



**Montville Township  
Public Schools™**

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# Montville Township Public Schools Reopening Plan September 2020

Updated – February 11, 2021

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**Members of the Montville Township Public Schools District Reopening Committee**

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## INTRODUCTION

Since the closure of schools by Executive Order of the Governor of New Jersey as of March 18, 2020, the Montville Township Public Schools has been looking forward to the day when the district could welcome both staff and students back into our schools for in-person instruction. With the release of *The Road Back*, by the New Jersey Department of Education on June 26, 2020, school districts were given parameters and guidelines for designing plans that would permit in-person schooling to resume in September 2020. It should be noted that the contents of this plan are subject to change based on Executive Orders which may be issued by the Governor.

The MTPS administrative team has spent considerable time reviewing the plans and suggestions put forth by other states and agencies in addition to *The Road Back – Restart and Recovery Plan for Education*, prepared by the New Jersey Department of Education. Governor Murphy created the charge for the Reopening Committee when he stated in his daily briefing on June 26, 2020 that, absent a change in public health data, “public schools will open for in-person instruction and operations in some capacity at the beginning of the 2020-2021 school year.” The Governor has acknowledged that reopening schools is a key component of New Jersey’s own efforts as a state to navigate the road back to economic health.

We acknowledge the comments made by former Commissioner of Education Lamont Repollet that a return to in-person schooling for our students is important not only for academic reasons, but also to support the social and emotional well-being of our students. We also drew upon the recommendations of the American Academy of Pediatrics which highlight the importance of students being physically present in schools in their statement, “Schools are fundamental to child and adolescent development and well-being and provide our children and adolescents with academic instruction, social and emotional skills, safety, reliable nutrition, physical/Speech and mental health therapy, and opportunities for physical activity, among other benefits.”

It cannot be argued that the period of distance learning from March 17 to June 23, 2020 presented many challenges and hardships for students, their families, and our instructional staff. It is likely that many students did not achieve a full year of academic growth and may have experienced other negative social and emotional impacts in the time they were restricted from the normal interactions with their teachers and classmates. In formulating our return to school plan, the Reopening Committee agrees strongly with the statement on Continuity of Learning that is included in *The Road Back*: “Ensuring continuity of learning is critically important during this time of great stress for families, educators, and students.”

The State’s guidelines do provide local school districts with considerable flexibility and advises districts to “abide by the advice of local health officials to determine the safest course of action based on local circumstances, which will change as the public health landscape evolves.” It should be noted that this plan is subject to change based on current conditions in the Montville Township community and the dictates and executive orders of the Governor of New Jersey and the New Jersey Commissioner of Education.

This plan addresses all ten (10) of the critical areas of operation as identified in *The Road Back*.

- 1. General Health and Safety Guidelines**
- 2. Classrooms, Testing, and Therapy Rooms**
- 3. Transportation**
- 4. Student Flow, Entry, Exit and Common Areas**
- 5. Screening, PPE, and Response to Students and Staff Presenting Symptoms**
- 6. Contact Tracing**
- 7. Facilities Cleaning Practices**
- 8. Meals**
- 9. Recess/Physical Education**
- 10. Field Trips, Extracurricular Activities, & Use of Facilities Outside of School Hours**

## Conditions for Learning

The district sees great wisdom in the determination of the American Academy of Pediatrics (AAP) with regard to social distancing in schools. It is noted that the Centers for Disease Control (CDC) recommends that schools “space seating/desks at least 6 feet apart when feasible.” The AAP report also states, “Evidence suggests that spacing as close as three feet may approach the benefits of 6 feet of space, particularly if students are wearing face coverings and are asymptomatic. Schools should weigh the benefits of strict adherence to a 6-foot spacing rule between students with the potential downside if remote learning is the only alternative.” The World Health Organization (WHO) also sets 3 feet as the minimum social distance spacing recommended.

In consideration of this information from professionals whose area of expertise is the health of children, the Montville Township Public Schools will create classroom situations which will allow our students to attend school with their classmates with students spaced three to six feet apart and wearing masks at all times in accordance with the Governor’s directive. Flexibility is provided in *The Road Back* for this approach: “Schools and districts must allow for social distancing within the classroom to the maximum extent practicable. This can be achieved by ensuring students are seated at least 6 feet apart and considering the flow of student traffic around the room. If schools are not able to maintain this physical distance, additional modifications should be in place. Modifications may include physical barriers, turning desks to face the same direction or having students sit on only one side of the table.”

Adults and staff will attempt to maintain a distance of six feet from other persons as much as possible, particularly around other adult staff. Parents and other visitors to the district schools and offices will occur only when phone calls and virtual meetings will not suffice and will be scheduled by appointment.

Congregating in offices, faculty rooms and other prep areas is expressly discouraged. District administrators and supervisors should make every attempt to conduct any necessary meetings and professional development experiences through virtual means.

School principals shall craft schedules to minimize student movement within the building, recognizing that this is easier to achieve at the elementary level. While some of these schedule modifications may not provide the optimal instructional experience for students, the desire to minimize the risk of COVID-19 spread remains our priority at this time. An example of this modification is “art on a cart” or “music on a cart” whereby these special area teachers will visit individual classrooms to instruct students rather than having multiple classes of students visit an art or music room. Physical education classes should be conducted outside as often as possible, depending on weather conditions.

Guidelines for movement within the buildings will be developed by the building principals. These guidelines will include reminders and/or signage that demonstrates six-foot spacing and creates “one way corridors,” where appropriate, to facilitate the flow of students within the building while providing more space for students to navigate the hallways during passing time between classes. Daily bell schedules may have to be altered by the principals to provide additional time for students to pass between classes with the necessary modifications. Special dismissal procedures may be developed by the building principal.

In order to protect the health of the pupils in our schools, all regulations of the State Department of Education, the State Department of Health and the Local Board of Health shall be scrupulously observed, particularly those dealing with contagious or infectious diseases or conditions. Pupils who have been absent because of contagious or infectious diseases or conditions must present a certificate of recovery from a licensed physician or be examined by the medical inspector prior to being readmitted to school.

