



ACADEMY FOR URBAN LEADERSHIP | CHARTER SCHOOL *A Public School*

Education Service Plan

Reopening School 2020-2021



To employ an educational design and experience that merges the highest standards of academic excellence while fostering convictions and commitment to social and economic justice.

March 26, 2021

The Board of Trustees reserves the right to modify all guidance based upon current information from the Governor's Office, New Jersey Department of Education, New Jersey Department of Public Health, Centers for Disease Control and Prevention, and the Middlesex County Office of Health Services.

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Letter of Introduction

Dear AUL Family,

On June 26, 2020, Governor Murphy and NJDOE Commissioner Lamont Repollet released The Road Back: Restart and Recovery Plan for Education. The guidance from the New Jersey Department of Education has been used to develop the AUL Education Service Plan for the 2020-21 school year. The goal was to provide the AUL community with a plan to return to school that meets the highest standards of health and safety, equity and access, and rigorous academic instruction.

The AUL Education Service Plan - Reopening School 2020-2021 will consist of three phases:

Phase 1: School will open on Tuesday, September 8 in a home-based virtual learning format for all students. The After-School Tutoring Program will take place every Tuesday through Friday, from 3:00 PM - 4:00 PM. The 21st Century After-School Enrichment Program will take place every Monday through Friday, from 4:00 PM - 6:00 PM. All After-School Programs will be online until Phase 2.

Phase 2: School will open with a hybrid model of school-based (in the building) instruction two days per week and home-based virtual. Families continue to have the option of home-based virtual learning. Based on guidance from the Department of Health, CDC, and state and local municipality, Phase 2 is to be determined.

Phase 3: School reopen for school-based learning (Date: To be determined, under consideration is May, June, 2021).

Throughout all phases of our AUL Education Service Plan, we are committed to the highest standards of health and safety, equity and access, and rigorous academic instruction. These include:

Health and Safety

- All adults and students will be required to wear face coverings daily.
- Social distancing or barriers will be in place within the school in all areas.
- Wellness checks and temperature checks will be conducted daily for staff and students. ● Hand sanitizing stations will be in classrooms and throughout the school.
- Visitors to the school will be strictly limited in order to maintain health and safety of the school community. **Equity and Access**

- We will offer full home-based virtual learning, a hybrid model of school-based and home-based virtual learning, or regular school-based learning when possible.
- All students will be provided with a Chromebook.
- Internet access via a mobile hotspot will be provided by AUL when needed.

Curriculum, Instruction, and Assessment

- We will support the social emotional learning and mental wellness of all students throughout the entire school year.
- Learning assessments in core academic subjects will occur at the beginning of the school year. ● We promote a rigorous instructional program for all students.
- The 21st Century Urban Leaders Program will be in home-based virtual and/or school-based formats (when possible and allowable by the State).

As we continue to prepare during school year, there are still many unknowns. We will continue to partner with our entire school community to prepare for the challenges ahead, and best meet the needs of our students.

Dr. Mario C. Barbieri
Interim Lead School Administrator

Acknowledgements

The following stakeholders contributed to the creation of this plan:

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Communication

AUL understands the importance of having open communication with all members of our learning community, and multiple surveys were conducted to gather information. We will continue to share information as action is taken at the school, county, and state levels. Please be advised that this plan is being developed based on current information and the pandemic situation at large. This plan is subject to change at any time, and all stakeholders of the AUL community will be notified of such changes.

Methods of Communication:

- Phone calls
- Text messages
- Emails
- Parent Portal
- Student Portal
- Video Conferencing (Special Education Parental Advisory Council, PTO meetings, etc.)
- Surveys for input and feedback from students and families

Health & Safety

All instructional, support, administrative, and custodial staff will receive training that aligns with best practices deemed appropriate by the CDC and the health department. All staff will be required to formally acknowledge that they understand all protocol related to health and safety for their respective roles. Students will also receive instructions/training on appropriate health and safety etiquette as it pertains to COVID-19.

