Morris Hills Regional District

COVID-19

Restart and Recovery Plan Annex

Fall 2020



Rockaway, NJ

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# 

# PREFACE

The Morris Hills Regional District (MHRD) is a regional public school district that consists of two four-year public high schools:

* Morris Hills High School, 520 West Main Street Rockaway, NJ
* Morris Knoll High School, 50 Knoll Drive, Rockaway, NJ

The MHRD employs 250 classroom teachers and enrolls 2,811 students from the Wharton, Rockaway, and Denville Townships in Morris County, New Jersey.

The MHRD is a vital component of the community’s infrastructure. In response to the global pandemic, MHDR is committed to protecting the health and safety of students, faculty, and staff by implementing strategies to reduce the transmission of the SARS-CoV-2 within their institutions and the community they serve.

The requirements outlined in the New Jersey Department of Education (NJDOE) Guidance and incorporated in this Plan are in accordance with the Executive Order of the Governor of New Jersey and are subject to change.



COVID-19

Restart and Recovery Plan Annex

2020-2021

Commissioner, New Jersey Department of Health

Superintendent, Morris Hills Regional District

President, Board of Education

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Principal, Morris Hills High School Principal, Morris Knolls High School

# MISSION OF THE FACILITY

The Morris Hills Regional District, in a shared responsibility with all stakeholders, empowers students to become contributing members and leaders of a global society who can effectively communicate and collaborate with others, take responsibility as productive citizens, and become life-long learners.

# STATEMENT OF PURPOSE

The purpose of this annex is to review the current Morris Hills Regional District Fall 2020 Restart and Recovery Plan and identify gaps or potential blind spots that may exist. This annex is a continuation of the Pandemic Response Team’s effort to adapt throughout the COVID-19 response and recovery efforts to maximize stakeholder learning and teaching experience throughout these unprecedented times.

The four principles embodying the current plan are Conditions for Learning; Leadership and Planning; Policy and Funding; and Continuity of Learning. These principles will be dissected for anomalies and restructure at the completion of this annex.

* **Conditions for Learning:** Conditions for learning involve the social, emotional, and environmental factors that can impact educator capacity to teach and student capacity to learn, including standards for maintaining healthy and safe school conditions.
* **Leadership and Planning:** The Leadership and Planning Section of the Board’s Plan references guidance, requirements, and considerations for the school district regarding district and school-wide logistical and operational issues with which administrators will contend in planning to reopen schools.
* **Policy and Funding:** The impact of the COVID-19 pandemic presents many fiscal challenges to the school district for the delivery of instruction and related services to students in addition to other basic operational needs. Readying facilities, purchasing supplies, transporting, and feeding students may look drastically different in the 2020-2021 school year. The Policy and Funding section of the Board’s Plan focuses on existing and pending Federal and State legislation, regulations, and guidance.
* **Continuity of Learning:** Ensuring the Continuity of Learning is critically important during this time of great stress for families, educators, and students. The move to a fully virtual learning environment 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 are in need of in-person instruction. This may include, but is not limited to, students with disabilities, English language learners (ELL), homeless youth, and low-income students.

# AUTHORITIES

There are numerous stakeholders ensuring the health and safety of the school district ranging from federal, state, and local authority.

* **Federal:** 
  + Centers for Disease Control and Prevention (CDC) has established and facilitated minimal standards to respective parties in need of such guidelines.
  + FEMA has been a major factor in providing necessary funding for state and local educational facilities
* **State:** 
  + NJ Department of Education facilitated the CDC guidelines to all respective educational facilities throughout the state of New Jersey
  + Governor of New Jersey continues to coordinate statewide COVID response and recovery efforts, returning safely back to school while adhering to health expert statements being a primary focus.
* **Local:** 
  + The Board of Education has ensured consistency with the requirements in the NJDOE Guidance with consideration to the school district’s local needs in order to ensure school(s) in the district reopen safely and are prepared to accommodate students’ unique needs.
  + Pandemic Response Team, composed of internal stakeholders throughout the school district oversees the district’s implementation of the Plan, particularly health and safety measures, and provides safety and crisis leadership.
  + Faculty and staff members throughout the district
  + Parents and students

# COMMUNICATIONS

Communication regarding ongoing COVID-19 response will follow the MHRD emergency communication plan for emergent situations.

