

Mendham Township School District

Health & Safety Protocols 2020-2021
Mendham Twp. Elementary School

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www.mendhamtp.org



MTES Health & Safety Protocols 2020–2021

On Tuesday, July 21, the MTBOE approved the District’s “Return to School Plan”.

The guiding principles for this plan: safety and health, in-person learning, social engagement of students, equity, data-driven decision making, and fiscal responsibility.

To ensure consistency with respect to the **health and safety** of school communities across the State, the NJDOE guidance speaks specifically to **health and safety** measures.

The standards in the NJDOE Guidance have been incorporated into the Mendham Township School District’s locally developed Plan. The Board of Education has adopted Board Policy 1648 – Restart and Recovery Plan that includes the policies required in the NJDOE Guidance.

MTES Morning Arrival~Staff

- ★ All staff are required to wear masks in the building (remove when eating or outside observing 6 ft. social distancing). Additional supplies i.e masks, gloves, sanitizer will be delivered to your classroom/area.
- ★ Staff will enter the building through the main entrance doors for temperature screening, attendance check in (temp. Under 100°F) and sanitize hands. (Please give yourself time to go through this process for 8:45 start)
- ★ Staff are encouraged to take their own temperature at home as an additional precaution
- ★ Adhere to social distancing guidelines (6ft distance) and travel pathways in the hallways (stay to the right, one direction each way)
- ★ 8:45 report to classroom/area or duty location for student arrival (8:45-9:00)
- ★ Car Loop Duty Staff pick up no touch thermometers, gloves at nurse's office
- ★ Bus Duty Staff pick up gloves, one no-touch thermometer at main door for walkers from main office

MTES Morning Arrival~Students



Morning Arrival Bus/Walkers M-F 8:45-9:00

- Students are temp. screened by Safesio hands-free, infrared thermometer and hands sanitized by bus aides, prior to boarding (temp. Below 100°F to board)
- Buses will deboard in order of arrival one at a time
- KDGN & PK students deboard first (with the help of aides) and walk along sidewalk maintaining social distance
- Gr. 1-4 deboard front to back
- Buses are released once students have exited
- Bus duty staff monitor bus deboarding, social distancing, one student through entrance at a time, walking, masks on
- Students enter building and follow travel pathways to classroom
- Walkers temp. screened and hands sanitized at main entrance by bus staff prior to entering

ENTRANCES

Main Entrance Door~PK/KDGN/Gr. 3/Gr. 4 (right door open)

Center Doors~Gr. 1/Gr. 2/3Rub/4Smyth

Red Doors~20'Keefe/PKBresky (doors open)

Afternoon Dismissal Bus/Walkers M/T/Th/F 3:25-3:45 W 12:40-1:00

- Walkers dismissed 3:25 will meet outside front entrance and depart down the front sidewalk with staff
- Students are dismissed one bus at a time in order of arrival
- Bus duty staff monitors social distancing, walking, masks on
- Students board buses back to front
- Students exit building using same door as morning

MTES Morning Arrival~Students



Morning Arrival Car Drop Off Loop/Walkers M-F 8:45-9:00

1. Cars pull up and stop in the unloading zone
2. Staff approach parked car
3. Window rolled down
4. Screen student's temperature with no-touch thermometer (below 100°F ok to enter)
5. Above 100°F stays in car with parent to go home(report name of student to Nurse for follow up)
6. Observe mask on before student leaves car
7. Student sanitizes hands at station prior to entering building
8. Students follow travel pathways on right side of hallways in one direction and report to classrooms
9. Walkers are temp screened by staff and sanitize hands prior to entering building

Afternoon Dismissal Car Drop Off Loop/Walkers M/T/Th/F 3:25-3:45 W 12:40-1:00

1. Students report to gym and sit at designated areas by grade
2. Space students (6 ft distance)
3. Walkers report to rear gym door (6 ft distance) for sign out
4. Outside staff call out student names via walkie-talkie when ride arrives
5. Students exit gym out the doors to car
6. Indoor gym staff call office via walkie-talkie when all pick-ups are gone (release of buses)

Masks/Gloves/Hand Sanitizer/Wipes



PPE/Safety/Cleaning Supplies~provided for your classroom prior to first day (Sept. 1 & 3)

- Masks provided to student for Sept. 1 & 3 (3-ply, anti-bacterial, washable, 35% cotton/65% polyester)
- Gloves for teachers
- Hand sanitizer for classroom students and teachers
- Sanitizing wipes for teacher to use on high touch surfaces (Gr. 3 & 4 can wipe down their own desks prior to snack and lunch)

**Proper procedures for using masks*

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

**Considerations for wearing masks*

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>



Aug. 3, 2020 NJDOE Restart & Recovery Plan: “Students are **required to wear face coverings**, unless doing so would inhibit the student’s health. It is necessary to acknowledge that enforcing the use of face coverings may be impractical for young children or individuals with disabilities.”