Entry Screening/Personal Protective Equipment/Travel Throughout The School

In an effort to ensure the safety of all persons that enter the AUL campus, as well as those they will come in contact with thereafter, all staff members, students, vendors, and visitors (see note on visitors below) will be required to:

- Wear a face covering at all times (*reasonable accommodations will be made for those with a health concern supported with medical documentation*). This rule does not apply when consuming food, which should only be done in designated dining areas.
 - Participate in wellness and temperature checks
 - Provide answers to the following questions:
 - Do you have any symptoms of COVID-19?
 - Have you been in contact with anyone with COVID-19, or with anyone that has symptoms of COVID-19?
 - Have you or anyone in your household traveled outside of NJ in the last 14 days?
 - Adhere to social distancing guidelines at all times when possible by maintaining a distance of at least 6 feet from another person
 - Follow signage (*one-way travel - common areas, stairwells, entrances/exits*) and operate within barriers stationed in common areas, classrooms, and offices (if applicable) throughout the AUL campus
 - Wash hands for at least 20 seconds, using hand sanitizer stations, and/or wear gloves as appropriate
- Note on Visitors: There should be no visitors unless there is an emergency situation. If there is not an emergency situation, all visitors must obtain administrative approval prior to entering the school.

Response to Symptomatic Students and Staff

Per New Jersey Department of Health guidelines, “students and staff with symptoms related to COVID-19 must be safely and respectfully isolated from others.” AUL will follow current Communicable Disease Service guidance for illness reporting, as well as the following procedures:

1. Students/Staff members who feel ill should stay home and not enter the school.
2. Any student who exhibits any COVID-19 symptom(s) will be safely and respectfully removed from class or upon arrival and isolated from others to determine the student's health status. COVID-19 signs and symptoms are:
 - Body aches/muscle soreness
 - Chills
 - Congestion, runny nose
 - Cough
 - Fatigue
 - Fever
 - Headache
 - Loss of taste and smell
 - Nausea, vomiting, diarrhea
 - Pain/pressure in the chest
 - Rash
 - Shortness of breath/difficulty breathing
 - Sore throat
3. The school nurse will assess the student, including gathering information from the student's health record and from the parent.
4. As information is being gathered, the lead school administrator will be notified.
5. When signs/symptoms of COVID-19 are observed during a school day, it will be documented, and a record will be maintained per FERPA / HIPAA regulations.
6. Any student with a temperature of 100 °F and greater will be placed in an isolation area and a parent/emergency contact will be notified to come for said student.
 - Students with a potential COVID-19 infection must leave the school as soon as possible. The parent or emergency contact should be available within school hours to come for the child within 30 minutes. The student will exit the school at the closest exit to the isolation area.
7. A staff member experiencing COVID-19 symptom(s) or feeling sick should notify a school administrator immediately for next steps, relief of duty, etc.

8. Any isolation area that has been occupied by a staff member or student who was thought to have signs/symptoms of COVID-19 will be closed and not used until thoroughly cleaned and disinfected.

9. If a student/staff member is diagnosed with COVID-19, the student/staff member will be allowed to return to school when the following criteria are met:

- The student/staff member has been fever free for at least 24 hours without taking a fever reducing medication AND a minimum of 10 days have passed since the start of symptoms and symptoms have improved OR the student/staff member has had 2 negative results on COVID-19 tests approved by the FDA at least 24 hours apart.
- A medical note from the student/staff member's physician clearing the individual to return to school is provided.

10. If the cause of the symptoms is unrelated to COVID-19, the student/staff member upon return to school, must have a medical note from their physician stating that COVID-19 was not the cause.

11. Upon return to school, the student must have a re-entry meeting with the school nurse.

12. If a student/staff member is suspected to have COVID-19, the district will comply with the CDC and New Jersey Department of Health recommendations that the classroom and work areas where the student/staff member was located should be closed off for at least 24 hours prior to being cleaned, sanitized, and disinfected. The district will contact the public health department for current guidance on next step protocols.

13. If a student/staff member is exposed to COVID-19 at home and/or outside of the school, they should self-quarantine and monitor symptoms for 14 days from the last date of exposure. Exposure is defined as being within 6 feet of a COVID-19 positive person for 10 minutes or more minutes, with or without wearing a mask.

- Secondary contacts (i.e., classmates, staff, etc.) of an individual who may have been exposed to COVID-19 are not required to self-quarantine unless otherwise advised by the Department of Health.

● Social distancing, frequent handwashing, and hygiene practices should be reinforced and encouraged. 14. Individuals experiencing symptoms of COVID-19 are encouraged to get tested.

Contact Tracing

AUL will continue to work with the local and state departments of health to identify and support any student or staff member who may have contracted COVID-19 and/or come into contact with someone who has contracted COVID-19. Contact tracing will be coordinated between the school and the county

health department, but governed as per the county health department's protocol.

What Is Contact Tracing?

Contact tracing is a public health tool used to identify those who come into contact with people who have tested positive for many infectious diseases – such as measles and tuberculosis. Contact tracing is a public health activity that involves working with a person who has been diagnosed with an infectious disease (case) to identify and provide support to people (contacts) who may have been infected through exposure to the case.