Each school building principal has convened a *Pandemic Response Committee* for their school. In many cases, principals are utilizing and/or building upon the School Safety Committees already in operation in all of our schools. Some schools have created multiple committees to address the operational and instructional facets of opening their buildings. All committees reflect the input of administrator, teacher, and parent members.

The district will make every effort to provide reasonable accommodations for students and staff identified as having a higher risk for severe illness from COVID-19.

### **Teacher Work Day**

While schools will operate on an early dismissal schedule on Monday, Tuesday, Thursday, and Friday with Wednesday being a day of virtual instruction, the teachers and other unit members remain obligated to their contractual responsibilities for the full work day as outlined in the contract between the Montville Township Education Association and the Montville Township Board of Education. Teachers must be available following student dismissal to provide instruction, therapies, or counseling activities or to engage in faculty meetings or professional development activities in accordance with their assigned schedules. When a school is in full-time remote mode, teachers are still expected to be in attendance in the school building during the instructional day unless a specific accommodation has been granted by the Central Office Administration.

## **Instructional Plan**

### **Lazar Middle School and Montville Township High School**

The middle and high school buildings will operate in a full remote capacity for all students from September 8, 2020 through September 18, 2020. This is due to the lack of replacement or substitute staff members available to supervise the in-person classes being taught by teachers who have been granted an accommodation to teach remotely. It should be noted that November 3<sup>rd</sup> will be a virtual day for all students based on Executive Order 175 as issued by Governor Murphy.

When in-person instruction is operational, students at the middle and high school levels will follow an **AA/Virtual Day/BB model**. The in-person days will be early dismissal days at both the middle and high school levels. This would mean that the student population would be divided into two separate cohorts, most likely alphabetically, to ensure that family members are on the same schedule. The first cohort would attend on Monday and Tuesday in person and on Thursday and Friday they would attend class virtually.

Effective March 1, 2021, virtual Wednesdays will no longer operate. At the middle school and high school levels students in Cohorts A and B will attend in-person on Wednesdays on alternating weeks. Students will attend virtual on Wednesdays in the week that the other cohort is in person.

The committee has determined that this model is preferable at the middle and high school levels due to the fact that students all change classes multiple times during the school day. By limiting the number of students present each day, we believe this is a better approach to help minimize exposure and maximize instructional time.

### **Cedar Hill, Hilledale, Valley View, William Mason and Woodmont Elementary Schools**

Our recommended model at the elementary level is for all students to attend in person on Monday, Tuesday, Thursday and Friday with an early dismissal each of those days.

The Virtual Wednesday at the elementary levels will end on February 24<sup>th</sup>. Beginning the week of March 1<sup>st</sup>, all elementary in-person students will attend five days per week.

The preschool, autistic and LLD programs will run on schedules the details of which will be communicated directly to the parents of students enrolled in those programs.

Approximate School Start and Dismissal Times  
(subject to slight variations due to bus sanitization and arrival/dismissal procedures)

<b>School</b>	<b>Proposed Schedule</b>
Montville Township High School	7:25 a.m. to 11:55 p.m.
Elementary Schools	8:10 a.m. to 12:40 p.m.
Robert R. Lazar Middle School	8:40 a.m. to 1:25 p.m.

## **Full-Time Remote Option**

On July 24, 2020, the New Jersey Department of Education released guidance to local school districts with regard to the provision of a full-time remote learning option for families during the 2020-2021 school year. The guidance indicates that all students are eligible for full-time remote learning. Districts are directed to develop procedures for parents to submit a request to enroll their child(ren) in a fulltime remote program. The Board of Education has adopted Policy 1648.02 – Remote Learning Options for Families and Policy 1648.03 – Restart And Recovery Plan – Full-Time Remote Instruction to comply with this requirement. The guidelines for the Montville Township Public Schools are as follows:

- 1) All parents electing this option must complete the form available in the Genesis Parent Portal. In order to be enrolled in the full-time remote option for September 8<sup>th</sup>, this selection **must be done no later than August 12, 2020.**
- 2) Any questions or concerns about the remote option should be directed to the respective building principal.
- 3) Any determinations regarding the need for an IEP meeting or amendment for students with disabilities will be made in conjunction with the student’s case manager.

The remote learning plan for those students enrolled at the middle and high school level will require the student to participate in the online classes offered each day by the student’s teachers in accordance with the student’s individual school schedule.

At the elementary level, students in grades K-5 will be assigned to a regular grade level class at their home school and will stream into the classroom daily to participate in instruction. Students will be expected to participate in all virtual classroom meetings and to complete all online assignments as directed by their teacher.

We recognize that circumstances may change over the course of the academic year and parents may wish for their children to transition to in-person attendance at school. The district has determined that in order to maintain consistency of instruction, these changes can be made only at the start of a new marking period or trimester (elementary level). Notification of the desire to make such a change must be submitted to the building principal ten (10) school days prior to the start of the new marking period.

Any student who is attending school in-person and wants to transition to the fulltime remote option may only do so at the start of a new marking period by providing written notice to the principal. Changes that might be necessitated by medical or other reasons will be evaluated on an ongoing case by case basis.

All students and parents who elect to participate in full-time remote learning will continue to receive correspondence and communication from the district and their child(ren)’s school via the Schoology platform and School Messenger alerts.

In order to facilitate the best experience for students, parents, and faculty, the district will be offering a school-issued device to all K-12 students. The district has adequate devices for each and every student, so everyone is encouraged to participate in the program. The district is able to push school approved computer programs to school-issued devices and staff are best equipped to help troubleshoot issues with school-issued devices. Documentation associated with the use of a district device is available in Genesis Parent Access. Parents may indicate the need for a school-issued device through the Return to School Survey administered through the Genesis Parent Portal in August.

**Students who are unable to wear a face covering for medical reasons are strongly encouraged to elect the full-time remote option for their own health and safety.**

## 1. General Health and Safety Guidelines

The MTPS remains committed to working closely with local and state health authorities and agencies with regard to obtaining and sharing information about current mitigation levels in the community.

All school staff and any visitors to school and district buildings shall be required to wear face coverings, unless the individual is under two years of age. Students are required to wear face coverings. Student codes of conduct will reflect consequences for students who do not wear face coverings.

