



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

Introduction and Background

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

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

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

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

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

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

LEA Name: Mercer County Special Services School District

Date (06/07/2021):

Date Revised (01/11/2022):

1. Maintaining Health and Safety

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

A. Universal and correct wearing of masks

Masks must be worn indoors by staff, students, and visitors in all situations except as delineated in EO251. This includes physical education classes, prior to boarding a school bus, while on the bus and until students are completely off the bus. Staff and students will be encouraged to use masks during outdoor activities that involve sustained close contact with other individuals or during periods of high community transmission. The following are exceptions: when a student's documented medical condition or disability, as reflected in an Individualized Education Program (IEP) precludes a face covering.

Signs requiring face masks and describing the proper wearing are displayed throughout the buildings. Emergency face masks will be provided to visitors, students and staff as needed. No visitors are permitted in the buildings without a proper face mask.

Parents and students informed of face covering guidelines in communications regarding school opening.

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

The school administration will work with the school staff to reorganize and rearrange teaching and workspaces throughout the building in order to accommodate social distancing guidelines. Each space will be reviewed by a member of the school administration team to assure

that all components of the workspaces are in compliance with approved guidelines. School administration will work with the Manager of Buildings and Grounds to procure any additional materials that are needed to assure compliance with necessary mandates.

The school schedule will be designed to limit the amount of student movement throughout the school building and to utilize learning and work spaces to ensure the highest level of student/staff safety and social distancing guidelines. Instructional staff were informed regarding safe practices within classrooms, use of hallways, and restricting sending students to offices to maintain social distancing guidelines.

Buildings & Grounds Office has posted and will maintain posting of signage promoting behaviors to reduce the spread. Buildings & Grounds has also posted signage encouraging use of face coverings and social distancing. Hallways that are too narrow to social distance have one-way foot signs to direct foot traffic.

Classroom and staff areas have been measured to calculate new occupancy using social distancing (3ft.). Maximum Occupancy has been posted on each space. Instructional staff have been notified regarding procedures on social distancing and limiting any shared use of furniture as much as possible, i.e., one student per table or use tables as individual desks.

Currently, barriers are placed in all spaces where Principals have requested them. Student foldable barriers have also been placed in instructional areas where requested.

Instructional staff are notified of safe practices on limiting shared use of any classroom items as much as possible.

If instructors are in need of additional items to ensure safe practices, i.e. additional books, they should inform their building Principal. Shared objects are disinfected between uses. Instructional staff are notified regarding procedures on students storing their belongings, times of locker use, and spacing of locker room use. Where lockers are not in use, students' personal belongings will be separated from others' and in individually labeled containers, cubbies, or areas.

Instructors will be encouraged to use outdoor space as much as safely possible, especially for Physical Education classes.

C. Handwashing and respiratory etiquette

Students and staff are encouraged to practice proper handwashing and respiratory etiquette. Signs with proper handwashing techniques are displayed near sinks. Signs reminding students and staff to cover coughs and sneezes are also displayed throughout the campus.

Buildings & Grounds has placed Hand Sanitizing Stations throughout the building for use daily. Each classroom has a bathroom sink and/or kitchen sink, both are equipped with soap and paper towels for handwashing. Additionally, hand sanitizer has been placed in offices, classrooms and therapy rooms as needed to ensure students and staff have access to handwashing easily. Hand washing will occur at the beginning of each class, upon returning to the classroom, after using the bathroom, before eating, after sneezing/coughing or if students' hands become soiled.

Encourage students and staff to cover coughs and sneezes with a tissue if not wearing a mask.

School nursing staff will be asked for assistance in informing / reminding staff and students about frequent handwashing and sanitizer use. Teachers will allow for extra time for hand washing for students.

Classroom one-to-one assistants and nurses are provided with protective gear (i.e, gloves, gowns, or face shield) when working with or toileting or ill students.