Contact tracing is not new. Public health has relied on contact tracing as a tool to reduce the spread of disease in communities for many years. Contact tracing goes hand in hand with testing. It is part of the process of supporting patients with suspected or confirmed infection.

Here is how it works:

- When you test positive for COVID-19, your test data is put into the State's secure epidemiological surveillance system called the Communicable Disease Reporting and Surveillance System (CDRSS). ● Positive cases are then shared with the local health department, who will call you to determine close contacts that you may have spread the virus to. Please note - a close contact is anyone who was within six feet of you for more than 10 minutes at least two days before your positive test if you didn't have any symptoms, or two days before your first symptom appeared.
- Contact tracers will then get in touch with your contacts to recommend next steps like self-quarantining and to share resources about how those people can get tested. **NOTE: Your information is confidential. Your name will not be released to your contacts nor will your COVID-19 status be discussed with others.**
- Contacts are provided with education, information, and support to understand their risk, what they should do to separate themselves from others who are not exposed, how they should monitor themselves for illness, and the possibility that they could spread the infection to others even if they themselves do not feel ill.

Contact tracing combined with education and testing is crucial to break the chain of transmission of infectious diseases like COVID-19.

What to Expect

If it is believed that you are a contact of/have been in contact with someone who has been identified as positive with COVID-19, a public health contact tracer will contact you by phone. The call would come from a person legitimately working with a local health department. The contact tracer will provide follow-up

resources and assure you of your privacy. A contact tracer will never ask for information such as your social security number, bank account or credit card, or insurance information.

Public health contact tracers will ask you about symptoms that may be COVID-19 related. They will ask about locations that you might have visited over the last few days, and if anyone living with you was tested for COVID-19 or has symptoms. The tracers will advise if need to self-isolate and might recommend testing.

The contact tracers will not identify the name of the case but will advise contacts about their potential exposure.

Remember, the contact tracer's job is to provide education, information, and support to help

- people:
- Understand their risk
 - Know what they should do to separate themselves from others who are not exposed
 - Monitor themselves for illness
 - Avoid spreading the infection to others even if they themselves do not feel ill

By working together with our office and contact tracing program, you can help reduce the spread of illness within the community.

Please Note - Hoax text messages regarding contact tracing are also circulating in NJ. This is a scam designed to steal your personal information. Never click on links in messages (texts or emails) from people you do not know.

Facilities Management

Cleaning

Our custodial staff will continue to implement rigorous cleaning and disinfecting practices throughout the entire school. A schedule will be developed for increased routine cleaning and disinfecting throughout the school to areas and objects frequently touched, including, but not limited to, classrooms, offices, bathrooms, learning materials, desks and chairs, doors and handrails, and the kitchen area.

Classrooms (Phases 2 & 3)

- All students will be seated facing the same direction with 6 feet between desks and/or have barriers as appropriate.
- Classrooms will be limited to 50% capacity - Phase 2

- Classrooms will be at 50-100% capacity - Phase 3
- COVID-19 guidance signage will be posted in each classroom.

Restrooms (Phases 2 & 3)

Restroom procedures will be revised to limit the number of students in the bathroom at one time, and provide for cleaning in-between use.

Signage, hand sanitizing stations, barriers, and other health and safety materials will be stationed throughout the school for guidance and utilization as necessary.

Schedule & Models for Learning

In reflecting on the current climate pertaining to the specifics of this pandemic, we have determined that our re-opening plan will take place in the following phases:

	Phase 1	Phase 2	Phase 3
Start Date	Tuesday, September 8, 2020	To Be Determined (based on data and guidance provided by government agencies)	To Be Determined (based on data and guidance provided by government agencies) TBD: May, 2021 to end of school year
School Day Model for Learning	<p>Home-Based Virtual Learning</p> <p><i>All students will remain home and receive Instruction /learn online.</i></p> <p>Monday - Friday 8:00 AM - 3:00 PM</p>	<p>Hybrid Learning</p> <p><i>Students will spend some days participating in home-based virtual learning and some days reporting to school. A detailed schedule will follow.</i></p>	<p>School-Based Learning</p> <p><i>All students will report to school for their classes either half day or full day</i></p>

- The After-School Tutoring Program will take place every Tuesday through Friday, from 3:00 PM - 4:00 PM.
- 21st Century After-School Enrichment Program will take place every Monday through Friday, from 4:00 PM - 6:00 PM or during the school day, pending approval State modification of grant to allow 21 Century to be done during the day

- All After-School Programs will be online until Phase 2.

