

Buzz Aldrin Middle School Road Forward Reopening Plan

**Buzz Aldrin Middle School
173 Bellevue Avenue
Upper Montclair, NJ 07043
Phone: 973-509-4220**



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Introduction

We created this Road Forward Reopening Plan to aid all Buzz Aldrin community members in navigating through school procedures and policies for the 2021-2022 school year. We've developed this Road Forward Reopening Plan to ensure a safe return to school, which will mitigate the impact of COVID-19. This plan was developed in conjunction with the Superintendent's Town Hall, [The Road Forward](#) document released by the NJDOE, and current [CDC guidelines](#). Buzz Aldrin Middle School will be utilizing the following strategies and procedures toward ensuring the health and safety of staff and students.

**** Please note that the information in this document is subject to change, dependent on guidance from CDC guidelines, NJDOE, and the NJDOH.**

Safety Policies

Mask Policy

- **All students and staff members are required to properly wear a face mask at all times. The face mask should cover the nose, mouth, and chin.**
- **Bandanas, gaiters, scarves, fleece, and masks with valves are not permitted.**
- The school will not supply daily surgical masks to staff or students. They will be available for emergencies only. Students and staff may wear their own 2-ply or above cloth masks, surgical masks, or KN95 masks from home.
- Students may lift their masks (from the chin) for quick sips of water (from personal water bottles) if physical distancing is maintained. Water fountains used for drinking will be unavailable for use. Students may refill their water bottles at designated stations in each building.
- If a student does not follow the school/district's mask policy, he/she/they will be sent home.
- Face shields alone (without a mask) may only be worn by students or staff members with prior permission from the Medical Team as deemed necessary, on a case-by-case basis (ABA, hearing impaired students, speech therapists, etc.).
- Students will be provided with mask breaks as needed.
- For a staff member/student to be considered for determination to wear a face shield alone:
 - Medical documentation along with appropriate diagnosis must be provided by a licensed physician (MD or DO), an APN, or a PA, in which the diagnosis is consistent with the healthcare provider's area of expertise. The documentation must be submitted to the school.
 - Upon receipt of the request, the documentation and request will be reviewed by the district's physician and medical team. A signed consent form (provided by the school nurse) must be submitted, which allows our school physician or nurse to speak with the prescribing healthcare provider.
 - Upon review, the medical team or school will notify the family if permission to wear a face shield alone is granted.

Social Distancing Policy

- **All staff and students are required to follow the CDC physical distancing guidelines, as outlined in the [Road Forward document](#) issued by the New Jersey Department of Education (NJDOE).**
- Students and staff are expected to remain 3 feet apart to the greatest extent possible.
- Classrooms, hallways, and common areas are set-up to maximize physical distance to the greatest extent possible for students and staff.
- Students are expected to follow social distancing guidelines to the extent possible throughout the day including arrival, dismissal, passing through hallways, and during instruction.

Daily Procedures

Staff Health Procedures

- **All staff members are required to submit the daily health form by 7 am daily.**
- If a staff member has a temperature of 100.0 degrees or higher, or is experiencing COVID-like symptoms prior to 7 am, he/she/they should not report to the building.
- If a staff member or student is experiencing the following symptoms, he/she/they should not report to school or will be sent home.
 - At least **two** of the following symptoms: fever (measured or subjective), chills, rigors (shivers), myalgia (muscle aches), headache, sore throat, nausea or vomiting, diarrhea, fatigue, congestion, or runny nose
 - OR
 - At least **one** of the following symptoms: cough, shortness of breath, difficulty breathing, new olfactory disorder, or new taste disorder.
- If a staff member has not filled out the health form, has a temperature of 100.0 degrees or higher, and has arrived at school, the staff member will exit the building and notify the main office via phone at (973)509-4205.
- All staff members and students are required to wear their face masks upon entry into the building.

Staff Arrival & Dismissal Procedures

- All staff members are required to follow all social distancing guidelines to the greatest extent possible.
- All staff members are expected to be at their assigned posts by 7:40 am.
- All staff members are required to stay until all students have been dismissed from the building.
- Staff members may enter and exit the building through any door.

Student Health Procedures

- **All families are required to submit a daily health form in Parent Access (via Genesis) by 7 am on Tuesdays and Thursdays.**

- Daily alerts/reminders will be sent via Genesis daily, even on off days. Please disregard alerts/reminders on off days.
- Although the health form is required on Tuesdays and Thursdays, parents are responsible for checking and monitoring daily symptoms to ensure the safety and well-being of all school community members.
- The health screening form is a basic review of COVID-like symptoms to ensure students are attending school as safely as possible.
- If you have any questions regarding the health form or Genesis access, please email Parent Access at parentaccess@montclair.k12.nj.us for assistance.
- Students who have not completed the health form prior to arrival must complete the health form and have their temperatures taken at school. This will result in a delay/loss of instructional time.
- If a student is experiencing the following symptoms, he/she/they should not report to school or will be sent home.
 - At least **two** of the following symptoms: fever (measured or subjective), chills, rigors (shivers), myalgia (muscle aches), headache, sore throat, nausea or vomiting, diarrhea, fatigue, congestion, or runny nose
 - OR
 - At least **one** of the following symptoms: cough, shortness of breath, difficulty breathing, new olfactory disorder, or new taste disorder
- If a student has a temperature of 100.0 degrees or higher upon arrival at school, he/she/they will be sent into an isolation area and parents will be notified for the child to be picked up immediately.

