



STATE OF NEW JERSEY DEPARTMENT OF EDUCATION

Reopening Document Checklist for the Re-Opening of School 2020-2021

To assist with development and review of school reopening plans, this checklist presents the Anticipated Minimum Standards detailed in the NJDOE's "The Road Back: Restart and Recovery Plan for Education," select statutory and regulatory provisions governing school schedules, and other central reopening priorities. For additional information, please consult the NJDOE's The Road Back [webpage](#).

Does your district reopening plan:

Reopening Planning

- Implement a schedule for the 2020-2021 school year that includes in-person instruction in some capacity and provides public school facilities for at least 180 days in accordance with N.J.S.A. 18A:7F-9?
- Incorporate a policy regarding fulltime remote learning services, in accordance with the Department's guidelines?
- Ensure, consistent with N.J.A.C. 6A:32-8.3, that each student is provided at least four hours of instructional contact time per school day, or one continuous session of two and one-half hours for kindergarten students (such instructional time may be achieved through in-person, synchronous remote, or asynchronous remote activities)?
- Prepare for a potential shift back to entirely remote learning models by implementing measures to strengthen remote learning capabilities?
- If a member of the NJSIAA, conduct high school athletics in accordance with protocol issued by the NJSIAA. **Note: While NJSIAA does not maintain oversight over middle school sports, it is suggested that districts follow the same guidelines issued for high school sports.
- Establish or designate in each school a diverse Pandemic Response Team to oversee each school's implementation of the district's reopening plan, particularly health and safety measures? If establishing a new Pandemic Response Team, that team includes, if applicable:
 - School principal or lead person;
 - Teachers representing each grade band served by the school;
 - Child Study Team member;
 - School counselor or mental health expert;
 - Subject area chairperson/director;
 - School nurse;
 - School safety personnel;
 - Members of the school safety team;
 - Custodian; and
 - Parents.



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Digital Divide

- Include a plan outlining steps to ensure that all students who are expected to engage in remote instruction have access to the requisite educational technology (including hardware and connectivity), whether that technology is issued by the school district or provided by the student's family? That plan must:
 - Include a documented process for identifying students in need of educational technology;
 - Identify steps that the district will take to provide needed technology to students identified as otherwise lacking access to such technology;
 - Prioritize provision of district-issued technology to those students who, in the absence of district-issued technology, may be unable to fully participate in remote instruction; and
 - Include ongoing monitoring, provisions for issuing educational technology throughout the school year, and other provisions necessary to prevent lapses in student access to remote instruction as district or family circumstances evolve.

General Health and Safety

- Provide reasonable accommodations for students and staff identified as having a higher risk for severe illness from COVID-19, including older adults and individuals with disabilities or serious underlying medical conditions?

Classrooms, Testing, and Therapy Rooms

- Ensure that students are seated at least six feet apart within the classroom?
 - [If district answers "No" to the above] Implement social distancing modifications to the greatest extent practicable, including the use of physical barriers between desks and turning desks to face the same direction or having students sit on only one side of the table, spaced apart?
- Ensure that other instructional and non-instructional rooms comply with social distancing standards to the greatest extent practicable?
- Provide for limited use of shared objects when possible and clean such objects between uses?
- Ensure that indoor facilities have adequate ventilation, including by: maintaining operational heating and ventilation systems where appropriate; ensuring that recirculated air has a fresh air component; opening windows if A/C is not provided; and maintaining filters for A/C units according to manufacturer recommendations?
- Ensure that hand sanitizing stations are maintained with alcohol-based hand sanitizers in each classroom, at entrances and exits of buildings, and near lunchrooms and bathrooms?
- Ensure that existing handwashing stations with soap, water, and alcohol-based hand sanitizers?
- Include provisions that facilitate student hand washing at regular intervals (or use of alcohol-based hand sanitizer if washing with soap and water is not possible), such as designating certain times for students to wash hands (e.g. before eating, after using the bathroom, and after



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blowing their nose/coughing/sneezing), use of signage to encourage handwashing, or other provisions?

Transportation

- Require students to wear face coverings if the student can do so, while providing accommodations as appropriate for young students or students with disabilities?
- Maintain social distancing practices on buses to the maximum extent practicable?
- Adopt best practices for cleaning and disinfecting school buses and other transport vehicles?
[What Bus Transit Operators Need to Know About COVID-19](#)

Student Flow, Entry, Exit, and Common Areas

- Incorporate a policy which, includes the process and location, for student and staff health screenings? Such process will include screening upon arrival for symptoms and history of exposure, visual check of students for symptoms and/or confirmation with families that students are free of COVID-19 symptoms, documentation of when signs/symptoms are observed, and any necessary accommodations for students with disabilities.
- Ensure that there are physical guides or markings to help ensure that staff and students remain at least six feet apart in lines to enter or exit the building and at other times, and require utilization of face coverings when physical distancing (six feet) cannot be maintained for individuals waiting to enter or exit a building while providing accommodations as appropriate for young students or students with disabilities?

Screening, PPE, and Response to Students and Staff Presenting Symptoms

- Require students, staff and visitors to wear face coverings unless doing so would inhibit the individual's health, the individual is under two years of age, or other exceptions outlined in NJDOE's guidance apply, while providing any necessary accommodations for young students or students with disabilities?
- Incorporate policy and procedures for symptomatic students and staff that include:
 - Written protocols detailing the district's response to students or staff that test positive for COVID-19;
 - Immediate notification of local health officials, staff, and families in the event that an individual who has spent time in a district facility tests positive for COVID-19;
 - Isolation of symptomatic individuals, with continued supervision and care for students;
 - Methods to assist in contact tracing, including records of groups/cohorts, assigned staff, and daily attendance;
 - Continuous monitoring of symptoms; and
 - Readmittance policies consistent with the relevant NJDOH guidance?
- Encourage parents to be alert for signs of illness in their children and keep them home when they are sick?

Contact Tracing

- Incorporate a contact tracing policy in consultation with the local health department and its school nurses?



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Facilities Cleaning Practices

- Develop a procedure manual to establish schedules for increased cleaning and disinfection; targeted areas to be cleaned, including frequently touched surfaces and objects and frequent sanitization of bathrooms; and methods and materials to be used?

Meals

- Stagger use of cafeteria or group dining areas, and clean and disinfect them between groups?
- Provide for the discontinuation of family, self-service, and buffet meal service in cafeterias or group dining areas?
- If cafeterias or group dining areas are used, ensure students are spaced at least six feet apart?
- Require individuals to wash their hands with soap after removing their gloves or after directly handling used food service items?

Recess/Physical Education

- Stagger recess or other outdoor activities? Utilize cones, flags, tape, or other signs to maintain six feet of space between groups participating in recess or other outdoor activities?
- Require students to wash hands with soap immediately after outdoor playtime?
- Stagger the use of playground equipment and establish frequent disinfecting protocols?
- Close, or stagger the use of and frequently disinfect, locker rooms?
- Minimize sharing of equipment and clean and disinfect equipment between each use?
- Designate specific areas for each class during recess to avoid cohort mixing?

Field Trips, Extra-curricular Activities & Use of Facilities Outside of School Hours

- Maintain social distancing and hygiene practices during extra-curricular activities?
- Require any external community organizations that use district facilities to follow district procedure and health and safety protocols?