High School & Middle School PHASE 2 - AULCS Hybrid Schedule Model 2020-2021				
Monday	Tuesday	Wednesday	Thursday	Friday
Cohort 1 participates in school-based learning	Cohort 2 participates in school-based learning	Cohorts 1 & 2 participate in home-based virtual learning	Cohort 1 participates in school-based learning	Cohort 2 participates in school-based learning Cohort 1 participates in home-based virtual learning
Cohort 2 participates in home-based virtual learning	Cohort 1 participates in home-based virtual learning		Cohort 2 participates in home-based virtual learning	

Curriculum, Instruction, and Assessment

AUL is committed to ensuring that all members of the school community receive the training, support, and resources necessary to ensure the delivery of high-quality instruction to our student body.

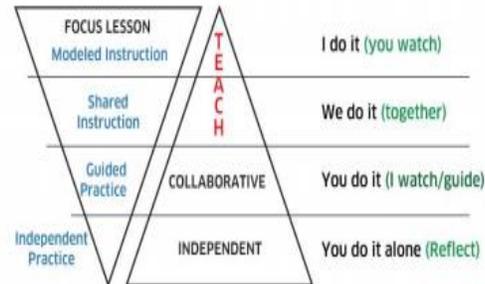
Live Streamed and Interactive Instruction/Full Day Academic Schedule - Virtual Learning

All students will participate in a rich, home-based virtual learning environment through a combination of live, interactive lessons, instructional videos, video conferencing, narrated slideshow presentations and chat forums. Virtual learning will consist of synchronous instruction, following the student’s regular bell schedule. Students and teachers are expected to be online engaged in instruction and learning for the duration of every class period during the 8:00 AM - 3:00 PM timeframe and tutoring from 3:00 – 4:00

Model for Teaching, Learning, and Assessment

The Gradual Release Model

TEACHER RESPONSIBILITY



Google layout for Accessing

STUDENT RESPONSIBILITY

Learning

Figure 1: The Gradual Release Model

Google Classroom Topics (every class)	What does it look like?
DAILY AGENDA	<p>The agenda will be written as "Agenda 09/08/2020" (date specific on a daily basis)</p> <p>The daily agenda will be posted daily.</p> <p>The agenda will look as follows:</p> <p>LESSON: The name of the lesson</p> <p>OBJECTIVE: The objective of the lesson for the day (What can the students be expected to do by the end of class as a result of learning?)</p> <ul style="list-style-type: none"> • Do Now (warm-up activity) - see below • Detailed instructions on how to complete the activity. • List of resources, slideshows, activities, etc. and where the students are to go for them. • What needs to be done, step by step? • How and when is the work to be submitted?
DO NOW	The Do Now will be written as "Do Now 09/08/2020" (date specific on a daily basis)
ACTIVITIES (all activities) or UNIT (insert name)	All items placed here will be labeled accordingly and align with the instructions in the agenda for the day. This can include daily exercises, projects, term papers, tests, etc. Anything the students do is an activity. Activities can be under the "ACTIVITIES" topic or under a "UNIT" topic. The teacher will provide this information.
CLASS RESOURCES	Under this topic, there will be websites, links to videos, etc. that will be of ongoing assistance. Resources applicable to a specific lesson's activity will be connected to that activity, whether under the "ACTIVITIES" topic or under a "UNIT" topic.
CLASS ANNOUNCEMENTS	<p>Any general class announcements not pertaining to the core academics of the day.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Someone's birthday • Teacher's absence
Any additional topics the teacher may wish to include

Web-Based Resources for Instruction

Web-based resources for instruction will include, but not be limited to G Suite for Education (Google classroom, Google Drive, Google Docs, Google Sheets, Google Slides, Google Meet, Google Jam Board), Microsoft Office 365 (Word, Excel, Power point, One Note, Publisher, One Drive, Microsoft Teams) and One Drive with appropriate accommodations and modifications for individual learners

Technology Provided

AUL conducted a survey prior to school closure to identify the need for devices and connectivity. All students have been issued a Chromebook, and students without internet access have been issued a

mobile hotspot. AUL will continue to assess the situation and provide support to all students as needed to ensure that there is no disruption to the educational process.

Free Internet Connectivity

Xfinity WiFi Hotspot Access Opens Nationwide in Response to Coronavirus

Xfinity WiFi hotspots in out-of-home locations will be available for free to anyone who needs them, including non-Xfinity Internet customers, to keep our communities connected with their friends and family.