Student Arrival & Dismissal Procedures

Arrival

- **Students cannot be dropped off before school doors open, as there is not adequate supervision and monitoring of social distancing outside the building prior to the school doors opening.**
- **We are encouraging students to use various entrances depending on their designated houses:**
 - **House 1: Rear parking lot entrance**
 - **House 2: Greenhouse entrance**
 - **House 3: Front entrance/Greenhouse entrance**
 - **House 4: Front entrance/Greenhouse entrance**
 - **House 5: Rear parking lot entrance**
- **Busses**
 - Busses will arrive on Bellevue Avenue.
 - Students will begin to depart the busses at 7:40 am.
- **Walkers**
 - Walkers are permitted to use any entrance that is designated for the house he/she/they is assigned.
- **Parent (Car) Drop Off**
 - Students who are dropped off by car **MUST** be dropped off on Norwood Avenue, Lorraine Avenue, or on Bellevue Avenue, east of the school building towards Park Street. Please drop your child off on the same side of the street as the school.
 - Do not pull into any of the staff parking lots to drop off your child. This poses a safety

issue.

- Students should walk along the sidewalk.
- **Do not drop students off in front of the building. This poses a safety issue for the buses and is not permitted under any circumstances.**

Late Student Arrival

- **Homeroom ends at 7:54 am. Any student who arrives at homeroom after 7:50 am will be marked tardy.**
- An office staff member will need to greet tardy students at the door to ensure safe entry.
- Please make sure your children arrive at school on time. Late student arrivals can be disruptive.

Dismissal

- **Students will be dismissed using assigned doors.**
- **Bussers**
 - Students who take the bus home will exit through the front doors.
- **Walkers & Car Pick Up**
 - Students who walk home or are picked-up will be dismissed using the side exits located near the Greenhouse and the Norwood Avenue doors, or the exit near the rear parking lot.
 - Walkers or students who are picked up should not exit using the front door.

Student Early Dismissal

- We respectfully request that late arrivals and early pick-ups are reserved for emergencies only. Please encourage your child to come to school on time and to stay for the duration of the day, until school is dismissed.
- Please do not make appointments for your children during the school day.
- Students are not permitted to leave the building and return to school.
- For an **emergency** situation, where a student needs to be dismissed early:
 - The parent/guardian will call the office upon arrival (973) 509-4205 and come to the front door located on Bellevue Avenue.
 - A staff member will escort the child to the front door.
 - Sign-out procedures will be followed and recorded in the school's attendance binder and will also be indicated in Genesis.

Student Attendance

- **Students must attend in-person to be marked as present.**
- **Students are not permitted to stay home for virtual instruction unless there is a COVID-related necessity, where approval was provided by the district or school ahead of time. This means quarantining, exposure, experiencing COVID-like symptoms, or those who currently have COVID-19.**

Visitor Information & Parent Item Drop-Off

Visitors

- **Excluding Montclair Public School employees, no visitors will be allowed in the building.**

Dropping Off Items

- Parents are not permitted to drop off belongings throughout the school day.

Additional Policies & Procedures

Classroom Procedures

- All student materials should be kept and stored in lockers or in each student's personal backpack.
- **Students are permitted to use lockers to store their belongings.**
- **There are no shared materials between students permitted in the classroom, unless the materials can be sanitized between use.**
- **Teachers are able to distribute materials and papers that are for single-student use only.**
- Students can wash their hands as needed by using the nearest restroom, or using the sink in the classroom (if applicable).
- Hand sanitizing stations are available for use in hallways throughout the building.
- Students are permitted to keep their own hand sanitizer and/or hand wipes with their personal belongings.
- Desks/students/staff members are set to be three feet apart, to the greatest extent possible.
- All classroom instruction and activities will follow the district, state, and CDC guidelines.
- Students will be encouraged to wash their hands frequently throughout the day.
- Hand Sanitizing stations are located in the hallways throughout the building.
- **Desks, chairs, and/or air purifiers are not to be removed or added from any classroom without administrator approval.**
- Teachers may keep their materials and belongings in their area of the room and in cabinets/closets.
- If multiple teachers are using the same classroom, there should be designated areas within the room in which teacher belongings can be stored.

Food and Drink

- **Students are encouraged and permitted to bring their own water bottles to school.**
- Students may lift their masks for quick sips of water (from personal water bottles) if social distancing is maintained.
- **Water fountains will be unavailable for use.**
- Students will have access to the water bottle refilling stations. However, the water bottles should be brought from home to school.