It is not feasible for our school nurses to perform temperature screenings on the hundreds of students and staff as they arrive to the building daily. More importantly, we do not want our staff and students traveling to school if they are exhibiting symptoms. All students and staff members are required to check their temperature prior to leaving for school each day.

If a student or staff member has COVID-19 symptoms, they should not attend school and should schedule an appointment for COVID-19 testing at their earliest convenience. Any student or staff member testing positive for COVID-19 must isolate themselves in accordance with the CDC [recommended guidelines](#) and should cooperate with health officials with regard to contact tracing to minimize the spread of the virus. Contact tracing will be handled by the Montville Township Board of Health. The MTPS will assist by providing information, as appropriate, to facilitate the contact tracing.

Given that a symptomatic staff member may infect others or symptomatic students may spread the virus to other students on the bus on the way to school, the MTPS feels strongly that the most important screening that needs to occur is a daily temperature check at home. Any student or staff member with a fever of 100.0 F degrees or greater or symptoms of possible COVID-19 virus infection should remain at home. Given the logistical problems of administering temperature scans to hundreds of staff and students each morning, the district will rely on at-home self-screening with a requirement for parents and staff to report this information by answering all questions included in the screening app each morning.

School nurses will conduct temperature screenings for any students or staff members who may become ill or exhibit symptoms during the school day.

Students who have been diagnosed with a medical condition that might place them at higher risk for severe illness from COVID-19 are encouraged to elect the virtual option rather than in-person attendance at school. The virtual option is also strongly encouraged for those students who are unable to wear a face covering due to a diagnosed medical condition. Parents must submit a doctor's note with a medical diagnosis if they are indicating their child is unable to wear a face covering for medical reasons. The documentation will be reviewed by the school nurse and the school physician.

Attention is drawn to the State of New Jersey's Travel Advisory which directs that any New Jersey resident who has returned from travel to an "impacted state" (refer to <https://covid19.nj.gov/faqs/nj-information/travel-information/which-states-are-on-the-travel-advisory-list-are-there-travel-restrictions-to-or-from-new-jersey> for the current listing of states) should follow self-quarantining for a period of fourteen (14) days period to returning to attendance at school.

Training on COVID-19 will be added to the annual state-mandated trainings that staff must completed through the district's agreement with Global Compliance Network (GCN) for professional development.

## **2. Classrooms, Testing, and Therapy Rooms**

Schools in the district will allow for social distancing within the classroom to the maximum extent practicable. Classroom settings will be configured to provide social distancing of 3 to 6 feet with student desks or seats facing the same direction and students shall wear face coverings as appropriate. This is in accordance with Board of Education Policy 1648 – Restart and Recovery Plan. Desk shields may be utilized to provide additional separation between students.

In a classroom setting where social distancing of 6 feet is provided or physical barriers are in place, face coverings should be worn when students are seated at desks and should be worn when moving about the classroom or when leaving the classroom for any reason.

Teachers, particularly at the elementary level, must discontinue any activities that bring students closer together than three feet, such as gathering together on a rug or holding circle time with students in close proximity. The use of any shared objects should be discouraged. All students should have their own school supplies for their personal use. Any shared objects should be cleaned between each use.

Although the district's H.V.A.C. systems have a fresh air component, additional fresh air circulation is recommended by the CDC as an effective precaution against the spread of the COVID-19 virus. The use of open windows will be encouraged. The use of outside, unconditioned air, however, will require the cooling and heating systems to work harder with less efficiency. As a result, the district will install ionization filters to its classroom uni-ventilators and building filtration systems. These devices are ozone-free and filter the building's air, requiring less fresh air to be circulated. For those in the classrooms, these filters will allow the cooling and heating systems to maintain a comfortable temperature. Where possible, additional HEPA filters will be added. Filter replacement will occur with routine frequency.

Hand sanitizer shall be provided in each classroom. Students and staff will be encouraged to perform regular handwashing, as recommended for 20 seconds, or sanitize their hands at regular intervals and especially after sneezing/coughing/blowing their nose, using the restroom and after recess (should the school schedule be expanded at some point to provide a recess period) and before eating.

## **3. Transportation**

*The Road Back* cites the advice of the CDC to provide space for social distancing on school buses. By their formula, this nets a capacity of 11 students being transported on a 54 passenger school bus. In compliance with the NJDOE's standards for transportation efficiency, the MTPS has created a tiered system of transportation whereby buses serve high school, elementary, and middle school routes. There would not be sufficient time to allow bus routes to run with only 11 students assigned to a route. In addition to the impossible logistics of such a system, the addition of the necessary routes to accomplish transportation in this fashion would be cost-prohibitive for the district.

The NJDOE guidance does acknowledge that this is a likely outcome of these considerations and states: "However, recognizing the potentially significant economic and operational challenges that might arise in achieving these standards, the NJDOE is providing the following anticipated minimum standards and considerations:

If a district is providing transportation services on a school bus but is unable to maintain social distancing, a face covering must be worn by all students who are able to do so upon entering the bus."

Students riding the MTPS bus routes will be required to wear face coverings while they are being transported to school. Accommodations for students who are unable to wear face coverings will be addressed on an individual basis based on the review of the child's medical diagnosis by the school

physician. Students should wear face coverings while waiting at their bus stop, as should any adult that may be chaperoning their child at a bus stop.

When disembarking the bus or while waiting to board the bus, students should maintain 6 foot social distancing and maintain this separation as they are entering the school building.

Buses will be cleaned and disinfected between runs and on a daily basis. Drivers will wear face coverings and maintain hand hygiene as practical.

The district understands the importance of subscription (parent-paid courtesy busing) and intends to maintain this service during the course of the 2020-2021 school year. If conditions change and a determination is made during the year that this service cannot be maintained for health and safety reasons, parents will be provided with a pro-rated refund of their subscription busing fee at the conclusion of the 2020-2021 school year.

#### **4. Student Flow, Entry, Exit and Common Areas**

The American Academy of Pediatrics (AAP) has indicated that conducting COVID-19 tests on all students and staff prior to the start of school is not feasible or recommended. The MTPS District Reopening Committee concurs.

In accordance with *The Road Back*, all school districts are required to have a policy regarding symptom screening. Since the purpose of these screenings is to prevent students or staff members from entering the school buildings, it is the opinion of the District Reopening Committee that the most critical time for temperature and symptom screening to occur is each morning at home before the student or staff member leaves their home.