Customers and non-customers can find the exact hotspot locations at xfinity.com/wifi/#find-a-hotspot. Xfinity Internet customers can also locate them through the Xfinity WiFi Hotspots app.

How can I connect to an Xfinity WiFi hotspot?

1. Visit xfinity.com/wifi or use the Xfinity WiFi Hotspots app to see a map of Xfinity WiFi hotspots. All open hotspots, both indoor and outdoor, will be displayed on the map in blue.
2. Once at a hotspot, customers and non-customers should select xfinitywifi from the list of available WiFi networks, and then launch a browser.
3. Xfinity Internet customers can sign in using their Xfinity ID and password to be automatically connected to Xfinity WiFi hotspots in the future. Non-Xfinity Internet customers can connect by clicking the Accept and Connect button. Non-Xfinity customers will be able to renew their complimentary sessions every 12 hours.

School Culture & Climate

All students will continue to conduct themselves in accordance with already established protocol at the Academy for Urban Leadership Charter School Student Handbook. With special consideration to the current climate as it relates to the pandemic, it is expected that all members of the school community conduct themselves in a manner that promotes the health, wellness, and safety of one another.

Academic, Social/Emotional, and Behavioral Support

In addition to Health and Safety, the Academy for Urban Leadership will provide the necessary Academic, Behavioral, and Social-Emotional support for students and staff, in order to maximize

conditions for teaching and learning.

Available Supports:

- All schools are staffed with Social Workers, Guidance Counselors, and a School Nurse to provide various levels of support to students and families.
- Wraparound supports will be provided as necessary - (i.e.. Referrals to outside agencies, private counseling, etc.
- Educators will incorporate social and emotional skill building into classroom learning in both school-based and home-based virtual formats. This will help to foster a safe and supportive environment. Support staff will collaborate with classroom teachers to provide various lessons on wellness, stress management, anxiety, etc.
- Ongoing professional development to be provided to staff on Social-Emotional Learning (SEL)
- Classroom teachers will be provided with activities, lessons and resources to support the mental health needs of students from the School Social Worker.
- Multi-tiered system of support, including universal screening for all students in ELA and Math, as well as other core academic subjects, Intervention and Referral Services (I&RS), Response to Intervention (RTI), and counseling. This will be provided in both school-based and home-based virtual formats.
- District website to include additional resources and contact information for district staff and crisis hotlines.



Social Emotional Learning

Self-awareness: The ability to accurately recognize one’s emotions and thoughts and their influence on behavior. This includes accurately assessing one’s strengths and limitations and possessing a well-grounded sense of confidence and optimism.

Self-management: The ability to regulate one’s emotions, thoughts, and behaviors effectively in different situations. This includes managing stress, controlling impulses, motivating oneself, and setting and working toward achieving personal and academic goals.

Social awareness: The ability to take the perspective of and empathize with others from diverse backgrounds and cultures, to understand social and ethical norms for behavior, and to recognize family, school, and community resources and supports.

Relationship skills: The ability to establish and maintain healthy and rewarding relationships with diverse individuals and groups. This includes communicating clearly, listening actively, cooperating, resisting inappropriate social pressure, negotiating conflict constructively, and seeking and offering help when needed.

Responsible decision-making: The ability to make constructive and respectful choices about personal behavior and social interactions based on consideration of ethical standards, safety concerns, social norms, the realistic evaluation of consequences of various actions, and the well-being of self and others.

Special Education, English Language Learners (ELL), 504, and Intervention & Referral Services (I&RS)

All students in this category will continue to receive high quality instruction and supplemental services as per their specific educational needs, both on campus and remotely. Staff members in these departments will continuously work with your child and family to ensure that all services are appropriate and adapted as necessary to address all needs in providing the best possible academic experience.

Athletics

Physical Education Class/Recess

School

- Students will be encouraged to wear comfortable clothing/footwear to school that allows for safe movement and is weather appropriate.
- Physical Education lessons will focus more on individual pursuits and skills rather than team sports or activities.
- No equipment will be shared for any games/activities.
- Cones or barriers, tape and markings, will be used to maintain social distancing.
- When possible, outdoor spaces will be utilized for instruction.
- Hands will be washed/sanitized immediately after physical education

class/recess. **Home-Based Virtual Learning**

Lessons will focus more on individual pursuits and skills rather than team

sports or activities. **Organized Sports**

As a member of the New Jersey Interscholastic Athletic Association, AUL will follow the guidance as per their Medical Advisory Task Force.

The members of the Sports Advisory Task Force believe that participation in athletics enhances the educational experience of all students. The principles below serve to help guide committee members in their decision-making process.

