u></p>	<p>Remain home in quarantine for 14 days from exposure and no onset of symptoms. If seen by a physician, they will need a clearance note to return to work/school.</p>

References:

- ¹ <https://www.cdc.gov/coronavirus/2019-ncov/hcp/hand-hygiene.html>
- ² <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>
- ³ <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-testing.html>
- ⁴ <https://www.cdc.gov/coronavirus/2019-ncov/lab/reporting-lab-data.html>
- ⁵ <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/isolation.html>
- ⁶ <https://www.cdc.gov/coronavirus/2019-ncov/hcp/testing-overview.html>
- ⁷ <https://covid19.nj.gov/pages/testing>
- ⁸ <https://covid19.nj.gov/faqs/nj-information/contact-tracing/for-contact-tracing-who-is-considered-a-close-contact>
- ⁹ <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>
- ¹⁰ <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>
- ¹¹ <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- ¹² <https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/contact-tracing.html>
- ¹³ https://www.state.nj.us/health/cd/documents/topics/NCOV/COVID_guidance_reopening_childcare.pdf pgs.4-5,7