Symptom screening, including a temperature check, will be done by all parents/guardians at home for each student daily. The fever threshold shall be 100°F. No children with symptoms will be sent on a bus or brought to school. All staff members will perform a symptom screen on themselves prior to leaving for work and will stay home if ill.

Parents, student and staff shall be aware of the symptoms of COVID-19:

- A fever of 100°F or greater
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- Fatigue
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Information and directions on downloading and accessing the app for screening will be provided to all staff members and parents prior to September 1, 2020.

Students and staff members must wear face coverings while waiting for admittance into the school buildings and maintain social distancing.

One-way routes will be established in hallways, to the extent possible, to minimize face-to-face interaction between students and staff members during passing time. Principals will make adjustments to arrival and dismissal schedules to limit the number of students in the hallways at one time.

## **5. Screening, PPE, and Response to Students and Staff Presenting Symptoms**

*The Road Back* requires school districts to “adopt a policy for screening students and employees upon arrival for symptoms and history of exposure.” The Montville Township Board of Education has adopted Policy #1648 “Restart and Recovery Plan” which addresses all of the policy requirements as set forth in *The Road Back*.

The MTPS screening protocol will have the school nurses review the at-home screening information from parents and staff members on a daily basis. During the school day, any students or staff members exhibiting COVID-19 symptoms shall report to the school nurse for a health check. All health checks will be conducted safely and respectfully in accordance with any applicable privacy laws and regulations and shall be done in such a way as to accommodate any students or staff members with disabilities. Students or staff with confirmed symptoms shall be isolated from others until they can be exited from the building. Results must be documented when signs and/symptoms of COVID-19 are observed in staff or students. Adequate PPE will be provided to the school nurses to facilitate their screening of and interaction with students and staff.

The nurses will ensure that the appropriate documentation is provided for students and staff members who return to school following a positive COVID-19 diagnosis in accordance with Board policy and state law regarding communicable diseases.

The MTPS will work closely with the Montville Township Board of Health with regard to the identification of any new cases of COVID-19. As per information provided by the NJDOE, contact tracing for any newly diagnosed cases will remain within the purview of the Board of Health. The MTPS will facilitate the work of the Board of Health by providing any requested information with regard to groups/cohorts that individual cases may have been exposed to.

Our best defense against the spread of COVID-19 is adherence to the following protocols:

- Regular washing of hands with soap and water or with an alcohol-based hand sanitizer.
- Avoid touching eyes, nose and mouth.
- Maintain social distancing and wear face coverings when distancing is not possible.
- Follow good respiratory hygiene by covering coughs and sneezes with a bent elbow or tissue.
- Stay at home and self-isolate with minor symptoms such as cough, headache, and fever until you recover. If you have a fever, cough and difficulty breathing, seek medical attention.

Parents and staff members are reminded of their critical role in self-screening and the screening of students on a daily basis to help identify symptoms in support of our strong efforts to prevent the spread of the virus in our schools and facilities.

Staff members and visitors are required to wear face coverings unless the individual is under two years of age.

Students are required to wear face coverings. Students unable to wear face coverings for medical reasons are strongly encouraged to select the full-time remote option rather than attend school in person.

Exceptions to the requirements for face coverings include:

- Doing so is contraindicated due to the individual's diagnosed medical condition.
- The individual is in extreme heat outdoors.
- The individual is in water.
- The student is under the age of two and could risk suffocation.

If a visitor refuses to wear a face covering for non-medical reasons and if such covering cannot be provided to the individual at the point of entry, entry to the school/district facility will be denied.

## **6. Contact Tracing**

The Montville Township Public Schools recognizes the critical importance of contact tracing as a primary strategy in limiting the spread of COVID-19 in our community. As per the direction of the NJDOE, contact tracing shall be managed by the Montville Township Board of Health. Confirmed positive cases of COVID-19 will reported to the Board of Health. The MTPS will facilitate the work of the Board of Health by providing any requested information with regard to groups/cohorts that individual cases may have been exposed to.

In order to maintain confidentiality with regard to cases, any notification to potential contacts of confirmed cases shall be handled by the Montville Township Board of Health.

The Superintendent has completed the Johns Hopkins University COVID-19 Contact Training course.

## **7. Facilities Cleaning Practices**

It is acknowledged that the primary means of the spread of COVID-19 is person to person, primarily through droplet transmission. The MTPS shall develop a daily cleaning protocol to be followed by the Aramark staff and members of the MTPS custodial and maintenance staff to provide for increased routine cleaning and disinfection of those high-touch surfaces throughout the building. These surfaces include classroom desks and chairs, lunchroom tables and chairs, drinking fountains, door handles and push plates, handrails, bathrooms, light switches, sink and faucet handles, and elevator buttons, and school bus seats which shall be cleaned and disinfected at least daily. Please see the detailed protocols in the Appendices.

Students and staff will be encouraged to bring their own water to school to minimize the use of drinking fountains. The drinking fountains will be shut off, but bottle filling stations will remain operational.

Hand sanitizer will be made available in all classrooms and offices.

A schedule for increased routine cleaning and disinfection has been developed and will be followed by the Aramark custodial staff and the MTPS custodial and maintenance staff members. All cleaning products will be used in accordance with label directions.

If a COVID-19 positive person has been in a school building, arrangements shall be made to close any areas visited by that person until a thorough cleaning and disinfection of the area can take place. Outside doors and windows in the immediate area shall be opened to increase air circulation in the immediate area.

## **8. Meals**

Arrangements are being made to deliver free and reduced price lunches to students' homes to eliminate identifying these students in school.

Initial plans do call for schools to run on an early dismissal schedule daily. This schedule does not include a lunch period for students. Should conditions improve and a decision be made to allow schools to return to a full day schedule, including a lunch period, lunch times shall be staggered or students shall be assigned to eat in classrooms or outdoors to provide for social distancing. At the present time, recess periods will not be provided in accordance with the early dismissal schedule.

If lunch does return to the student schedule, any food served may not be provided through family style, self-service or buffet. If possible, any foods should be served in pre-packaged boxes or bags. If possible, disposable food service items shall be used.

