

 **Teaneck Community Charter School** 
COVID-19 Protocols for School Year 2021-2022

The following administrative protocols are based on existing school policy, with relevant updates that have been informed by experiences and lessons learned from the 2020-2021 school year, updated CDC guidance, consultations with the Teaneck Health Department, [“The Road Forward”](#) Health and Safety Guidance from the NJDOE and NJ Department of Health, and Governor Murphy’s [Executive Order 251](#) and [Executive Order 253](#).

*****PLEASE NOTE: These policies and protocols are subject to change, based on local transmission levels, government / DOE mandates, and/or local health department guidance.**

November 8, 2021 - **Newest Updates Highlighted**

Topic	Policy / Protocol
Vaccination	<ul style="list-style-type: none"> ● All TCCS personnel are required to be fully vaccinated by October 18th or undergo regular COVID-19 testing. At TCCS, regular testing will consist of two tests per week, unless otherwise specified in Executive Order 253. ● Any costs associated with testing in lieu of vaccination (copays or otherwise) will be the responsibility of the employee. ● Any other specifics related to this executive order will be enforced as written. ● Vaccines are not required for students at this time, but they are strongly encouraged for those who are eligible. <ul style="list-style-type: none"> ○ We are strongly encouraging all students, families, and staff members to consider getting vaccinated because it is the best way to keep themselves and loved ones safe and our school open to all students. ● Vaccinated staff must provide proof of vaccination and parents should ensure that student vaccination records are updated with the school nurse’s office to assist with contact tracing and response, if necessary.
Masking	<ul style="list-style-type: none"> ● Masks are required at all times while indoors - except for specific situations where removal is permitted, per school policy: <ol style="list-style-type: none"> a. When doing so would inhibit the individual’s health. b. When a student is in extreme heat outdoors. c. When a student is in water. d. If a student’s documented medical condition, or disability as reflected in an Individualized Education Program (IEP), precludes the use of a face covering. e. If a student is under the age of two (2), due to the risk of suffocation. f. When a student is eating or drinking. g. If or when anyone has trouble breathing or is unconscious, is incapacitated, or is otherwise unable to remove the face covering without assistance (e.g., face coverings should not be worn by Pre-K students during nap time). h. The student is engaged in high intensity aerobic or anaerobic activities. i. During gym and music classes when individuals are in a well-ventilated location and able to maintain a physical distance of six feet apart). j. When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task (for example, students operating machinery in which face coverings may get caught). ● Masks are optional when outdoors.

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<p>COVID-19 Testing</p>	<ul style="list-style-type: none"> ● Non-vaccinated personnel (full and part-time) must undergo COVID-19 testing twice per week. ● Per Executive order 253, effective October 18th, Non-vaccinated volunteer Trustees must present a negative COVID-19 test to participate in live meetings inside the school building. ● COVID-19 Testing will continue to be mandated in instances where students and/or staff are sent home due to possible COVID-19 symptoms and/or as required due to travel policies or contact tracing response. ● Surveillance testing will be initiated for other non-vaccinated individuals, as recommended by the local health department or the state of NJ, based on local transmission levels and/or mandates.
<p>Close Contacts / Quarantining</p>	<p>The CDC has changed the definition of close contact for students in schools.</p> <ul style="list-style-type: none"> ● When there is a positive case of COVID-19 in our school community, non-vaccinated close contacts will need to be quarantined. At TCCS, a close contact student is currently defined as someone who was either: <ul style="list-style-type: none"> ○ Less than 3 feet from the COVID-19 positive individual for more than 15 minutes in a 24-hour period; OR ○ A member of the COVID-19 positive individual's homeroom class. ● A close contact adult is defined as someone who was less than 6 feet from the COVID-19 positive individual for more than 15 minutes in a 24-hour period. ● Vaccinated individuals or those who were COVID-19 positive within 90 days prior to exposure do not need to quarantine if identified as a close contact. Vaccinated individuals who do not quarantine must get a COVID-19 test 5 days after contact. Vaccinated staff members who must quarantine due to breakthrough COVID-19 cases may continue to work remotely (if applicable), either via virtual instruction or alternative projects or tasks to be assigned by administration. ● The length of quarantine will be based on NJDOH guidance at the time of the positive case and may vary depending on local transmission levels. Specific instructions will be shared with individuals identified as close contacts.
<p>Cohorting / Scheduling</p>	<ul style="list-style-type: none"> ● To the greatest extent possible, schedules have been configured to ensure that students are solely with their homeroom class for the majority of the school day. ● The only exceptions to this are: <ul style="list-style-type: none"> ○ 3rd-8th grade Math and Science classes, where students are split into grade level groupings. ○ Lunch, where students will eat with other students in their grade level, but sit with their homeroom classmates. ○ Recess, which will take place outside or in the gymnasium, where appropriate distancing can be achieved.
<p>Distancing</p>	<ul style="list-style-type: none"> ● Classrooms: Student seating should be spaced 3 feet or more whenever possible. ● Other indoor spaces: If students are assembled in other spaces in the building (e.g. the gymnasium or multi-purpose room), students must be spaced 3 feet or more. During travel inside the building, floor decals and markings in stairwells should be used to ensure a distance of 3-6 feet. ● Outdoor spaces: markings on sidewalks should be used to ensure students observe a distance of 3-6 feet when entering or exiting the building.



