



## LEA Plan for Safe Return to In-Person Instruction and Continuity of Service Pursuant to the Federal American Rescue Plan Act, Section 2001(i)

### Introduction and Background

As announced in the New Jersey Department of Education (NJDOE)'s [April 28, 2021 broadcast](#), in March 2021 President Biden signed the Federal [American Rescue Plan \(ARP\) Act](#), Public Law 117-2, into law. The ARP Act provides an additional \$122 billion in Elementary and Secondary School Emergency Relief (ARP ESSER) to States and school districts to help safely reopen, sustain the safe operation of schools, and address the impacts of the COVID-19 pandemic on the nation's students. As with the previous ESSER funds available under the Coronavirus Aid, Relief and Economic Security (CARES) Act, and the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA), the purpose of the additional funding is to support local educational agencies (LEAs) in preparing for and responding to the impacts of COVID-19 on educators, students, and families. Additional information on ARP ESSER may be found in the NJDOE's [funding comparison fact sheet](#).

Section 2001(i)(1) of the ARP Act requires each LEA that receives ARP ESSER funds to develop and make publicly available on the LEA's website, no later than 30 days after receiving ARP ESSER funds, a plan for the safe return to in-person instruction and continuity of services for all schools (Safe Return Plan) A Safe Return Plan is required of all fund recipients, including those that have already returned to in-person instruction. Section 2001(i)(2) of the ARP Act further requires that the LEA seek public comment on the Safe Return Plan and take those comments into account in finalization of the Safe Return Plan. Under the interim final requirements published in [Volume 86, No. 76 of the Federal Register](#) by the U.S. Department of Education (USDE), an LEA must periodically, but no less frequently than every six months through September 30, 2023, review and, as appropriate, revise its Safe Return Plan.

Pursuant to those requirements, **LEAs must submit to the NJDOE and post on their website their Safe Return Plans by June 24, 2021.** The NJDOE intends to make LEA ARP ESSER Fund applications available in EWEG on May 24, 2021 and LEAs will submit their Safe Return Plans to the NJDOE via EWEG. To assist LEAs with the development of their Safe Return Plans, the NJDOE is providing the following template.

This template incorporates the federally-required components of the Safe Return Plan. The questions in the template below will be included in the LEA ARP ESSER Fund application in EWEG. LEAs will submit responses to the questions within the LEA ARP ESSER Fund application in EWEG by June 24, 2021. The NJDOE hopes that this template will allow LEAs to effectively plan for that submission and to easily post the information to their websites as required by the ARP Act.

Note that on May 17, 2021, Governor Murphy [announced](#) that upon the conclusion of the 2020-2021 school year, portions of Executive Order 175 allowing remote learning will be rescinded, meaning that schools will be required to provide full-day, in-person instruction, as they were prior to the COVID-19 Public Health Emergency. The NJDOE and New Jersey Department of Health will share additional information regarding State requirements or guidance for health and safety protocols for the 2021-2022 school year as it becomes available.

## Template: LEA Plan for Safe Return to In-Person Instruction and Continuity of Services

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LEA Name: Kingsway Regional School District

Date (07/24/2021):

Date Revised (mm/dd/yyyy):

### 1. Maintaining Health and Safety

For each mitigation strategy listed below (A–H), please describe how the LEA will maintain the health and safety of students, educators, and other staff and the extent to which it has adopted policies, and a description of any such policies, on each of the following safety recommendations established by the CDC.

#### A. Universal and correct wearing of masks

- a. The Kingsway Regional School District will comply with all laws, executive orders and public health directives with regard to maintaining the health and safety of students and staff.
- b. Students and Staff are required to wear masks at all times, inside or outside of school, unless doing so would inhibit the student's health.
- c. Should local, state or federal laws change, the District will adjust the Safe Return Plan accordingly.

#### B. Physical distancing (e.g., including use of cohorts/podding)

- a. The Kingsway Regional School District will comply with all laws, executive orders and public health directives with regard to maintaining the health and safety of students and staff.
- b. Students and staff will be expected to Maintain 6 feet social distancing at all times practicable in classrooms and on buses; schedules will be devised with social distancing efforts in mind.
- c. Any/all events that normally invite public and/or student gatherings will be either (1) canceled and/or rescheduled; (2) conducted virtually (i.e. honor society induction ceremonies, student assemblies, faculty/staff meetings, back to school nights); and/or (3) eliminate/prohibit public audience/gathering (i.e. music concerts, sporting events).