Social Distancing



Hallways

- Students & staff wear masks while inside the building
- Students & staff follow travel pathways in all hallways (one direction each side)
- Stay to the right side one way each side
- Keep moving, refrain from congregating, grouping up
- Stop at intersections and yield to allow for 6 ft spacing
- No running



Classrooms/Instruction Areas

- Students hang backpack & coat on hallway hook (gr. 4 alt. lockers)
- Students wear masks in the classroom (remove for snack and lunch, PE/Recess)
- Student desks 6 ft. distance apart
- Students remain at desks behind three-sided splash guards during instruction, snack & lunch
- Take turns, one student at a time entering the classroom
- Students maintain 6 ft distance while in the classroom when moving
- Restrict number of student moving at one time in room



Social Distancing (Lunch/Recess)

Lunch (w/lunch staff)

Inside~Mask off, place in plastic bag w/name, students remain seated at desks behind shields while eating

Outside~Mask off, place in plastic bag w/name, students maintain 6ft distance while eating

Recess (w/lunch staff)

Inside~Masks on, class will report to assigned recess area for that day, students maintain 6 ft. distance, can be seated at desks or spread out 6 ft distance, no communal recess supplies, individual recess supplies ok

Outside~Masks may be removed, place in plastic bag w/name, must put on mask prior to re-entry.

Recess Areas:

Area #1~ Soccer Field

Area #2~ Black Top (Lot & BB)

Area #3~Playground Area (still awaiting guidance on use)

Area #4~Kickball Field

Area #5~Left Field

Period	Grade	Lunch	Recess
Per.4 (11:08-11:48)	PK	11:08-11:28	11:28-11:48
	KDGN	11:28-11:48	11:08-11:28
Per. 5 (11:50-12:30)	Gr. 1	12:10-12:30	11:50-12:10
	Gr. 2	11:50-12:10	12:10-12:30
Per. 6 (12:32-1:12)	Gr. 3	12:32-12:52	12:52-1:12
	Gr. 4	12:52-1:12	12:32-12:52

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Bathroom Visits/Water/Hand Washing



Hallway Bathroom Visits (4 students max. In bathroom at one time)

- One boy/girl at a time per class
- Splash guards in between sinks
- Student maintain social distancing
- Students must wash hands before leaving bathroom
- Hand sanitizer upon return to classroom

Classroom Bathrooms

- One student at a time
- Wash hands before leaving bathroom

Water Filling Stations

- Encourage students bring non-glass reusable water bottle
- Students may refill water bottles at designated water bottle refilling stations only
- NO water fountain use

Handwashing

- Review proper hand washing steps with students
- Follow hand washing break schedule "GIVE ME FIVE" (1)am arrival, 2)before am snack, 3)before lunch, 4)after lunch, 5)pm break)
- All students & staff re-entering classrooms/areas will wash hands before starting class (sanitizer if hand washing is not possible))

How to wash your hands properly:

<https://www.cdc.gov/handwashing/when-how-handwashing.html>



Response to Students & Staff Presenting Symptoms

On page 26 of “The Road Back: Restart and Recovery Plan for Education” the NJDOE provides “Additional Considerations” for students and employees that may be asked to leave or not come into school if they test positive for COVID-19 or exhibit one or more of the symptoms of COVID-19, based on CDC guidance, that is not otherwise explained.

These symptoms include: • **A fever of 100° F or greater** • **Cough** • **Shortness of breath or difficulty breathing** • **Chills** • **Repeated shaking with chills** • **Muscle pain** • **Headache** • **Sore throat** • **New loss of taste or smell** • **Fatigue** • **Congestion or runny nose** • **Nausea or vomiting** • **Diarrhea**

What to do if a student becomes ill at school:

- If student shows symptoms of illness, move student away from others
- Call school nurse, Mrs. Safko to report symptoms
- Student will be escorted by staff member (mask & gloves) to nurse’s office for examination
- Students with symptoms related to COVID-19 must be safely and respectfully isolated from others~ *Isolation Room: Rm. 301*
- Parents will be contacted for immediate removal from school
- Nurse will accompany student to Quarantine Room until parent arrives
- Nurse will provide health instructions and follow-up with parents during contact tracing process
- Nurse will report to Principal & Superintendent any students or staff with symptoms related to COVID-19
- School will follow the Mendham Twp. Restart and Recover Plan (pgs. 9-15) regarding quarantine guidelines, contact tracing and re-entry.

What to do if you (staff) become ill at school?

- Call school nurse, Mrs. Safko and report symptoms
- Minimize contact with others, keep mask, gloves on and follow health instructions provided
- School will follow the Mendham Twp. Restart and Recover Plan (pgs. 9-15) regarding quarantine guidelines, contact tracing and re-entry.

What to do if you are sick?

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

Visitors/Late Arrivals/Leaving Early/Dropping Off Items

Visitors

- ❖ Visitation to the school is strongly limited
- ❖ Visitors requesting access to the building must ring bell, be admitted, proceed to vestibule for temp. screening, mask check, and hand sanitizer prior to entry
- ❖ Only essential visitation permitted

Late Arrivals

- ❖ Students arriving after 9:00 a.m. are considered “tardy”
- ❖ Students will be admitted through the main entrance door, proceed to vestibule for temp. screening, mask check, and hand sanitizer prior to entry
- ❖ Office will call HR teacher and mark student tardy in OnCourse
- ❖ PK-2 students will receive escort to classroom, Gr. 3 & 4 will walk independently to classroom

Drop Off of Items (lunch, school supplies, clothing etc.)

- ❖ Parents may drop off missing/forgotten items by ringing the bell at the main entrance. The office will admit the parent into the vestibule.
- ❖ The parent will place item in DROP BOX
- ❖ No entry, parent leaves vestibule

Leaving Early (Please update early dismissal plans in Pick Up Patrol)

- ❖ Parent/Guardians will ring the bell located at the main entrance and identify themselves and the student/s they are picking up with main office staff.
- ❖ Parent/Guardians will sign out the student/s in the log and wait in the main entrance vestibule until student/s arrives for dismissal.

Thank you!
Let's have a great school year!

Contact us:

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