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Classroom Seating	<ul style="list-style-type: none"> • Whenever possible, students should be at individual desks facing forward that are spaced apart by 3 feet. • Exceptions can be made for science classrooms, art and music classrooms, or lower school / kindergarten classrooms where individual desks are unavailable or would interfere with instruction. However, students should be spaced 3 feet apart whenever possible. • Plexiglass desk / table shields will only be required in classrooms when 3 feet of space between students cannot be achieved. If desks are configured in groupings other than rows (face to face / side to side), they should also be used. Otherwise, desk / table shields will be optional. • Carpets can be used in classrooms as long as 3-feet spacing is maintained.
Seating Charts	<ul style="list-style-type: none"> • Seating charts will be required in 3rd-8th Grade Math and Science classes, where students are split by grade level and are not with their regular multi-grade homeroom grouping. • Seating charts do not need to be submitted daily but must be maintained by the teacher and followed with fidelity.
Lunch	<ul style="list-style-type: none"> • Weather permitting, students will eat lunch outside in a tented area. <ul style="list-style-type: none"> ◦ When eating outside, all lunch table seats may be occupied, but students will be grouped by homeroom. ◦ Students must dress appropriately for outdoor lunch, which will be mandatory when scheduled. • In the event of inclement weather, students will eat in the multi-purpose room. <ul style="list-style-type: none"> ◦ During indoor lunch, students must sit in alternating seats (which will be marked) to ensure 3 feet of space and will be grouped by homeroom. ◦ Students may remove their mask to eat, but must keep it on at all other times. ◦ Student conversation must be kept to a minimum during indoor lunch. • Lunch staff will circulate garbage cans (outdoor AND indoor) so that students do not need to get up from their seats. • Students who are in lunch or recess should use the gymnasium restrooms, if necessary. • Snacks and parties should be held outside, but may occur in classrooms if weather prohibits outdoor activities.
Student Transitions / Classroom Activities	<ul style="list-style-type: none"> • Schedules have been arranged to minimize the frequency of student transitions between classrooms. • When necessary, student transitions between classrooms can occur, as opposed to teachers moving from room to room. • Floor decals for distancing and one-direction traffic will remain and must be adhered to (see maps). • Lockers can be used, but students may only visit them with teacher permission. • Student movement in classrooms (e.g. stations/activities) are permitted if 3 feet of distancing is maintained. • When possible, outdoor instructional activities (where masks are optional) are encouraged.
Physical Education	<ul style="list-style-type: none"> • Physical Education classes should be held outdoors to the greatest extent possible. • The TCCS mask policy must be followed during indoor PE classes. Mask use or removal will be dependent on the specific activity that is occurring in PE class (see above for exceptions). • Students should be spaced apart during indoor PE to the greatest extent possible.