- d. All extracurricular activities will be reviewed for practicality and relevancy during this pandemic and a priority list will be generated to determine if the activity should either (1) be eliminated or (2) conducted virtually.
- e. Should local, state or federal laws change, the District will adjust the Safe Return Plan accordingly.

**C. Handwashing and respiratory etiquette**

- a. The Kingsway Regional School District will comply with all laws, executive orders and public health directives with regard to maintaining the health and safety of students and staff.
- b. The Middle and High School will prepare and maintain hand sanitizing stations with alcohol-based hand sanitizers (at least 60% alcohol). Such stations should be:
  - i. In each classroom (for staff and older children who can safely use hand sanitizer).
  - ii. At entrances and exits of buildings.
  - iii. Near lunchrooms and toilets.
  - iv. Children ages five and younger should be supervised when using hand sanitizer.
  - v. For classrooms that have existing handwashing stations, stations should be prepared with soap, water, and alcohol-based hand sanitizers (at least 60% alcohol).
- c. Should local, state or federal laws change, the District will adjust the Safe Return Plan accordingly.

**D. Cleaning and maintaining healthy facilities, including improving ventilation**

- a. The Kingsway Regional School District will comply with all laws, executive orders and public health directives with regard to maintaining the health and safety of students and staff.
- b. The Board's Plan and Policy will establish cleaning/disinfecting schedules, targeted areas to be cleaned, and methods and materials to be used including:
- c. A schedule for increased routine cleaning and disinfection. For example, the virtual day (Wednesday) and Saturday will be used for deep cleaning measures, which will be in addition to protocol that increases routine cleaning and disinfecting.
- d. Routinely cleaning and disinfecting surfaces and objects that are frequently touched. This may include cleaning objects/surfaces not ordinarily cleaned daily (e.g. doorknobs, light switches, classroom sink handles, countertops).
- e. Use of all cleaning products according to the directions on the label. For disinfection, most common EPA-registered household disinfectants should be effective. A list of products that are EPA-approved for use against the virus that causes COVID-19 is available on the EPA's website.
- f. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g. concentration, application method, and contact time, etc.). Examples of frequently touched areas in schools are:
  - i. Classroom desks and chairs;

- ii. Lunchroom tables and chairs;
  - iii. Door handles and push plates;
  - iv. Handrails;
  - v. Kitchens and bathrooms;
  - vi. Light switches;
  - vii. Handles on equipment (e.g. athletic equipment);
  - viii. Buttons on vending machines and elevators;
  - ix. Shared telephones;
  - x. Shared desktops;
  - xi. Shared computer keyboards and mice;
  - xii. Drinking fountains; and
  - xiii. School bus seats and windows.
  - xiv. Sanitize bathrooms daily, or between use as much as possible, using protocols outlined by the Environmental Protection Agency (EPA).
- g. Plans are in place to conduct professional development prior to the start of the school year for transportation staff through [Hillyard University](#) on how to properly sanitize, clean and disinfect. [Sample guidance](#).
- h. Drivers/Bus Aides to engage in routine cleaning and disinfecting protocol after each route is completed. This would occur before/after transportation of elementary/KRSD routes and after all routes are completed.
- i. All chemicals utilized by the district for disinfecting/sanitizing are EPA approved. The products being utilized for disinfecting/sanitizing include Q.T. and Suprox D. Additional information on these products is available [here](#).
- j. [Q.T.](#) - EPA Reg # 1839-166-1658) has demonstrated effectiveness against viruses similar to 2019 novel coronavirus (SARS- CoV-2) on hard, non-porous surfaces. Therefore, this product can be used against SARS-CoV-2, the novel coronavirus that causes the disease COVID- 19, when used in accordance with the directions for use against Rotavirus on hard, non-porous surfaces.
- k. [Suprox-D - Data Sheet](#) – A neutral pH in dilution, hospital disinfectant with the cleaning power or peroxide. Containing twice the amount of peroxide than most brands. Suprox-D excels at cleaning and can be used on many surfaces. This product is an EPA registered disinfectant.
- l. [Re-Juv-Nal - Data Sheet](#) – A phosphate-free, pH neutral formulation designed to provide effective cleaning, deodorizing, and disinfection where housekeeping is of prime importance in controlling cross-contamination from treated surfaces. This product is an EPA registered disinfectant.
- m. [Triad III Disinfectant Cleaner & Virex II 256](#) – Quaternary-based cleaner disinfectants that cuts through tough soils, disinfects and deodorizes in one easy step. Our school has transitioned to solely using Virex II 256.