D. Cleaning and maintaining healthy facilities, including improving ventilation

The Office of Buildings & Grounds will continue to monitor the functionality of all existing HVAC equipment. Temporary equipment has been placed in areas with non-functional or limited functioning equipment.

B&G has verified window functionality. Instructional staff will be notified about safely opening windows to increase ventilation. Staff encouraged to consult with school nursing staff about any student health concerns pertaining to increased ventilation.

Filters are being changed quarterly. Filters will be monitored and in the event of a presumptive positive case all filters serving the area will be changed out.

Custodians are scheduled to provide ongoing cleaning, sanitizing, and disinfection services to instructional and administrative spaces, daily.

Cleaning of key touch points in classrooms, offices and bathrooms will be done periodically during the day. Normal cleaning and disinfection cleaning is occurring each evening.

After surfaces and objects are cleaned and sanitized with an EPA Approved H202 solution, all surfaces and objects are sprayed using an EPA registered disinfectant Brutabs using a victory sprayer or using a bucket or spray bottle.

Shared telephones and desktop computers are wiped with a Hospital Grade EPA registered disinfectant each day, this product is also provided to teachers for use during the school day for as needed use.

Bathrooms are cleaned and sanitized and disinfected daily. Custodial staff will spot check bathrooms up to twice a day and will respond and provide on demand cleaning as needed. Bathrooms are deep cleaned at least once per week.

The SOP identifies the appropriate EPA registered chemical for both cleaning and disinfection.

MCSSSD generally cleans surfaces with an H2O2 solution, floors with a neutral cleaning solution, and after cleaning is complete, using a victory sprayer, bucket or spray bottle with disinfects with a chlorine-based product.

Our existing procedures account for cleaning various and non- homogenous surfaces.

All of the noted minimum standard areas are addressed in daily cleaning. MCSSSD has a checklist and cleaning routine standard operating procedures developed that details the level of cleaning for all areas.

MCSSSD has procedures and equipment in place to respond to cleaning and disinfecting spaces occupied by a person deemed to presumptive positive for COVID-19.

All areas occupied by ill persons will have filtered air scrubbers placed in them for a period of 12-24 hours. In addition, spaces will have a hydroxyl generator installed to help clean the air and surfaces. Once completed all air filters for the space will be removed and replaced.

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

We are following the **NJDOH** recommendations for the school setting dated December 15, 2021. Many of our students are very high risk and we need to do everything we can to ensure everyone's safety.

COVID-19 exclusion criteria for persons who have COVID-19 compatible symptoms or who test positive for COVID-19: *Individuals who test positive or individuals with COVID-19 symptoms **who have not been tested** and do not have an alternative diagnosis from their healthcare provider **should stay home until at least 10 days** have passed since symptom onset and at least 24 hours have passed after resolution of fever without fever reducing medications and improvement in symptoms.*

Direct Contact: *If your child has been identified as a direct contact and is **NOT VACCINATED**, they will have to quarantine for **10 days from their last exposure** to the COVID positive person. They may need to quarantine for 10 days from the end of the positive persons 10 days of isolation if they live in the same household. If your child is **VACCINATED**, please contact your school nurse for further information as guidelines are changing with what is considered fully vaccinated.*

Travel: UNVACCINATED- If you have traveled outside of the tri-state area or out of the country, you will need to quarantine for 7 days with a negative test on days 3 to 5 of your return. If you do not get tested, you must quarantine for a full 10 days following your return.

Travel: VACCINATED- If you have traveled outside of the tri-state area, you do not need to quarantine at the time. If you have traveled outside of the country, it is recommended you get tested on days 3 to 5 of your return and quarantine until a negative test is received.

Building principal/supervisor and school nurse will inform local DOH, to provide critical data to DOH immediately: (names addresses, phone #'s of all involved) time/date of notification, exposure potential, individual (s) attendance pattern, class lists, staff lists, bus seating/list of students. Building principals and principal secretary to complete entry in district google doc to keep track of cases. Contact Superintendent office.