Communication regarding events occurring within any institution of the Morris Hill Regional School District that can potentially impact the health and safety of the students, their families, and staff will be transmitted in a clear and timely manner through various modes to ensure redundancy and prompt delivery of pertinent information before, during and after the event.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Overhead Public Address System | SMS Messaging | Direct Telephone | Direct/ Mass Email | Written Distribution/ Mail | School Website |
| Staff |  |  |  |  |  |  |
| Students |  |  |  |  |  |  |
| Student Families |  |  |  |  |  |  |
| External Agencies |  |  |  |  |  |  |
| Community & Media |  |  |  |  |  |  |

The multifaceted approach of the emergency communication plan established by the MHRD enables the following:

* Early alert and notification of an emergency to students, families, and staff members
* Continuous updates regarding the situational status
* Direct communication during school and off-school hours
* Communication with outside authorities and partner agencies/organizations
* Communication with community and media

Each institution is responsible for maintaining up-to-date contact information (including primary and secondary telephone numbers, email addresses, and home addresses) for each of its staff, student, and family contacts. Printed copies of the staff and student directories are available at the main offices of the high school and the central district office. The directories are also electronically available on the MHRD intranet system.

Internal communication messaging will be initiated by the Superintendent and will be locally transmitted by the principal of each institution to ensure consistent messaging of the event. All external communication with other agencies, organizations, the public, and the media will be coordinated by the Superintendent.

# MUTUAL AID AGREEMENTS

Under extreme circumstances of which the COVID-19 pandemic impedes Morris Hills Regional District’s capacity to ensure academic continuity for their students for a prolonged period during the academic year, MHRD has established prearranged agreements to facilitating cooperation and collaboration of resources (personnel, facility, supply) with the following school districts of Morris County:

* Parsippany-Troy Hills School District K-12
* Hanover Park Regional High Schools District 9-12
* Hanover Township School District K-8
* Wharton Borough School District K-8

Upon approval by the School Board, the Superintendent of the district is authorized to request aid in the terms and conditions stated within the agreement(s).

# CONCEPT OF OPERATIONS

## Mitigation

Through the guidance of the NJ Department of Education, Morris County Department of Health, and NJ State Department of Health, the MHRD will implement health and safety standards in adherence to COVID-19. The MHRD Administration and Pandemic Response Team reserve the right to impose increased strict guidance if anticipated minimum standards are deemed to put any individual within the MRHD community at risk for infection.

## Preparedness

Actions taken in advance of Fall 2020 session

1. Conduct planning, training, and exercises for faculty, teachers, and students.
2. Communicate with MHRD staff, teachers, and students to determine roles, responsibilities, and expectations leading up to the first day of school.
3. Define Restart and Recovery procedures surrounding returning to school, hybrid, and virtual learning sessions.

## Response

Actions taken since the start of Fall 2020 session

1. Establish and maintain clear lines of communication to federal, state, and local authorities for ongoing implementation of mitigation efforts.
2. Identify and educate higher risk individuals for severe illnesses the ability for telework and virtual learning. Accommodations will be implemented through a case-by-case basis for those identified higher risk by medical authorities pertaining to COVID-19.
3. Continue to message and educate the MHRD community on approved procedures to reduce the spread of COVID-19 through social distancing, proper hand hygiene, mask utilization, and etiquette messaging.

## Recovery

Evaluate the effectiveness by monitoring levels of infection throughout the school population, contact tracing, and transparent communication with faculty, teachers, students, and families.

## A. Assessing the Needs of Disaster-Affected Populations

Population

Based on epidemiological data available, it suggests that children are less likely to get COVID-19 than adults, and if they do contract COVID-19, they generally experience less serious illness than adults1. However, since children can play a role in the transmission and spread of the SARS-CoV-2, the MHRD Pandemic Response Team has taken strict precautions to limit the infection rate within their school population. The MHRD has established precautions to prepare and sustain a safe and healthy academic year with special considerations to students, faculty, and staff that are determined to be at higher risk.

According to the CDC website, NJ State Department of Health, and Morris County Health Department, the risk for severe illness from COVID-19 increases with age, with older adults at the highest risk5. Severe illness means the person with COVID-19 may require hospitalization, intensive care, or a ventilator to help them breathe, or possibly death. Having underlying medical conditions can also increase an individual's risk of illness. Adults of any age with certain underlying medical conditions are at increased risk for illness from COVID-19. Underlying medical conditions can be, but not limited to Cancer, Chronic Kidney Disease, COPD, Heart Conditions, Obesity, Severe Obesity, Sickle Cell Disease, Smoking, and Type 2 Diabetes Mellitus5. Therefore, special provisions for the faculty and staff with underlying medical conditions have been considered including working remotely, modifying work responsibilities, and adding additional physical barriers to further limit potential exposure to individuals who may be infected with COVID-19.