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	<ul style="list-style-type: none"> • Students must wash or sanitize their hands before and after all PE classes.
Student Assemblies	<ul style="list-style-type: none"> • Indoor student assemblies are permitted if 3 feet of distancing can be maintained between students. • When possible, outdoor assemblies are preferable.
Health Screenings	<ul style="list-style-type: none"> • Daily student and staff temperature checks will be discontinued. • Parents will be required to digitally submit a monthly attestation that they will screen their children at home each morning and will not send them to school if they exhibit potential COVID-19 symptoms (see below list). Parents who do send their student to school with symptoms may be required to submit more frequent (weekly / daily) at-home screening attestations.
Visitors	<ul style="list-style-type: none"> • Per school policy, visitors during the school day will continue to be restricted to vendors or other approved individuals only. • Any visitor must have pre-authorization from the TCCS Administration (or delegate). • Approved visitors must wear a mask at all times while in the building. • Parents may not enter the building and/or visit classrooms without specific administrative pre-approval.
Ventilation	<ul style="list-style-type: none"> • Continue to use MERV 13 filters and UV filtering throughout the building’s HVAC system. • Continue with our regular service contract for air purification (with filters changed 4x per year). • Open windows and doors as much as possible.
Student Illness and Quarantine / Isolation Room	<ul style="list-style-type: none"> • Parents should not send students to school when sick. For school settings, NJDOH recommends that students with the following symptoms be promptly isolated from others and excluded from school: At least <u>two</u> of the following symptoms: fever (measure or subjective), chills, rigors (shivers), myalgia (muscle aches), headache, sore throat, nausea or vomiting, diarrhea, fatigue, congestion, or runny nose; OR At least <u>one</u> of the following symptoms: cough, shortness of breath, difficulty breathing, new olfactory disorder, or new taste disorder. • Per school policy, students and staff who exhibit possible COVID-19 symptoms in school (without an alternative diagnosis from a physician) will be sent home and may not return without a negative test result. • For students with chronic illness, only new symptoms or symptoms worse than baseline should be used to fulfill symptom-based exclusion criteria. • Room 109 (across from the nurse’s office) will serve as the isolation room for individuals who exhibit possible COVID-19 symptoms while in the school building. Symptomatic students (who lack a doctor’s clearance for specific symptoms) who are sent home will wait in this room until they are picked up. • Students should be picked up within forty-five (45) minutes of when an authorized adult receives the call for pick up.
Restrooms and Water Fountains	<ul style="list-style-type: none"> • Only one student may use a specific restroom at a time. If occupied, students should wait outside the door and distance (according to the floor decals) until it is their turn to enter. • Only one student (per classroom) should be excused to go to the restroom at a time. • Hallway water fountains will remain closed, except for the water bottle filling station in the gymnasium.


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Sports, Extracurriculars, and Afterschool Programming	<ul style="list-style-type: none"> ● Extracurriculars are still permitted. ● Parental COVID-19 clearance forms must be completed for all participants. ● TCCS will continue to follow guidelines set forth by the NJDOH regarding practices and interscholastic competition. ● After school care programming and clubs can occur as long as the safety protocols outlined in this document are followed.
Transportation	<ul style="list-style-type: none"> ● Buses can operate at full capacity. ● Students and bus aides / other personnel must wear masks while on the bus.
Field Trips	<ul style="list-style-type: none"> ● Depending on local conditions, outdoor field trips will be considered for the Spring of 2022. ● Local outdoor walking field trips will be allowed and encouraged all school year long. ● Lunch during field trips must occur in an outdoor location. ● Until the Spring of 2022, virtual field trips and on-site assemblies are encouraged instead of bus trips.
Materials Management	<ul style="list-style-type: none"> ● In-class cubbies should not be used for student belongings from home. ● Classroom libraries can be used. ● Wherever possible, other student materials (crayons, pencils, pens, scissors, etc.) should be individualized and not shared. ● Students should use hand sanitizer or wash their hands after using shared materials or equipment. ● All students (K-8) will be issued a 1-1 TCCS chromebook that is to be used for school work. Students in grades K, 1, & 2 may keep their devices in the classroom in a charging storage cart. Students in all other grades (3-8) must bring their computer to and from home and school each day (and from class to class during the school day). Students will be responsible for charging their device at home each night and bringing them to school each day. Devices should be labeled with student names and homerooms.
Student Arrival	<ul style="list-style-type: none"> ● Students may not arrive at the school building before 8:15am. ● Students must enter the building through their assigned grade level doorway (see map) between 8:15-8:30am. ● 3rd-8th grade students may be dropped off in the front of the building, but parents may not get out of the car. ● Kindergarten, 1st, and 2nd grade students should be walked to their appropriate door by a parent or guardian (after parking in a legal street parking spot) or by a 3rd-8th grade sibling after being dropped off in the front. ● To ensure the safety of our students, staff, and entire community, our arrival traffic pattern must be followed (see map). ● Students will report directly to their homeroom class after entering the building. ● Students arriving after 8:35am must enter via the front entrance, where they will be issued a late pass. ● All students should check in with their homeroom teacher to get permission before going to their locker, so appropriate distancing in the hallways can be facilitated. ● TCCS staff will be stationed at entryways and in hallways to assist students with the arrival process.