MCSSSD has designated the following locations as holding areas for students/staff presenting with symptoms, prior to being sent home, all students or staff will have a Temperature Check and be evaluated by a school nurse, except for custodial and security staff who will be directly sent home in the event they fail the temperature screening.

MHS – Student Holding – Room 210, Fitness Room

MES– Student Holding–Room 323

JFC – Student Holding - Room 402

Staff who are identified with symptoms related to COVID-19 will immediately be asked to go home.

F. Diagnostic and screening testing

Staff who are unvaccinated will be tested twice a week per the executive order.

Parents/Guardians will be strongly encouraged to monitor their children for signs of illness every day as they are the front line for assessing illness in their children. Students who are sick should not attend school in-person. MCSSSD will strictly enforce exclusion criteria for both students and staff.

Screenings will be conducted by school nursing staff for those who feel ill, once at school. Daily logs will be maintained from the data collected from the application and is available for contact tracing and review by administration to ensure compliance.

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

Mercer County Special Services School District held a vaccination clinic for students and staff and their families in the Mercer Elementary School gymnasium, January 10, 2022. This clinic offered the first, second, and booster vaccinations. During the school year literature is given to families with updates on where vaccinations are available locally.

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

The MCSSSD will follow CDC, state, and local guidelines in providing reasonable accommodations for individuals with disabilities or underlying medical conditions. The unique needs of individuals will be considered.

Instructors are expected to consult with school nursing staff to monitor any students who may have special medical needs. Once identified, follow up with Buildings and Grounds and Custodial staff if additional sanitizing or other modifications need to be put in place for those students.

Mask mandate will be excused for students that have provided a note from a physician that they cannot wear a mask for health and safety reasons.

Remote learning options are currently available for those students that require such special accommodations for health and safety reasons.

2. Ensuring Continuity of Services

A. Describe how the LEA will ensure continuity of services, including but not limited to services to address students' academic needs and students' and staff's social, emotional, mental health, and other needs, which may include student health and food services. (1000-character limit)

Mercer County Special Services will communicate with families utilizing the district website, robo-calls, emails, and the TalkingPoints platform. Mercer County Special Services School district will ensure continuity of services using digital content (multimedia, animations, videos, video conferencing) The district will work with students and their families to ascertain which households have the speed of internet access required to support the digital learning that is expected. School personnel will assist families lacking the minimum level of access required to support the digital learning. School personnel will contact local internet service providers to help determine what solution(s) would work best for students in need and secure such services. School leaders and instructional staff will provide guidelines for parents and guardians that will help them create and maintain a distraction-free home learning environment and regular routines that nurture student success. School leaders will continue to aid families in need of food and health-related services. A plan is in place to continue to provide such services. School leaders will work with staff and students to develop fundamental skills for life's effectiveness. These skills include recognizing and managing emotions, developing care and concern for others, making responsible decisions, establishing positive relationships, and handling challenging situations effectively. For those students who need additional support, the skills being taught in the classroom can be incorporated and reinforced within mental health interventions provided by school mental health professionals.

3. Public Comment

A. Describe how the LEA sought public comment on its plan, and how it took those public comment into account in the development of its plan. Note, the ARP requires that LEAs seek public comment for each 60-day revision to the plan. (1000-character limit)

MCSSSD set up a universal email address to receive public comment. A draft of the plan was posted on the district website for accessibility to the public for review for comment. At the January 2022 Board meeting the district also welcomed comment and noted that the plan was posted on the website.

B. Describe how the LEA ensured that the plan is in an understandable and uniform format; is to the extent practicable written in a language that parents can understand or, if not practicable to provide written translations to a parent with limited English proficiency, will be orally translated for such a parent; and upon request by a parent who is an individual with a disability as defined by the ADA, will be provided in an alternative format accessible to that parent. (1000-character limit)

The plan was presented in plain language. The document is also available in Spanish on our website. If a parent requires an alternate written or other translation, one will be provided to the greatest extent practicable.