- 1. Ensure the health and safety of all student-athletes.*
- 2. Re-engage all student-athletes as soon as possible for their social, emotional and mental well-being.*
- 3. Maximize participation across all sports and all student-athletes.*
- 4. Keep competition as local as possible for as long as possible.*
- 5. Develop multiple return-to-play models to minimize the risk of a cancelled season.*
- 6. Maintain the ability to pivot to back-up plans when deemed necessary.*
- 7. Minimize potential impact on the spring season.*
- 8. Minimize the importance of post-season, state-wide championships.*

Extracurricular/After-School Activities

The health risk of COVID-19 greatly increases with large gatherings in both indoor and outdoor areas. As such, these will be limited to the extent possible. Field trips will be suspended until the Spring, and based on health information in the state and local municipality at the time. When field trips occur, busing will be provided in a manner that promotes social distancing, utilizes barriers when necessary, and mandates that face coverings be worn. Cleaning and disinfecting will occur in accordance with CDC guidelines. Extracurricular activities will be conducted virtually in Phase 1.

Food Services

Meal Distribution for Home-Based Virtual Learning

Sodexo (food services provider) will provide all meals for distribution to our students on home-based virtual learning.

- Breakfasts & lunches for Monday, Tuesday, and Wednesday can be picked up on Monday, between the hours of 9 AM - 1PM.
- Breakfasts & lunches for Thursday and Friday can be picked up on Thursday, between the hours of 9 AM - 1PM.

Food will be picked up at the main entrance, signs with special instructions (if applicable) will be posted, and all visitors are subject to a health and wellness screening (temperature taken, questions, etc.) upon arrival to the school.

School-Based Dining

In order to maintain health and safety to the greatest extent possible, food service will be revised. Our food services provider, Sodexo, will create the meal service plan in accordance with CDC guidelines, EPA guidelines, and the New Jersey Department of Agriculture guidelines. Lunch will be served individually in individual containers, and no sharing of food will be permitted. All food items will be secure and disposable. Social distancing of 6 feet will occur to the extent possible. Barriers will be put in place where social distancing is not possible. There will be staggered lunch times, and lunch may be served in classrooms and/or outdoors to maintain social distancing as much as possible. All health and safety guidelines will be adhered to by students and staff during food service times.

Sodexo (food services provider) is committed to providing a safe and healthy workplace for all our workers, customers and clients. To ensure we have as safe and a healthy workplace as possible, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. -
Please see the Appendix for the Food Services COVID-19 Preparedness Plan.

Transportation

The Academy for Urban Leadership utilizes transportation services for field trips, after school programs, extracurricular activities, and to maintain full compliance for students with Individualized Education Plans (IEPs). At this time, transportation services will be limited to minimize the risk of transmission. Field trips will be suspended until the Spring, based on health conditions in the state or local municipality. After school programs will be made available at each location so that busing will be eliminated. Extracurricular activities, such as sports teams, will begin only in the Winter season, and transportation will be reviewed at that time to determine the highest safety standards for away games. We will continue to collaborate with the local school districts to provide transportation to students with disabilities that require busing based on their IEPs; safety protocols for cleaning, social distancing and face coverings, as required by the NJDOE guidance, will be implemented.

Policy & Funding

COVID-19 has severely impacted finances in the state of New Jersey. As budgets for the 2020-21

school year were completed several months ago, and COVID-19 will require us to purchase additional supplies and resources to provide a healthy and safe learning environment for schools to reopen, we will purchase many of these additional resources from the grants which the government has made available.

State Aid and Local Funding – We will utilize these funds for the regular operational expenses of the school such as salaries, insurance, rent, school materials and regular custodial supplies. The school will need to cover the cost of additional custodial personnel for the additional daily cleaning and disinfecting of the facility.

CARES Emergency Relief Grant – This federal grant is being used to purchase clear desk screens for students and staff, personal safety items such as disposable face masks and mobile partitions for the isolation room, and thermal cameras for each school in addition to cleaning and disinfecting supplies and gloves for the custodial staff. The grant will also be used to purchase any needed technology, WIFI, hardware and software tools for all students that need appropriate technology.

Title IV – This federal grant will also be used to train staff on health and safety, and to address the social, emotional and academic needs of students and staff.

COVID-19: FEMA Funding – We are applying for these federal funds to help with the extra costs incurred from the pandemic such as overtime costs for custodians and security, disposable gowns for the nurses, staff PPE, partitions to facilitate social distancing, and cleaning supplies and materials.

E-Rate – We receive reimbursements from the Universal Service Fund for internet access and internal connections within schools.