**E. Faculty and staff will be required to engage in routine protocol to the cleaning process:**

- a. After the students are done eating in the classroom, teachers push the trash can in the hallway to help expedite trash pickup while causing less disruption to the teacher and students in the room.
- b. At the end of the day, teachers will make sure that there are no books/personal items left on the floor. This will make sweeping and mopping a lot faster for our custodians.
- c. At the end of the day, teachers will make sure that the teacher's desk, window sills and radiators are cleared of all books, paper, projects, etc. This will make it faster for custodians to wipe everything down.
- d. Teachers and staff will be provided spray bottles with disinfectant and/or wipes to assist in spot clean/disinfecting.
- e. At the end of the day, administrators and secretaries will make sure that all of the desk and counters are free of paper, notebooks, personal items, etc. This will also include everyone who has a desk or work space.
- f. All indoor facilities will have adequate ventilation, including operational heating and ventilation systems where appropriate. Recirculated air must have a fresh air component, windows will be opened, if practical, if air conditioning is not provided, and filter(s) for A/C units must be maintained and changed according to manufacturer recommendations.
- g. We will replace HVAC unit air filters with a MERV Rating of 6 with MERV 10 or 11 ratings. The District's units, nearly 155 at Kingsway Regional Middle and High Schools and 70 at South Harrison Twp. Elementary School, cannot accommodate filters with MERV ratings of 13 or higher due to their design.
- h. Should local, state or federal laws change, the District will adjust the Safe Return Plan accordingly.

**F. Contact tracing in combination with isolation and quarantine, in collaboration with the State, local, territorial, or Tribal health departments**

- a. The Kingsway Regional School District will comply with all laws, executive orders and public health directives with regard to maintaining the health and safety of students and staff.
- b. Upon notification that a resident has tested positive for COVID-19, the local health department will call the school district to determine close contacts to whom they may have spread the virus, where close contact is defined as being within six feet for a period of at least ten minutes.
- c. The school district shall assist the local health department in conducting contact tracing activities, including ongoing communication with the identified individual and/or their contacts.
- d. The school district shall ensure adequate information and training is provided to the staff as necessary to enable staff to carry out responsibilities assigned to them.
- e. A staff liaison(s) shall be designated by the Superintendent or designee and shall be responsible for providing notifications and carrying out other components that could help ensure notifications are carried out in a prompt and responsible manner.
- f. School districts shall allow staff, students, and families to self-report symptoms and/or suspected exposure.
- g. Should local, state or federal laws change, the District will adjust the Safe Return Plan accordingly.

### **G. Diagnostic and screening testing**

- a. The Kingsway Regional School District will comply with all laws, executive orders and public health directives with regard to maintaining the health and safety of students and staff.
- b. The District will amend its school visitor Policy #9150 to require all visitors to (1) submit to a health screening, (2) sanitize hands; and (3) wear cloth face masks before entering school. Visitors who do not follow the school's visitor policy will not be permitted to enter the school building.
- c. Isolation and quarantine help protect the public by preventing exposure to people who have or may have a contagious disease (NJDOE, NJCDS)
- d. Isolation separates sick people with a contagious disease from people who are not sick.
- e. Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.
- f. The timeframe for Self-Isolation/Quarantine is based on testing results. It is expected that any person getting a COVID-19 Diagnostic Test (nasal swab or saliva) will self-quarantine after specimen collection AND are advised of the results of their test, unless otherwise directed by those administering the test. These recommendations are not for those who undergo antibody testing (serologic test). Depending on the test result, the length of time for isolation/self-quarantine is determined by the chart attached.
- g. [Timeframe for Self-Isolation/Quarantine based on test result \(NJDOH\)](#)
- h. The Schools recognize the NJ Department of Health's instructional and steps for NJ residents who test for COVID-19.
  - i. [NJ Residents who test POSITIVE for COVID-19](#)
  - ii. [NJ Residents who test NEGATIVE for COVID-19](#)