## B. Matching Available Resources to the Needs

Demand for Resources and Protocols

### Cleaning, Disinfecting, and Hand Hygiene Protocols

* 1. Custodial staff will follow the cleaning and disinfecting checklist daily. They will be provided with personal protective equipment that includes face coverings, gloves, and approved cleaning products for use against the virus causing COVID-19. A training session will be held prior to the start of school for staff involved in the cleaning and disinfecting process.
  2. Hand sanitizer stations will be placed in each classroom and multiple stations will be added to common areas such as hallways, gymnasiums, cafeteria, and other large spaces. Restrooms will be provided with paper towels and hand soap.
  3. Classrooms and commons areas will be thoroughly cleaned daily. The supervising custodians will complete a checklist each day at the end of each shift to verify the required activities were completed.
  4. MHRD will continue to monitor and adhere to existing required facilities cleaning practices and procedures until otherwise stated by the local health department.

### Ventilation

* 1. All indoor facilities and their HVAC systems will have Minimum Efficiency Reporting Value (MERV) 8 filters installed to ensure adequate ventilation as per the NJ Department of Education *The Road Back: Restart and Recovery Plan for Education*. Recirculated air must have a fresh air component, windows will be opened, if practical, if air conditioning is not provided, and all filters must be maintained according to manufacturer recommendations.

### Spacing, Movement, and Access

* 1. Directional signage will be posted in hallways, stairwells, and other common areas to assist in the movement of students between blocks during the instructional day.
  2. Staggered dismissal times will take place from the designated areas to begin the instructional day. This will assist in adhering with social distancing guidelines. Additionally, staggered dismissal times will take place at the end of the instructional school day to once again assist in adhering to social distancing guidelines.
  3. Schools in the district will allow for social distancing within the classroom to the maximum extent practicable. This will be achieved by ensuring students are seated at least six feet apart. If a school in the district is not able to maintain this physical distance, additional modifications should be considered including using physical barriers between desks, turning desks to face the same direction (rather than facing each other), and/or having students sit on only one side of the table, spaced apart.

### Screening & Isolation Procedures

* 1. To protect the health and safety of the faculty, teachers, and students, the MHRD has adopted a screening policy to safely and respectfully screen students and employees from possible exposure to COVID-19. Parents, guardians, or caregivers are mandated to complete the daily home screening form for students each morning before arriving at the school. The daily home screening form consists of two sections - Section 1: Symptoms and Section 2: Close Contact/ Potential Exposure. Actions based on the response to each section are outlined as follows:
     1. Students not presenting symptoms but have been in close contact or have been potentially exposed to someone confirmed with COVID-19, will be advised to stay home, attend virtual learning, isolate themselves from others, and monitor their health.
     2. Students presenting symptoms but have not been in close contact or have been potentially exposed will be excused from school for at least 14-days or until the student is symptom-free for at least 24-hours without fever-reducing medications.
     3. Students presenting symptoms AND have been in close contact or have been potentially exposed to someone confirmed with COVID, are referred for evaluation by their healthcare provider and possible testing. Parents and guardians are also informed that the state and local health departments will contact them for contact tracing protocols. Students are advised to stay home, isolate themselves from others, monitor their health, and follow the directions from their state or local health department.
  2. Upon entry of the school, each faculty, staff, and student will undergo a rapid screening assessment where a trained staff will visually check for symptoms, take temperature, ensure mask/face covering are properly worn, and prompt individuals to sanitize their hands. These rapid health checkpoints are strategically located at all entry points within the school/district facility and are overseen by a trained health and safety specialist.
  3. Students identified at school who develop any symptoms will be promptly and respectfully separated from other students and staff and sent to the nurse’s office. The student’s parent or guardian will be notified to pick up the student. If the student presents severe symptoms and requires further evaluation, the school nurse will contact the ambulance for the student to be sent to a healthcare facility.

### Contact Tracing

* 1. In an event when a student, faculty, staff, or family member has tested positive for COVID-19, the individual is encouraged to promptly notify the school who will relay the information to the New Jersey County Department of Health. The school will disseminate a mass notification to the parents and update the school website regarding the positive case and allow the parent to determine the most appropriate action for their child to either continue attending in-person or switch to the virtual learning platform. Daily attendance and assigned seating for the duration of the school semester will assist in contact tracing protocols. The school nursing staff will continue to monitor the individual’s symptoms for a minimum of 14-days and adhere to the reporting requirements to the state and local health department as appropriate. The Pandemic Response Team will determine the level of infection rate within the school population that will be required for the school to terminate in-person learning and switch to total virtual learning for a minimum of 14-days or until determined safe to reconvene in-person classrooms.