Students shall wash or sanitize their hands prior to and after consuming any food. Students should be reminded not to share any food or beverages.

## **9. Recess/Physical Education**

Under the proposed schedule for reopening, recess periods will not be provided in school. Recess activities can be scheduled for the virtual component of the school day. If, at some point in the future, schools are able to provide a recess period, principals will ensure that if two or more groups are scheduled for recess at the same time, there will be at least six feet of open space between these groups. Flags, cones, tape or other materials can be used to create boundaries between groups. Students must wash their hands following any recess periods. Playground equipment use shall be staggered and disinfected as often as practicable.

Principals shall manage recess and physical education classes to allow for the separation of groups. While students do look forward to social interaction during these recess periods, students need to be reminded not to mingle with other classes or student groups when there are multiple classes assigned to recess or outdoor physical education classes at the same time. Specific areas shall be designated for each class to avoid cohort mixing.

Students should be reminded to wash their hands or to use hand sanitizer following recess time.

Physical education classes and recess activities shall be planned to minimize the need for students to have direct contact with equipment, particularly equipment such as bats or balls that by nature would be used by multiple students in a game setting. The district will close locker rooms to mitigate risk of transmission of the virus.

## **10. Field Trips, Extracurricular Activities, & Use of Facilities Outside of School Hours**

At the present time, the Montville Township Public Schools will not permit any student field trips to be scheduled. This decision will be re-evaluated based on information that is provided by the Office of the Governor and the New Jersey Department of Education regarding the spread of COVID-19 and the numbers of cases occurring in New Jersey. Extracurricular activities will be evaluated on a case by case basis. Social distancing and safe hygiene practices will be maintained during any extra-curricular activities scheduled.

At the present time, external groups will not be granted permission to hold meetings or activities in the school buildings. This is to allow for the facilities to be properly cleaned and sanitized for regular use by our students and staff.

## **In-Person and Hybrid Learning Environments – Roles and Responsibilities**

With regard to in-person learning, instructional staff should:

- Reinforce social distancing protocol with students, co-teachers, and support staff.
- Limit group interactions to maintain safety.
- Support school building safety logistics with regard to entering, exiting, and use of restrooms.
- Become familiar with district online learning systems and platforms.
- Plan standards-based lessons to meet the needs of student at various levels, ensuring versatility of lessons to apply to both in-person and hybrid learning environments.
- Teachers will comply with district guidelines with regard to standards and expectations for ongoing virtual lesson contact with students.
- Develop predictable routines and structures for students while maintaining student engagement through varied instructional strategies/modalities.
- Provide regular feedback to students and families on expectations and progress.
- Set clear expectations for remote and in-person students.
- Assess student progress early and often and adjust instruction and/or methodology accordingly.
- Develop opportunities for real-time interactions with students (office hours, virtual meetings, etc.).
- Instruct and maintain good practice in digital citizenship for all students and staff.
- Administrators, supervisors, and instructional coaches shall support teachers in making necessary curricular adjustments and continuously improving the quality of instruction in remote and hybrid environments.

### **Athletics**

The Montville Township Public Schools will follow the directives, guidelines, and rules as set forth by the New Jersey Interscholastic Athletics Association (NJSIAA) with regard to any athletics practices or contests.

# APPENDICES

## Elementary Instructional Program

### **In-Person Instruction**

On Monday, Tuesday, Thursday, Friday students will be in school from 8:00 - 12:40. There will be 7 periods a day with one special included in the day. Each period will be 40 minutes in length. In addition, students will be assigned homework, with the time and intensity appropriate for the grade level. These assignments will be posted through Schoology and/or Seesaw. Students will be able to access all their district supported online instructional programs through a single sign called ClassLink. In order to maximize instructional time while students are in school, the i-Ready will be assigned for students to complete at home.

Here is an example of an in-person elementary schedule.

Homeroom/Morning Meeting	7:50-8:20
Period 1	8:20-9:00 ELA
Period 2	9:00-9:40 Math
Period 3	9:40-10:20 Special
Period 4	10:20-11:00 Writing
Period 5	11:00-11:40 Science or Social Studies
Period 6	11:40-12:20 Extra ELA or Math
Period 7	12:20-12:40 Dismissal

### **The Five Day Lesson Sequence**

The weekly lesson plan that students must follow, including all activities that must be completed, all resources and applications used, assessments that must be taken, and the times (and length of time) for live synchronous sessions for Virtual Wednesdays will be posted by Monday morning. This will help students and families understand the expectations for the week. Nevertheless, the teachers still do have the flexibility to adjust and change plans, if they believe it is in the best interest of their students' instructional program.

All schedules for the week must be posted in Schoology, but teachers have the option to provide a link within that Schoology posting to Seesaw, if that will be the platform the teacher will be using to provide resources and accept student work and artifacts. Schoology and Seesaw are the two available Learning Management Systems that are district-provided for elementary teachers and students.

### **Structure of Virtual Wednesdays - Distance Learning**

On Wednesdays where it is 100% distance learning, all teachers and students will follow a synchronous model that will run on the early dismissal schedule. Students will engage virtually in each of their 40 minute scheduled class times for Reading, Writing, Mathematics, and Social Studies/Science. Specials, BSI, and resource classes will take place at the same time as if students were physically in school. During this time students are expected to:

- Attend daily class meetings
- Arrive on time for virtual classes
- Come to virtual classes prepared with needed materials
- Follow rules for behavior during online class time
- Use conference features appropriately; mute, camera, messaging
- Participate in classroom discussions
- Complete online assignments in a timely manner

In order to provide families with the needed flexibility to get students onto the live synchronous session, the start times may be staggered. For example, a family with a Kindergartener, 2nd grader and 3rd grader would not have to help their children get on a Google Meet all at 8:20 a.m. The homeroom time will allow for this flexibility. The expectation is that once the students are on their video conference, they will remain logged in for the duration of the school day, unless otherwise told by their teacher. Teachers will guide students throughout the day, as they would if they and their students were all in school. Although the students may be joining a video conference for an extended period of time, students will not be required to complete all their activities and school work via the Chromebook.