ESEA grants – specifically: Title I, Title II, Title III, Title IIIA, and Title IV, and IDEA-B. These are entitlement grants which the school is eligible for which will be used to support the school's educational initiatives.

21st Century Grant – We have been awarded a five-year 21st Century Community Learning Centers Grant, which provides academic enrichment opportunities to our students throughout the school year and summer. The grant was also utilized for credit recovery, supplies and materials, and staff training to effectively implement programming.

Revised state school aid numbers have been released by the NJDOE. The school budget will be revised accordingly. The amount of grant funds received and anticipated will more than make up for the initial budget reduction.

Our grants consultant continues to provide us with various funding opportunities to support the school environment. These activities have helped, and will continue to help, minimize the

impact of COVID-19 on our overall school budget.

Pandemic Response Team

<u>Contact</u>	<u>Title</u>	<u>Telephone</u>	<u>Email</u>
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Future Considerations

There continue to be many unknowns regarding the Coronavirus and COVID-19. Plans may be modified or adjusted based on the most current information. The NJDOE guidance has provided both flexibility and opportunity to adjust, if needed, in our AUL Education Service Plan. We are committed to employing an educational design and experience that merges the highest standards of academic excellence while fostering convictions and commitments to social and economic justice, in the most healthy and safe environment possible.

Appendix

Food Services COVID-19 Preparedness Plan

Sodexo (food services provider) is committed to providing a safe and healthy workplace for all our workers, customers and clients. To ensure we have as safe and a healthy workplace as possible, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among all employees, clients and customers. Only through this cooperative effort can we establish and maintain the safety and health of our workplace.

Our employees are our most important asset. Cross-Segment knowledge and subject matter expertise have been essential in creating this template, which also follows Centers for Disease Control and Prevention (CDC) and OSHA guidance related to COVID-19 and addresses:

- Employee Screening
- Contact Tracing
- Handwashing, Hygiene and Respiratory Etiquette
- Use of Face Coverings
- Social Distancing Requirements
- Cleaning, Disinfecting, and Ventilation
- Communications and Training

Employee Screening

All employees will be issued and are required to follow Sodexo's Policy on Employee COVID-19 Safety Measures, which includes the requirement for employees to self-monitor for signs and symptoms of COVID-19 daily before arriving at work. Employees who: (1) have symptoms of COVID-19 (not due to a known cause such as asthma, allergies or chronic sinusitis); (2) are asymptomatic but have been diagnosed with COVID-19; or (3) have had close, prolonged contact with someone with COVID-19 symptoms or a COVID-19 diagnosis cannot report to work and must inform management so Sodexo can follow its established protocol to ensure the safety of other employees

and our clients and customers. Employees who are unable to work may be eligible for paid sick time or other benefit time to compensate them. Please ask your Unit Manager for your specific policy.

Contact Tracing

Sodexo has implemented a thorough contact tracing process for management and/or Human Resources to use when a Sodexo employee has COVID-19 symptoms or a COVID-19 diagnosis. As part of this process, Sodexo will identify the following, at a minimum, related to the employee with COVID-19 symptoms or diagnosis:

- The last time the employee was at work
- The areas where the employee was present
- Days/hours worked in the 48 hours prior to symptoms onset
- All employees/external individuals (client, applicants, vendors) with whom the employee came in close contact (within 6 feet for prolonged time) within 48 hours prior to symptoms onset

Sodexo will contact all individuals who have had close contact and advise them of necessary precautions they must take, including remaining out of work, in accordance with CDC and local guidance/requirements.

Handwashing, Hygiene and Respiratory Etiquette

- All employees have been instructed to frequently wash their hands using correct handwashing techniques with soap and water (for at least 20 seconds) and dry hands thoroughly, preferably using a disposable paper towel. Employees have been informed that handwashing is more effective than alcohol-based hand rub/gel, which is not normally necessary outside of the Healthcare/Seniors Segments. The use of gloves **is not** a substitute for correct hand hygiene/washing.
- Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) will be provided when feasible.
- Employees have been instructed to avoid touching their eyes, nose or mouth and to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing. They should dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward.

Use of Face Coverings

- Sodexo will provide such masks to employees. If surgical or medical-grade face masks are not required, employees have been informed that the CDC recommends the wearing of cloth face coverings in public settings where other social distancing measures are difficult to maintain, and employees are encouraged to wear face coverings.

Social Distancing Requirements

- Social distancing will be implemented and maintained to the best of our abilities between

employees, customers and visitors in the workplace through the following. When social distancing is not possible face shields will be required by staff.