### Masks in Schools

* 1. Masks and other appropriate face coverings help prevent respiratory droplets from traveling into the air and onto other people when the people wearing the masks coughs, sneezes, or talks. Appropriate and consistent use of masks/face coverings are required at all times by students, faculty, and visitors within any indoor and outdoor grounds of the MHRD campus, with the following exceptions1:
     1. Individuals are under two years of age.
     2. Doing so would inhibit an individual’s health.
     3. Individual with severe asthma or other breathing difficulties.
     4. Individual is in extreme heat outdoors.
     5. Individual is in water.
     6. Individual with special education or healthcare needs including a student’s documented medical condition, or disability as reflected in an individualized Education Program
  2. Considerations for teachers and staff to utilize clear masks includes1:
     1. Teachers and staff who interact with students who are deaf or have hard of hearing.
     2. Teachers of students in English as second language classes.
     3. Teachers of students with disabilities.
     4. Students, staff, and faculty who do not comply with the mask policy (excluding exceptions) are subject to temporary or permanent suspension or termination. If a visitor refuses to wear a face-covering for non-medical reasons at the point of entry, entry to the school/ district facility will be denied.

## C. Evaluating the Effectiveness of Disaster Response

The MHRD has established a Pandemic Response Team which consists of select senior administrative staff, faculty, subject matter experts, and student family members from the two schools within the district. The Pandemic Response Team will:

* Develop a unified approach across the school district for response to the pandemic event.
* Effectively manage case counts within the school district for the duration of the event.
* Ensure the availability of necessary equipment and supplies for the duration of the event.
* Maintain continuous situational awareness of each school’s status.
* Communicate effectively and efficiently with students, families, staff faculty, and community members.
* Provide confidential emotional and psychological support services.
* Ensure compliance with regulatory standards and reporting requirements.
* Terminate classroom learning and transition to virtual learning if a total of (3) persons or more contract Sars-CoV-2 within their respective school system.

The MHRD Pandemic Response Team will virtually convene monthly, or as appropriate, to discuss the effectiveness in monitoring levels of infections through the school population, status of contact tracing, communication with faculty, teachers, students and families, and any other areas of the school operation that potentially needs modification to ensure the safety and health for the students, families, and faculty.

# **Annex 1: Threat and Hazard Assessment**

A threat and hazard assessment is used to identify potential impacts to mission-critical systems that support the school district’s ability to deliver services during the academic year. Each year the school district administration conducts the threat and hazard assessment with consideration of information from local government and other experts regarding the hazards that may occur in the local community or region.

The events with the highest threats for the Morris Hills Regional School District for 2020 were epidemic, internal fire, and hurricane. This plan summarizes the school district’s strategies that have been or planned to be operationalized for the response to COVID-19.