### **100% Virtual Instruction Option**

If families choose the 100% remote/distance instruction option, all teachers will follow a synchronous model. Students will engage virtually in each of their 40 minute scheduled class times for Reading, Writing, Word Study, Mathematics, and Social Studies/Science. Specials, BSI, and resource classes will take place in the afternoon to accommodate those teachers, who will be teaching students in-person. During the synchronous learning time, students are expected to:

- Attend daily class meetings
- Arrive on time for virtual classes
- Come to virtual classes prepared with needed materials
- Follow rules for behavior during online class time
- Use conference features appropriately; mute, camera, messaging
- Participate in classroom discussions
- Complete online assignments in a timely manner

### **Technology**

Single Sign-In for all district purchased or district approved resources - Class Link

LMS - Schoology and Seesaw

Live Virtual Synchronous Sessions - Schoology Conferencing, Google meet, Zoom (only free, limited version)

Resources: See MTPS Approved District List

### **Assessment**

The focus of assessments upon returning to school will be formative in nature to help staff identify student learning needs and plan for upcoming instruction. The i-Ready diagnostic will be used to assess student learning loss, set appropriate goals, and balance prerequisite skills with on-grade level learning. The first diagnostic will be administered no later than the September 18th. Teachers will assign instructional lessons based on diagnostic information in order to fill learning gaps. The PALMS, a one-on-one district created assessment, will be used as an additional tool to assess student strengths and weaknesses at the primary level.

### **Tiered System of Supports (NJTSS)**

MTPS is committed to providing a Multi-tiered Systems of Supports (MTSS) as it reopens schools. The district will continue to utilize the Intervention and Referral Services Committees to assist teachers who are having difficulty in addressing student learning, behavior or medical needs.

- At risk students will continue to receive Basic Skills Instructional supports and services via a pull out model with emphasis on the primary grades, while complying with CDC, state and local guidelines to the greatest extent possible.

### **Professional Learning**

A strong menu of optional professional development is being offered prior to the beginning of the school year to give teachers the opportunity to build their professional capacity in adopted district resources and programs. Training will also be provided in the two platforms that the district will use throughout the 2020-2021 school year: Schoology and SeeSaw. Professional Learning opportunities will continue to be offered throughout the school year with special emphasis on addressing the learning loss for the most vulnerable populations.

### **Pacing Guides**

Districts must be prepared for the possibility that public health could require another switch to all remote learning at any time during the year. It is also reasonable to expect that students may move back and forth between in-person and virtual learning due to changing health conditions. The shortened school day requires that teachers follow the curriculum and eliminate non-essential lessons that do not specifically support the state standards. To be prepared for any scenario, pacing guides have been created for each content area to guide the timing of teacher instruction throughout each marking period. The ELA and Mathematics Instructional Units and Model Curricula served as a resource in the creation of these guides.

### **Guided Reading**

Due to the need to adhere to all social distancing guidelines, small group instruction conducted by seating children around a classroom table will not occur.

**Robert R. Lazar Middle School In-Person Schedule**

<b>MONDAY</b>  Cohort A— At School  Cohort B—  Virtual  A DAY-pds 1-4	<b>TUESDAY</b>  Cohort A— At School  Cohort B—  Virtual  B DAY-pds 5-8	<b>WEDNESDAY</b>  Virtual for Everyone  ALL CLASSES meet virtually. There will be a one [1] hour break between periods 4 and 5.  Each class will run for thirty [30] minutes.	<b>THURSDAY</b>  Cohort B—At School  Cohort A—  Virtual  A DAY-pds 1- 4	<b>FRIDAY</b>  Cohort B— At School  Cohort A—  Virtual  B DAY-pds 5-8
HR	HR		HR	HR
PERIOD 1	PERIOD 5	PERIOD 1  PERIOD 2	PERIOD 1	PERIOD 5
PERIOD 2	PERIOD 6	PERIOD 3  PERIOD 4	PERIOD 2	PERIOD 6
PERIOD 3	PERIOD 7	PERIOD 5  PERIOD 6	PERIOD 3	PERIOD 7
PERIOD 4	PERIOD 8	PERIOD 7  PERIOD 8	PERIOD 4	PERIOD 8

**Expectations for Virtual Students:**

- A. Students are required to attend class at the assigned time. Attendance will be taken for each class period.
- B. Students are required to turn the video feature on and mute themselves until asked otherwise.
- C. Only Students are allowed to attend classes. Parents/Guardians and siblings [or any other person] are not permitted to attend class for any reason.
- D. Students who choose to attend school virtually are expected to attend classes five [5] days per week.
- E. All chats, emails, and posts are to adhere to the Robert R. Lazar Middle School student code of conduct and the district's acceptable use policy.
- F. If a student thinks they didn't submit correctly, they need to send an email as a backup.

**Expectations for Students Attending Classes In-Person**

- A. Students will carry all materials for classes on their person. Backpacks are permitted.
- B. Students are required to bring a fully charged Chromebook each day.
- C. Students will follow Robert R. Lazar Middle School code of conduct and teacher participation rules in each class.

## Montville Township High School

During the 2020-2021 school year, students at Montville Township High School will follow an AA/Virtual Day/BB schedule. Each student will be assigned to either the A-Cohort (Green) or B-Cohort (White). Students assigned to the A-Cohort will attend school on Monday & Tuesday. Students assigned to the B-Cohort will attend school on Thursday & Friday. When a student is not assigned to be physically at school, they will attend school virtually. On Wednesday, all students will be attending school virtually.