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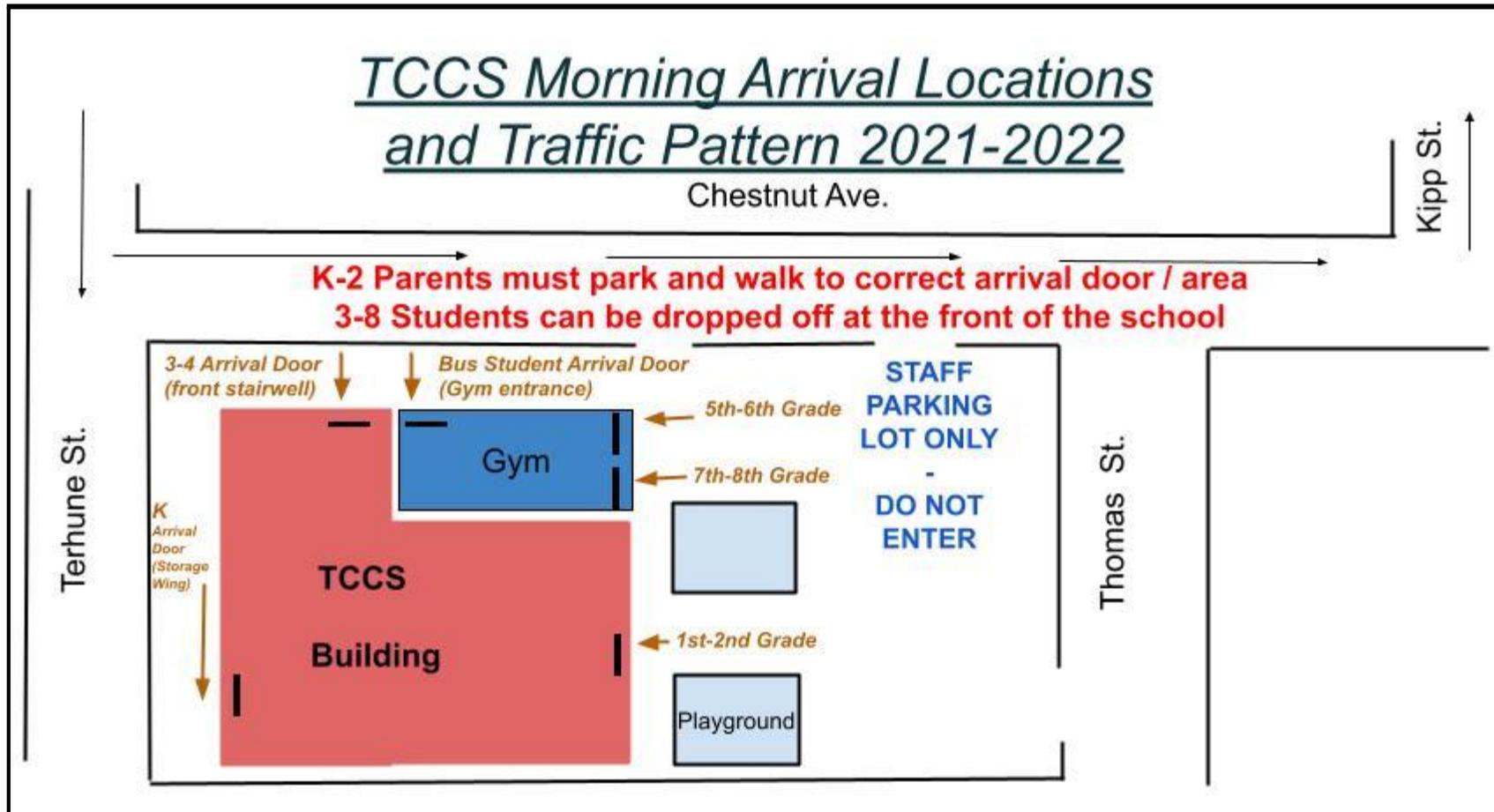
<p>Student Dismissal</p>	<ul style="list-style-type: none"> ● Parents will be asked to verify their student(s)' preferred dismissal method (Bus, After School Program, Pick-Up, Walk) prior to the beginning of the school year. ● To ensure proper distancing and locker visitations, students will be dismissed following a staggered schedule as follows: <ul style="list-style-type: none"> 3:10pm: K, 1st, 2nd Grade students dismissed & 3rd-8th Grade students report to PM Homeroom. 3:15pm: 3rd-8th Grade Siblings and After School Program Attendees dismissed to their areas. 3:17pm: Remaining 3rd-6th Grade students (including bus students) dismissed to dismissal doors. 3:20pm: Remaining 7th and 8th Grade students (including bus students) dismissed to appropriate areas. ● Bus students will assemble in the gym and be dismissed to the bus from the gym cargo doors. ● Students who attend the After School Program will be dismissed to the multi-purpose room and/or outdoor tent. ● Sibling students who are getting picked up (or have permission to walk together) will assemble and be picked up or exit on their own (with permission) from the gymnasium front glass doors (on Chestnut St.) ● Non-sibling students with permission to walk on their own will be dismissed from their assigned grade level door (see map). ● Non-sibling students being picked up must be picked up by a parent or guardian at their assigned grade level door (see map). ● Students who are not picked up by 3:30pm will be assembled in the gymnasium and parents will be called. ● Parents who pick their students up MUST park legally on the street and walk to pick up their children. The parking lot is for faculty use only and may not be entered. Students will not be released to cars in the parking lot or on the street. ● To ensure the safety of our students, staff, and entire community, our dismissal traffic pattern must be followed (see map).
<p>Family and Community Events</p>	<ul style="list-style-type: none"> ● Family and community events including back to school nights, performances, BBQs, fundraisers, etc. are allowed. ● If outdoors, masking is optional and food can be served. ● If indoors, masking and distancing is required, and food should not be served. ● Depending on the number of expected participants, some schoolwide indoor events (back to school night, etc.) may be split into separate times or dates for different grade levels or groups. ● In-person Board of Trustee meetings will resume. Most committee meetings can remain virtual.
<p>Travel</p>	<ul style="list-style-type: none"> ● Student and staff travel is permitted, but non-vaccinated staff and students will need to quarantine if they travel beyond NJ or bordering states. ● Non-vaccinated individuals must follow current NJ / CDC guidance regarding quarantine and/or testing when traveling outside of the state of NJ (or bordering states) or internationally: https://covid19.nj.gov/faqs/nj-information/travel-and-transportation/are-there-travel-restrictions-to-or-from-new-jersey