**2020 Morris Hills Regional School District, New Jersey**

|  |  |  |
| --- | --- | --- |
| **Natural** | **Technological** | **Human-caused** |
| Results from an act of nature | Involves accidents or the failures of systems and structures | Caused by the intentional actions of an adversary |
| * Hurricane - a tropical cyclone with a sustained wind speed of 74mph or more occurs. * Tornado - when a violently rotating column of air, usually pendant to a cumulonimbus, with circulation reaches the ground. * Heavy Snow Fall - when an accumulation of snow occurs within the district’s geographical area. (Heavy snowfall accumulating to 4” or more in-depth in 12 hours or less, or snowfall accumulating to 6” or more in-depth in 24 hours or less.) * Blizzard - when a snowstorm with winds of a minimum of 35 mph with blowing or drifting snow which reduces visibility to ¼ mile or less and lasts for at least three hours occurs. * Earthquake - a quake or tremor caused by a sudden release of energy in Earth's crust that creates seismic waves that are physically experienced within the district’s geographical area. * Storm Surge - an occurrence of any of the following:   o Tidal bore - a large movement of water formed by the funneling of the incoming tide into a river or a narrow bay.  o Storm surge, or tidal surge - an offshore rise of water typically associated with tropical cyclones.  o Tsunami - a series of water waves caused by the displacement of a large volume of water.   * Temperature Extremes - when the National Weather Service issues any of the following for the district’s geographical area:   o Heat Advisory and/or Excessive Heat Warning  o Wind Chill Advisory and/or Wind Chill Warning     * Drought - when the district and its geographical area experience deficiency in its water supply for an extended period (months or years). * Flood - when a vast overflow of water, caused naturally or manmade, submerges land within any location of the district’s geographical area. * Epidemic - an occurrence of more cases of a disease than would be expected in a community or region during a given time period within the district’s geographical area. | * Electrical Failure - a failure or interruption on any of the district's electrical systems forcing the school to switch over to generator power. * Generator Failure - a failure or malfunction of any of the district's generator systems to switchover. (i.e. Contamination of fuel sources, AND/OR switchgear malfunction AND/OR any Failure or shutdown during monthly testing or actual use). * Transportation Failure - when students/staff are unable to travel to and from the school due to a prolonged cancellation AND/OR delays involving the public transportation system. * Natural Gas Failure - a failure or interruption of any of the district’s system that maintains natural gas. * Water Failure - a failure or interruption of any of the district’s water system. * Sewer Failure - a failure or interruption of any of the district’s sewer system inhibiting proper drainage.      * Fire Alarm Failure - a malfunction on any of the district’s fire alarm systems. * Communications Failure - a failure or interruption of any of the district's communication system (e.g. telephone, public announcement system). * HVAC Failure - a failure or interruption on any of the district’s HVAC Systems (i.e. unscheduled complete shutdown of one chiller or major air handling unit or air control system). * Information Systems Failure - a failure or interruption on any of the district’s network systems. * Fire, Internal - when a confirmed fire (or traces of smoke) occurs within any of the schools within the district of which the source can be identified. * Flood, Internal - when a vast overflow of water inundates any part of the district’s schools. * Supply Shortage - when the district has an inadequate supply of essential materials and supplies. * Structural Damage - when materials of any part of the district’s buildings are stressed to its strength limit, thus causing fracture or an excessive fracture or excessive deformations. | * Mass Casualty Incident - when any of the schools within the district experiences a medical emergency which generates more patients than locally available resources can manage. * Biological Terrorism - an incident involving the release of toxic biological agents within the district’s geographical area. * Child Abduction: when an attempt of abduction occurs towards a student during the operational period and within the confines of the school district. * Hostage Situation: an occurrence within the district in which a person or entity is held by a captor. * Active Shooter - incident in which an individual(s) is actively engaged in killing or attempting to kill individuals within any of the schools within the district. * Civil Disturbance: when disputes amongst, students, families, or staff occur within the district (including but not limited to disputes relating to labor demonstrations, quality of service provided, etc.) * Labor Action - when the district experiences a mass refusal of employees to work. * Bomb Threat - when the district receives a verbal or written threat to detonate an explosive or incendiary device to cause property damage, death, or injuries, whether or not such a device actually exists. |

# **Annex 2: Incident Command Structure**

**Morris Hills Regional District ICS Structure**

# 

**EOC Succession Chart**

|  |  |  |  |
| --- | --- | --- | --- |
| Position | Primary | Secondary | Tertiary |
| Incident Commander | Superintendent | Assistant Superintendent | Principal |
| Public Information | District Director of Instructional Services | District Supervisor of Instruction | Supervisor of Technology Services |
| Inter-Agency Liaison | District Director of Special Services | District Supervisor of Special Services | Assistant Superintendent |
| Safety | Director of Health & Counseling | Supervisor of School Counseling | Manager of School Counseling |
| Logistics | Assistant Principal of Student Discipline & Facilities | Supervisor of Building Grounds | Transportation Coordinator |
| Planning | Supervisor of Human Resources | Supervisor of Career and Technical Education | Assistant Principal of Attendance |
| Finance | Business Administrator/ Board Secretary | Director of Business Administration | Supervisor of Business Administration |
| Operations | Principal of Morris Hills HS | Principal of Morris Knoll HS | Assistant Principal of Student Discipline & Facilities |