Monday, Tuesday, Thursday, and Friday Schedule				
Bell Schedule	Day A	Day B	Day C	Day D
7:25-7:31 AM	Homeroom			
7:31-7:39 AM	Passing Time			
7:39 – 8:37 AM	Period 1	Period 3	Period 2	Period 4
8:37 – 8:45 AM	Passing Time			
8:45 – 9:43 AM	Period 2	Period 4	Period 1	Period 3
9:43 – 9:51 AM	Passing Time			
9:51 – 10:49 AM	Period 5	Period 7	Period 6	Period 8
10:49 – 10:57 AM	Passing Time			
10:57 – 11:55 AM	Period 6	Period 8	Period 5	Period 7
11:55 – 1:00 PM	Lunch	Lunch	Lunch	Lunch
1:00 – 1:26 PM	Period 1 Science Lab	Period 3 Science Lab	Period 2 Science Lab	Period 4 Science Lab
1:30 – 1:56 PM	Period 5 Science Lab	Period 7 Science Lab	Period 6 Science Lab	Period 8 Science Lab

Wednesday Schedule Virtual Day – Day 0	
7:25-7:29 AM	Homeroom
7:32-7:58 AM	Period 1
8:03-8:29 AM	Period 2
8:34-9:00 AM	Period 3
9:05-9:31 AM	Period 4
9:31-9:56 AM	Break
9:56-10:22 AM	Period 5
10:27-10:53 AM	Period 6
10:58-11:24 AM	Period 7
11:29-11:55 AM	Period 8

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>SEPTEMBER 2020</b>				
	1-No School	2-No School	3-No School	4 No School
7-No School	8-Day 0	9-Day 1	10-Day 2	11- Day 3
14- Day 4	15-Day 1	16-Day 2	17-Day 3	18-Day 4
21-Day 1	22-Day 2	23-Day 3	24-Day 4	25-Day 1
28-No School	29-Day 2	30-Day 3		
<b>OCTOBER 2020</b>				
			1-Day 4	2-Day 1
5- Day 2	6- Day 3	7- Day 4	8- Day 1	9-Day 2
12-No School	13- Day 3	14- Day 4	15- Day 1	16- Day 2
19- Day 3	20- Day 4	21- Day 1	22- Day 2	23- Day 3
26- Day 4	27- Day 1	28- Day 2	29- Day 3	30- Day 4
<b>NOVEMBER 2020</b>				
2- Day 1	3- Day 2	4- Day 3	5-No School	6-No School
9- Day 4	10- Day 1	11- Day 2	12- Day 3	13- Day 4
16- Day 1				
<b>DECEMBER 2020</b>				
A-Cohort		Virtual Day	B-Cohort	
	1- B Day	2-Day 0	3-A Day	4 B Day
7-C Day	8-D Day	9-Day 0	10-C Day	11-D Day
14-A Day	15-B Day	16-Day 0	17-A Day	18-B Day
21-C Day	22-D Day	23-Day 0	24-No School	25-No School
28-No School	29-No School	30-No School	31-No School	
<b>JANUARY 2021</b>				
A-Cohort		Virtual Day	B-Cohort	
				1-No School
4-C Day	5-D Day	6-Day 0	7-C Day	8-D Day
11-A Day	12-B Day	13-Day 0	14-A Day	15-B Day
18-No School	19-D Day	20-Day 0	21-C Day	22-D Day
25-A Day	26-B Day	27-Day 0	28-A Day	29-B Day

### Montville Township High School

#### Expectations for Virtual Students:

- A. Students are required to attend class at the assigned time. Attendance will be taken for each class period.
- B. Students are required to turn the video feature on and mute themselves until asked otherwise.
- C. Only Students are allowed to attend classes. Parents/Guardians and siblings [or any other person] are not permitted to attend class for any reason.
- D. Students who choose to attend school virtually are expected to attend classes five [5] days per week.
- E. All chats, emails, and posts are to adhere to the Montville Township High School student code of conduct and the district's acceptable use policy.
- F. If a student thinks they didn't submit correctly, they need to send an email as a backup.

#### Expectations for Students Attending Classes In-Person

- A. Students will carry all materials for classes on their person. Backpacks are permitted.
- B. Students are required to bring a fully charged Chromebook each day.
- C. Students will follow the Montville Township High School code of conduct and teacher participation rules in each class.

## **Transportation**

In accordance with the recommendations included in *The Road Back*, the additional procedures adopted by the district help mitigate exposure of the students and staff to contaminants, such as the COVID-19 virus, while they are on district bus routes. These protocols work in conjunction with each other to provide additional protection, but cannot eliminate all risks as they are confirmed by practical constraints.

Students will be assigned seats in addition to their bus route and times in Genesis Parent Access. The assigned seats will place students from the same household together but allow for distancing between students from separate households.

Contracted bus drivers will complete pre-entrance protocols (such as temperature readings) and submit the results prior to arriving to work.

Bus drivers will have a supply of masks to provide should a student waiting at the bus stop not have one to wear.

All students must be wearing a face covering in order to board the bus.

Fresh air ventilation is recommended by the CDC as an effective precaution against the spread of the COVID-19 virus. Windows on the bus shall remain open (weather permitting) to provide maximum ventilation on the bus.

After completing a bus route and once students have all disembarked, MTPS custodial/maintenance personnel will disinfect each bus prior to the next run.

At the end of the day, cleaning and disinfection will be handled by the bus contractor.

Students who are picked up first on the route will proceed to the back of the bus and be seated. As the route continues, students will fill in the seats in the middle of the bus and the front of the bus until all are on board. This will minimize students having to walk by each other as the bus is loaded along the route.

At dismissal, students who exit the bus first will be assigned to the seats in the front of the bus and will board the bus last. Students exiting mid-route will be assigned seats in the middle of the bus and those students whose stops are at the end of the route will be assigned seats in the back of the bus.

Parents shall be given the opportunity to waive their right to transportation if they choose to provide their own transportation for their child(ren). To elect that option, a transportation waiver must be completed and submitted to the Transportation Department, prior to the start of school.

## **Student Flow, Entry, Exit and Common Areas**

Principals will design arrival and dismissal procedures that utilize multiple entrances and exits to promote social distancing,

Principals will make necessary adjustments to bell schedules to stagger class passing times and dismissal times as practical.

Students will need to carry their class materials and coats with them as the use of school lockers will not be permitted due to social distancing concerns.

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

All staff and parents will conduct health screenings and will report that information prior to the stated deadline through the school district's app on a daily basis.

All students are responsible for having two face coverings in school daily (one to wear and a spare). Staff members will be provided with five (5) masks at the start of the school year. All students and staff are responsible for cleaning and maintaining their face coverings. All students and staff must ensure that face coverings are worn appropriately when required and that these coverings provide full coverage of the face and nose. Face shields alone are not acceptable as stand-alone face coverings but may be worn as additional protection. Face masks with exhalation valves are not permitted to be worn in school.