### **H. Isolation Rooms: The District will implement a plan to isolate faculty, staff and students, if and when necessary, as follows:**

- a. High School Nurses Office can isolate up to three (3) persons in accordance with social distancing measures while utilizing the office to attend to routine medical needs (i.e. distribution of medicine, etc.). The Eitel Theater can be utilized for additional isolation if/when necessary. Staff and students will be screened inside the office. If sports do not operate, the Athletic Trainer's room can be used for additional space and/or isolation rooms and/or routine injuries, etc.
- b. Middle School Nurses Office cannot isolate while attending to routine medical needs (i.e. distribution of medicine, etc.). Staff and students will be screened at the door prior to entry. Classroom B-1 can be used for additional isolation if/when necessary.
- c. School Nurses' Office will develop a screening process to limit exposure and notify if/when a sick student is coming. Faculty/staff will be trained/oriented regarding how the offices will work this year. Faculty/staff cannot prevent students from seeing the nurse.
- d. Elementary School Nurses Office cannot isolate while attending to routine medical needs (i.e. distribution of medicine, etc.). Staff and students will be screened at the door prior to entry. Room A159 (Next to Nurse's Office).
- e. Should local, state or federal laws change, the District will adjust the Safe Return Plan accordingly.

**I. Efforts to provide vaccinations to educators, other staff, and students, if eligible**

- a. The District has worked closely with the Gloucester County Department of Health and Gloucester County Board of Commissioners to provide access to vaccinations. This collaboration has resulted in 74 percent of all staff becoming fully vaccinated on/before June 1, 2021.
- b. The District announced a [partnership with Walgreen Pharmacies](#) to provide vaccinations to all students, 12 years-old and older, on campus on Saturday May 15 and Saturday June 5, 2021.

**J. Appropriate accommodations for children with disabilities with respect to the health and safety policies**

- a. The Kingsway Regional School District will comply with all laws, executive orders and public health directives with regard to maintaining the health and safety of students and staff.
- b. Consistent with guidance from the United States Department of Education, school districts must continue to meet their obligations under the Federal Individuals with Disabilities Education Act (IDEA) and the New Jersey State special education regulations for students with disabilities to the greatest extent possible.
- c. Any screening policy/protocol must consider students with disabilities and accommodations that may be needed in the screening process for those students.
- d. Students are strongly encouraged to wear face coverings and are required to do so when social distancing cannot be maintained, unless doing so would inhibit the student's health. It is also necessary to acknowledge that enforcing the use of face coverings may be impractical for young children or individuals with disabilities.
- e. Policies and procedures will continue to reflect the diversity of the school community, including those representing students with disabilities, whose families speak languages other than English at home, and who reflect diverse racial, ethnic, and socioeconomic demographics.
- f. Students with disabilities supported in the Resource Center or specialized program STEP receive targeted academic intervention through a variety of instructional approaches and explicit instruction programs. The use of an adaptive, web-based platform IXL assists teachers in continuously diagnosing areas of academic need for targeted intervention. IXL assists teachers in developing individualized plans for instruction and intervention and tracks students' progress toward their individual goals and objectives.
- g. Should local, state or federal laws change, the District will adjust the Safe Return Plan accordingly.