- Throughout the district each building has its own challenges. We will work with the district on a school by school basis to implement the most feasible solutions for these challenges.

Cleaning, Disinfecting, and Ventilation

- Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, delivery vehicles and areas in the work environment, including work stations, serving areas and cashier stations. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as keyboards, touch screens, tray slides etc.
- Appropriate and effective cleaning and disinfectant supplies will be purchased and available for use in accordance with product labels, safety data sheets and manufacturer specifications and are being used with required personal protective equipment for the product.

Communications and Training

- This COVID-19 Preparedness Plan will be communicated to all employees and necessary training will be provided, including obtaining the one-time signature from every employee acknowledging Sodexo's Policy on Employee COVID-19 Safety Measures. Additional communication and training will be ongoing and provided to all employees who did not receive the initial training. Training will include social distancing between customers and employees; required hygiene practices: HACCP logs; Delivery logs; Visitor logs; etc. Customers and visitors will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19. Management will update unit/office specific safety and health requirements and training as necessary.

Completed and approved by: **Jim Giannakis, General Manager Sodexo**

General Procedures

Classrooms

The classrooms will be established to accommodate social distancing within the classroom by ensuring students are seated at least six feet apart. All desks will face the same direction. In small group instructional areas, students will be seated at separate tables or physical barriers will be placed between students seated at the same table.

Each classroom has been measured to determine proper social distancing parameters and number of students per class. In addition, desks are spaced six feet apart and desks that are being used by students, have a plexiglass shield.

Face coverings will be required for students and staff. An exemption from this requirement will be made when appropriate medical documentation is provided. Accommodations, including but not limited to, Plexiglas barriers and/or face shields, will be provided in classrooms where students with disabilities are unable to meet the requirement to wear a face mask.

Enforcing the use of face coverings.

- Face coverings will be worn in all classroom settings, except outdoor physical education classes

All instructional and non-instructional rooms in schools and district facilities will comply with social distancing standards to the maximum extent practicable.

All indoor facilities will have adequate ventilation, including operational heating and ventilation systems. Recirculated air will have a fresh air component at the maximum extent available, and windows will be opened. Filters for air handling units will be maintained and changed according to manufacturer recommendations.

Social Distancing Guidelines

Everyone will follow the guidelines provided by the Center for Disease Control. Student will keep an arm's length away when passing in the hallway or in the classroom.

No hugging, fist bump, elbow bump, foot pump, etc. Virtual hugs allowed.

There are signs on walls and floors to ensure social distancing guidelines. Additional signs displaying proper handwashing techniques are also posted throughout the building.

Each classroom has been measured to determine proper social distancing parameters and number of students per class. In addition, desks that are being used by students are spaced six feet apart and have a plexiglass shield.

Use social distancing floor markers have been placed throughout the school.

Follow sign guidelines in hallways

SPECIFIC PROTOCOLS

Entry

All staff will enter the side door by the stage and will have their temperature taken. All staff will complete the daily Wellness questionnaire in Real-Time prior to entering the building.

1. Staff will be required to wear a mask upon entry and have their AUL identification badge. As an extra precaution, each staff member will be provided with a face shield and given a mask. Acceptable alternative mask is a KN95 or N95 mask.
2. Staff that have a high temperature will be quarantined in the Nurse's Office.
3. Teachers will report to their classroom after they meet the appropriate guidelines for entry.
4. Upon entering their classroom, the teacher will use the hand dispenser to sanitize their hands then proceed to their desk.
5. When the students enter the classroom, the teacher will monitor the hand sanitizing protocol to ensure that it was completed properly.
6. After the student hand sanitizing, the teacher will begin the instructional process by logging in, taking attendance and begin instruction.
7. If a student has a question, the teacher will, from their desk, listen to the student question and answer the question. It is not suggested that the teacher go to the student's desk but remain at her desk to answer questions.
8. During instruction, the teacher may get up from her desk to instruct the students. If there is a need for one-to-one instruction, the teacher should stand behind the student peering over their shoulder while wearing their mask and face shield.
9. It is suggested that the initial morning period be informational, and an activity be provided for students to do in the afternoon session.
10. At the end of class, the student will wipe their desk off. The teacher dismisses class at the end of the period and repeats the protocol for new class.
11. Hallway protocol maintains no socializing. Students will follow the arrows for up and down stairway and social distancing is to be maintained. The staff member on duty reminds student of hallway protocols.

Changes by CDC or New Jersey State Department of Health will be incorporated, and staff, parent and students will be notified.