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# **Annex 3: Community Training**

|  |  |
| --- | --- |
| **Community Training:** Procedures to Reduce COVID-19 (SARS-CoV-2) Spread | |
| **Objectives of your Training Seminar (What mitigation strategy are you advocating?)** | Educating approved procedures to reduce spread of COVID-19 through proper hygiene, social-distancing, and mask wearing |
| **Estimate Length of Training** | 2 hours |
| **Target Audience and max size of audience.** | All teachers expected to be present throughout COVID-19 Restart/Recovery Plan; Approximately 250 |
| **Who would be a good candidate (e.g., structural engineer, health dept. official, first responder?) as Facilitator of this session? Why?** | Carlos Perez, Morris County Health Officer; Mr. Perez is the local subject matter expert who is knowledgeable on all COVID related manners. He is the ideal candidate to educate MHRD staff regarding COVID-19 mitigation, preparation, and response as well as field any questions that may arise. |
| **What do you want community members to do as a result of their attending this session?** | 1. Be aware of preventive measures to reduce spread  2. Educate students of proper COVID-19 procedures  3. Advocate mitigation activities to local community members  4. Practice procedures personally to reduce risk of spread |
| **Strategies to increase community uptake of your mitigation** | 1. Periodic email updates through school directory  2. COVID-19 related links within MHRD webpage  3. Automated telephone messaging in English and Spanish  4. Teachers and students live-discussions  5. Consistent messaging via print and digital medias throughout facilities |

# **Annex 4: Daily Home Screening for Students Form**

**Daily Home Screening for Students**

*Parents/Caregivers: Please complete this health check each morning and report your child’s information to the MHRD Health Monitoring System in the morning before your child leaves for school.*

**Students Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_ Homeroom:\_\_\_\_\_\_\_\_\_**

**Section 1: Symptoms**

If your child has any of the following symptoms, they might have an illness they can spread to others.

|  |  |
| --- | --- |
|  | **Temperature** |
|  | **Sore throat** |
|  | **Cough** |
|  | **Difficulty breathing** |
|  | **Diarrhea or vomiting** |
|  | **New onset of severe headache, especially with fever** |

### 

➡ If your child has any of the symptoms above, keep them home from school and report that your child is sick.

**Section 2: Close Contact/Potential Exposure**

|  |  |
| --- | --- |
|  | **Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19** |
|  | **Traveled or lived in an area where the local or state health department is reporting large numbers of COVID-19 cases.** |
|  | **Live in areas of high community transmission.** |

➡ If your child does NOT have any of the symptoms above but has been in close contact or have been potentially exposed to someone confirmed with COVID-19, keep them home from school, attend virtual learning, isolate from others, and monitor their health.

➡ If your child has symptoms AND have been in close contact or have been potentially exposed to someone confirmed with COVID, consult with your healthcare provider for evaluation and potential testing.

# DEFINITIONS

* **Centers for Disease Control and Prevention (CDC)** - the nation’s health protection agency, with the mission to save lives and protect people from health, safety, and security threats.
* **Contact tracing** - is the process of identification of persons who may have come into contact with an infected person and subsequent collection of further information about these contacts.
* **COVID-19** - the coronavirus disease, caused by infection with a new coronavirus (called SARS-CoV-2).
* **English Language Learners (ELL)** - are students who are unable to communicate fluently or learn effectively in English, who often come from homes of which English is not their native language, therefore may require specialized and modified instruction in the English language.
* **Federal Emergency Management Agency (FEMA)** - a federal agency that coordinates the response to disasters in the U.S.
* **Finance Section Chief** - monitors the utilization of financial assets and oversees the acquisition of supplies and services and supervises the documentation of expenditures relevant to the incident.
* **Incident Commander** - is the individual most familiar with the Emergency Management Plan and is responsible for ensuring the plan and/or its components are executed appropriately.
* **Inter-Agency Liaison** - is responsible for interacting with all uniformed services and agencies (e.g., NJDOE, NJDOH, other schools). All requests for services from these agencies are to be funneled through the liaison.
* **Logistics Section Chief** - organizes and directs those activities associated with the maintenance of the physical environment, and the delivery of equipment and supplies to support the medical objectives.
* **Morris Hills Regional District (MHRD)** - is a regional public-school district that consists of two four-year public high schools serving four suburban communities in Morris County, New Jersey.
* **New Jersey Department of Education (NJDOE)** - administers state and federal aid for public and non-public elementary and secondary school children in the state of New Jersey.
* **Operations Section Chief** - is responsible for the efficient delivery of academic services.
* **Planning Section Chief** - ensures that all resource needs of the incident are projected and met. Compiles resource projections and manages long range planning.
* **Public Information Officer** - is responsible for developingall press releases and statements andinteracting with all members of the media.
* **Safety Officer -** is responsible for internal and external facility access control and compliance to health and safety standards within the school’s district.
* **Screening and isolation** - the rapid process identification of unrecognized disease within a target population by means of tests, examination or other procedures and promptly separating the individual(s) to avoid further exposure to others and limiting the spread of the disease.

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