**2. Ensuring Continuity of Services**

- A. Describe how the LEA will ensure continuity of services, including but not limited to services to address students' academic needs and students' and staff's social, emotional, mental health, and other needs, which may include student health and food services. (1000 character limit)
- a. Ensuring the continuity of learning is critically important during this time of great stress for families, educators, and students. The move to a virtual learning environment last spring happened quickly and created significant challenges for staff and students, particularly students already considered at-risk prior to the pandemic. School officials should work closely with their stakeholders to ensure decisions are made collaboratively and transparently and prioritize safely returning students who need in-person instruction. This may include, but is not limited to, students with disabilities, English Language Learners (ELL), homeless youth, and low-income students. Curriculum, instruction, assessment, professional learning, and career and technical education (CTE) are all constructs that can be adjusted to serve as levers for equity.
  - b. The District will focus on student growth and shall use a multi-tiered systems of support that provides academic support for all students.
  - c. **Academic Interventions & Progress Monitoring**
    - i. **IXL:** Students with disabilities supported in the Resource Center or specialized program STEP receive targeted academic intervention through a variety of instructional approaches and explicit instruction programs. The use of an adaptive, web-based platform IXL assists teachers in continuously diagnosing areas of academic need for targeted intervention. IXL assists teachers in developing individualized plans for instruction and intervention and tracks students' progress toward their individual goals and objectives.
    - ii. **i-Ready:** Students supported in Math and ELA Lab classes receive targeted academic intervention. The adaptive web-based platform iReady assists teachers in diagnosing areas of academic need, developing individual learning plans for targeted intervention, and tracking individual student progress toward closing skills gaps.
  - d. Kingsway will strive to ensure that every student has access to a device and internet connectivity. School districts should prioritize the provisions of technology, or alternatively, in-person instruction, to students that are otherwise without access. Additionally, these school districts should include in their reopening plan the steps taken to address the technology deficit and how it will be resolved as soon as possible.
  - e. The District will ensure that all students have access to high quality, differentiated, culturally responsive core academic and behavioral instruction whether learning virtually or in-person (in hybrid setting). As noted previously, to ensure this high-quality instruction for all students, we will use a Multitiered Systems of Support (MTSS). Specifically, Tier I instruction will focus on the following components in either a whole group, or small group format.
  - f. Regardless of the instructional format, KRSD will continue to offer students and teacher supports as detailed in the student's annually developed Individual Language Plan. These plans, developed with the student and language team, use multiple measures to form the recommended accommodations and modifications offered to students across content areas in all instructional formats. Student support is offered with a dedicated guidance counselor and ESL teacher who offer them programmatic, individualized, and family support. In

addition, and whenever possible, students in the ESL program will attend school during in-person programming in order to support student's ongoing need for exposure to English.

- g. Kingsway has adopted Schoology as its LMS beginning in the 2020-2021 SY. Teachers have begun training for Schoology this summer and will continue into the 2020-2021 SY. Students and parents will receive access to training videos and other supports prior to the start of the school year and throughout the school year. Teachers will also integrate digital literacy instruction that includes informational resources on how to use online programs and school software systems, especially at the start of the school year.
- h. Using information from fall benchmark assessments, identify major areas of deficiency and strength in student understanding. Using a backwards mapping approach, teachers will create a unit-by-unit scope and sequence (these will serve as lesson plans) to address unfinished learning (with a focus on mastery of grade-level standards to meet the needs of all students). Teacher teams will infuse components of the prior year's curriculum that can be transferred directly to integrate the missed standard(s) into the current grade-level curriculum. Teacher teams will analyze and modify existing curricula to create supporting resources to identify priority standards for reteaching and introduction of new content, focused on essential content, skills, and understandings

### **3. Public Comment**

- A. Describe how the LEA sought public comment on its plan, and how it took those public comment into account in the development of its plan. Note, the ARP requires that LEAs seek public comment for each 60-day revision to the plan. (1000 character limit)
  - a. The District held a public comment period during the regular schedule meeting on Tuesday, June 22, 2021.
- B. Describe how the LEA ensured that the plan is in an understandable and uniform format; is to the extent practicable written in a language that parents can understand or, if not practicable to provide written translations to a parent with limited English proficiency, will be orally translated for such a parent; and upon request by a parent who is an individual with a disability as defined by the ADA, will be provided in an alternative format accessible to that parent. (1000 character limit)
  - a. Multiple stakeholders have provided input into this plan and language used was intentionally aligned to language used by the New Jersey Department of Health and Centers for Disease Control and Prevention.