Classroom Sanitization

- Our custodial staff will frequently clean the building throughout the day, in particular the common areas.
- Desk/classroom sanitation will be a collaborative effort of wiping down desks prior to entry.

Educational Guidelines

General Guidelines

- **Students will not be permitted to share any equipment or materials at school, unless the materials can be cleaned or sanitized in between use.**
- **Expectations for Learning:**
 - Each student will be issued a Chromebook, as we are now a 1-to-1 district.
 - Students should bring their district-issued Chromebooks to school each day.
 - Outdoor learning is encouraged as much as possible.
- **Attendance will be taken during the first ten minutes of each class period and students are expected to be on time.**

Physical Education/Dance Guidelines

- Physical education and dance classes are encouraged to go outdoors as much as possible.
- Physical Education activities will include individual activities and group activities, which may include the use of individualized equipment or equipment that requires minimal sharing.
- Students are permitted to use locker rooms and change clothing for Physical Education class.
- Students must wear masks at all times while in locker rooms.
- Physical Education classes will take place outside as long as the outdoor temperature is 32 degrees or higher. Please encourage your child to dress appropriately for the weather.
- Students should bring their own water bottles to school.
- Students must wear a mask when participating in all dance activities indoors and outdoors.

Science Guidelines

- Students are permitted to watch teacher demonstrations and conduct experiments if they are provided their own materials.

Music/Band Guidelines

- Students are encouraged to sing and play brass or wind instruments outside as much as possible.
- Sharing of musical instruments or sheet music is not permitted.
- School performances may be held virtually or indoors, without an audience present. This is subject to change pending guidance from NJDOH.

Operational Procedures

Breakfast & Lunch Procedures

- Breakfast will be served from 7:35 to 7:50 am.
- Lunch will be served during regularly scheduled lunch periods.
- **Students will eat outdoors as much as possible.**
- Students are encouraged to dress appropriately for outdoor eating.
- In the event of inclement weather conditions, students will eat inside in the cafeteria and designated classrooms to allow for greater social distancing.
- Students are responsible for bringing their assigned dividers to indoor lunch.

Hallways

- All classroom doors will remain open (but in the locked position at all times) during the school day when class is in session.

Elevator Use

- In general, one person is permitted in the elevator at a time.
- Immobilized students may use the elevator, possibly with an adult escort, if arranged ahead of time with the school nurse.

Student Bathroom Use

- Students will be required to follow the rules for cleanliness that are posted in all bathrooms.
- In the bathrooms with multiple sinks, the middle sinks will be taped off/covered and not for use to allow for greater social distancing.
- Custodial staff will routinely clean restrooms.

Staff Lounge

- The staff lounge will be used for restroom or copy machine use only.
- The staff lounge is limited to ten occupants at one time.
- Staff members are required to maintain social distancing of 3 feet apart, or to the fullest extent possible.
- Staff members may eat in the staff lounge, but must maintain social distancing of 6 feet or more apart.
- There will be cleaning wipes/spray located next to the copy machine to wipe down the copy machine between use.

Main Office

- Staff members are encouraged to limit the use of the office at one time.
- **No more than 6 staff members should be in the office at one time.**
- Staff will use intercoms, email, and phones to assist with communicating as much as possible.

Handwashing/Hand Sanitizing

- Students will be encouraged, throughout the day, to use hand sanitizer and to wash hands for 20 seconds with soap and water. At a minimum, times for hand sanitizing/washing are:
 - Upon entering the school building
 - After using the restroom, wiping nose, sneezing, or when hands are soiled

Safety Drills & COVID Protocols

Fire Drills

- Fire drills will continue to occur to comply with state guidelines. 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. All safety drills will be conducted with social distancing to the greatest extent possible.

Nurse's Office

- Students with a fever of 100.0 degrees or above will be sent to an isolation space until they leave the building. This isolation space is inside the nurse's office, with additional space located in Room 107B.
- **Parents/caregivers are urged to update their child's emergency contacts (in Genesis) so a designated person is available to pick-up the child within 30 minutes of receiving the call to have a student picked up from school.**
- During the school day, all students or staff members without a fever, but with any symptom of COVID-19, 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, unless it is an emergency.
- 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.

Plan for Reporting COVID-19 Cases and Response Protocols

- Staff members will report a personal positive case 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 symptom 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.

Contact Tracing

- Our contact tracing protocols will adhere to recommendations in the Road Forward document provided by the NJDOE.

Additional Resources:

International Travel Guidelines

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/international-travel-during-covid19.html>

CDC Guidelines for When to Quarantine/Isolate

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

Montclair Public Schools Safe Return Town Hall Presentation

https://p19cdn4static.sharpschool.com/UserFiles/Servers/Server_889476/File/Town%20Hall%20%208.12.21.pdf

New Jersey Department of Education's The Road Back: Restart and Recovery Plan for Education

<https://www.nj.gov/education/reopening/NJDOETheRoadBack.pdf>

Specific Mask Guidelines from NJDOE

<https://www.nj.gov/education/reopening/faqs/#coverings>