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<p>Cleaning and Sanitation</p>	<ul style="list-style-type: none"> ● Hand sanitizers will remain at all entrances and throughout the building. ● Hand washing stations and signage promoting distancing, hand hygiene, and respiratory etiquette will remain. ● Regular cleaning protocols will be followed and students will be required to wash or sanitize their hands before and after class in areas that multiple grade levels use throughout the day (gymnasium, art room, music room, resource rooms, multi-purpose room, outdoor lunch area). ● Daily cleaning and disinfecting will occur for surfaces and objects that are touched often, such as desks, countertops, doorknobs, computer keyboards, hands-on learning items, faucet handles, and phones. ● If an individual exhibits COVID-19 compatible symptoms or tests positive for COVID-19 within 24 hours of being in the school building, school staff will clean and disinfect the spaces occupied by the person. Once the area has been appropriately disinfected, it will be re-opened for use.
<p>Quarantine Instruction</p>	<ul style="list-style-type: none"> ● Unlike last year, in most cases, close contact quarantining should be limited to specific homeroom groups, as opposed to entire grade levels. ● When an entire homeroom class must quarantine, they will receive live remote instruction from their regular teacher(s), who will be in the school building (provided that they are vaccinated and not positive for COVID-19) on a schedule TBA. ● When an individual student or small group must quarantine, they will be given independent work and online guided resources (via Google Classroom or Seesaw) to complete at home. These students will also be provided with the ability for a live “check-in” with a TCCS staff member during a specified time of the school day, where they can ask questions and/or receive support. ● Instructional methods for unique circumstances (such as when some vaccinated members of a class are permitted to attend in person while others must quarantine) may vary and will be handled on a case by case basis - dependent on scheduling, grade level, and staffing availability. ● Quarantine instruction only applies to students who have been identified as a close contact of a confirmed positive COVID-19 case, or those who are a confirmed positive case, themselves. It does not apply to absences due to other illnesses, injuries, or travel.

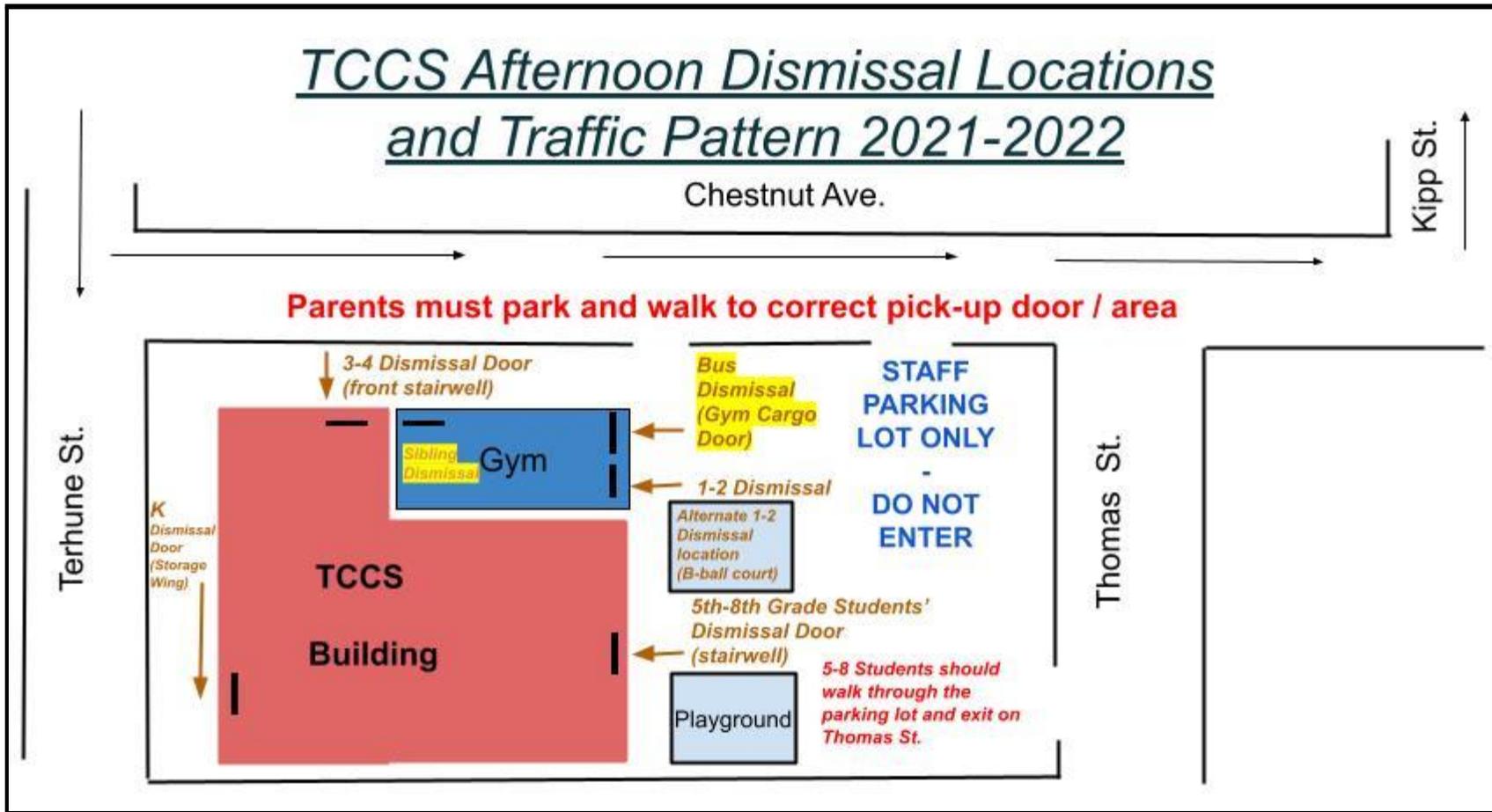
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MORNING ARRIVAL ENTRANCE LOCATIONS AND TRAFFIC PATTERN



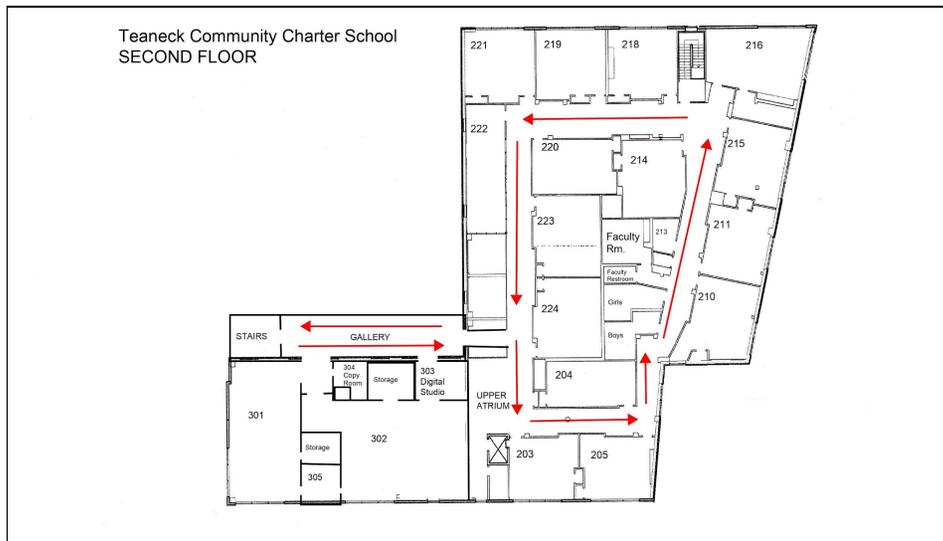
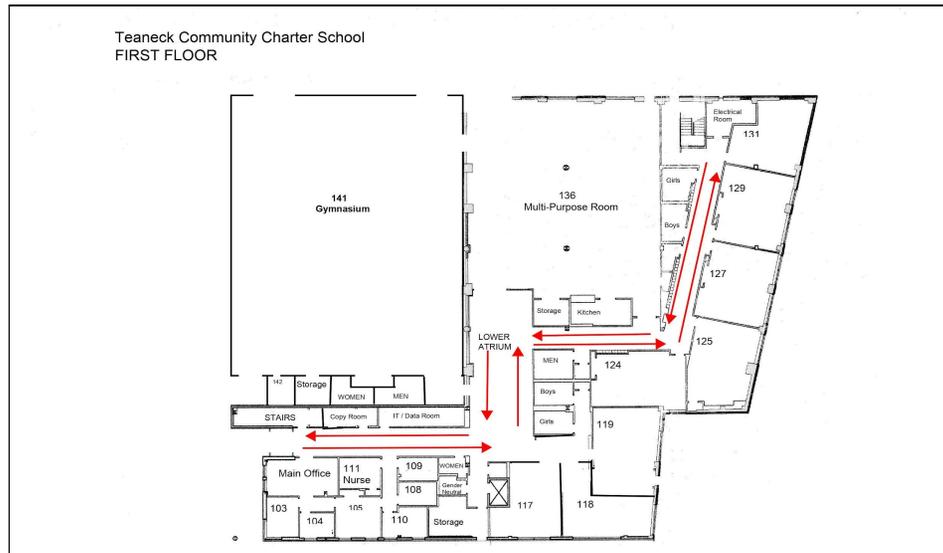
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AFTERNOON DISMISSAL EXIT LOCATIONS AND TRAFFIC PATTERN



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INDOOR WALKING TRAFFIC / DISTANCING PATTERN



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INDOOR GRAPHICS AND SIGNAGE (DISTANCING / MASK WEARING / HYGIENE)

6" x 6" • Vinyl Graphics • Qty 75



8" x 8" • Floor Graphics • Qty 75



16" x 4" • Stair Graphics • Qty 18



Qty 10 12" x 12" • Wall Signs Qty 2



14" x 14" • Posters • Qty 10



(Graphics by FASTSIGNS of Upper Saddle River - www.fastsigns.com/432)