All face coverings must be worn correctly at all times. The CDC suggests the following procedures:

1. Wash your hands before putting on your face covering.
2. Place the face covering over your mouth and nose and secure it under your chin.
3. Try to fit it snugly against the sides of your face.
4. Make sure you can breathe easily

School nurses shall be provided with the necessary PPE to enable them to interact with students and staff who may be COVID-19 positive.

## **Montville Township School District Cleaning Protocols – Buildings**

In accordance with the recommendations included in *The Road Back*, the additional procedures adopted by the district help mitigate exposure of the students and staff to contaminants, such as the COVID-19 virus, while they are in the district's buildings. These protocols work in conjunction with each other to provide additional protection, but cannot eliminate all risks as they are confined by practical constraints.

The Cleaning Protocols include two components, procedures for cleaning and those for disinfecting. As indicated by the CDC, "cleaning with soap and water reduces the number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces." The cleaning protocols include the wiping down of white boards and hard surfaces, the cleaning of the floors, and the removing the garbage in order to remove germs, dirt, and impurities from the classrooms. These procedures are completed daily at the end of each day. Due to concerns with the daily cleaning of the buildings in the past, the district has contracted with a new custodial management service. This company was selected based on the recommendations of other districts due to their high cleaning standards. The Cleaning Protocols for each day are detailed below. They include the touchpoints to be addressed in the various areas of the buildings.

Disinfecting Protocols include a mist disinfectant that is applied after the daily cleaning is completed at the end of each day. The mist disinfectant is applied to the hard surfaces in the classroom and other spaces. The disinfectant selected by the MTPS is non-toxic and kills germs, including those from the COVID-19 virus, on contact. A secondary set of disinfectant procedures has been added while students and staff are present.

The district has contracted additional custodial staff for periodic disinfecting of surfaces, including the wiping down of hard surfaces such as desks, tables, door knobs, light switches, sinks, water fountains, restrooms, and specialty spaces. The addition of this secondary procedure will increase the routine frequency of disinfecting throughout the schools, as suggested by *The Road Back*. It does not ensure that spaces will be disinfected after every use during the school day. The application of hand-washing and use of hand sanitizer by the students and staff mitigates the spread of the infection between disinfection applications.

In the event that a COVID-19 case is confirmed, the facilities staff will close any exposed areas for cleaning and disinfecting and open any outside doors and windows to increase fresh air circulation to the areas. Custodial staff will complete a deep cleaning and disinfecting of the exposed space.

### **Classroom High Touch Objects Disinfected**

#### Description of Areas to Clean/Disinfect:

Armrests and Back of Chairs  
Cabinets/Drawer Handles  
Desk and Table Tops/Surfaces  
Doorknobs/Handles/Keypads  
Electronics  
Light Switches/Room Controls  
Paper Towel/Tissue Dispensers  
Sinks/Hardware  
Soap Dispensers  
Student Desks  
Floors  
Glass/Windows  
Walls  
Vents  
White/Chalk/SMART Boards

**All high touch objects and surfaces are disinfected with ES364 Neutral Disinfectant and Hydrogen Peroxide Multi-Purpose Cleaner and Bioesque**

### **Library High Touch Objects Disinfected**

#### Description of Areas to Clean/Disinfect:

Armrests and Back of Chairs  
Cabinets/Drawer Handles  
Desk and Table Tops/Surfaces  
Doorknobs/Handles/Keypads  
Electronics  
Light Switches/Room Controls  
Paper Towel/Tissue Dispensers  
Sinks/Hardware  
Soap Dispensers  
Student Desks  
Floors  
Glass/Windows  
Walls  
Vents  
White/Chalk/SMART Boards

**All high touch objects and surfaces are disinfected with ES364 Neutral Disinfectant and Hydrogen Peroxide Multi-Purpose Cleaner and Bioesque**

### **Entrance Ways High Touch Objects Disinfected**

#### Description of Areas to Clean/Disinfect:

Armrests and Bank of Chairs  
Doorknobs/Handles/Keypads  
Light Switches/Room Controls  
Floors  
Glass/Windows  
Walls  
Vents

**All high touch objects and surfaces are disinfected with ES364 Neutral Disinfectant and Hydrogen Peroxide Multi-Purpose Cleaner and Bioesque**

### **Hallways High Touch Objects Disinfected**

#### Description of Areas to Clean/Disinfect:

Doorknobs/Handles/Keypads  
Handrails  
Light Switches/Room Controls  
Lockers/Handles  
Floors  
Glass/Windows  
Walls  
Vents

**All high touch objects and surfaces are disinfected with ES364 Neutral Disinfectant and Hydrogen Peroxide Multi-Purpose Cleaner and Bioesque**

### **Stairwells High Touch Objects Disinfected**

#### Description of Areas to Clean/Disinfect:

Doorknobs/Handles/Keypads  
Handrails  
Light Switches/Room Controls  
Floors  
Glass/Windows  
Walls  
Vents

**All high touch objects and surfaces are disinfected with ES364 Neutral Disinfectant and Hydrogen Peroxide Multi-Purpose Cleaner and Bioesque**

### **Offices and Conference Rooms High Touch Objects Disinfected**

#### Description of Areas to Clean/Disinfect:

Armrests and Bank of Chairs  
Cabinets/Drawer Handles  
Desks and Tables Tops/Surfaces  
Doorknobs/Handles/Keypads  
Light Switches/Room Controls  
Office Equipment/Copiers  
Glass/Windows  
Floors  
Vents  
Walls and WhiteBoards

**All high touch objects and surfaces are disinfected with ES364 Neutral Disinfectant and Hydrogen Peroxide Multi-Purpose Cleaner and Bioesque**

**Restrooms/Showers/Locker Rooms High Touch Objects Disinfected**

Description of Areas to Clean/Disinfect:

Doorknobs/Handles/Keypads  
Light Switches/Room Controls  
Bathroom Stalls  
Handrails/Hooks  
Sinks/Hardware  
Counter Tops/Shelf Edges/Cabinets  
Electric Hand Dryers  
Paper Towel/Tissue Dispensers  
Lockers/Handles  
Soap Dispensers  
Toilet Flush Levers/Seats  
Floors  
Glass/Windows/Mirrors  
Vents  
Walls

**All high touch objects and surfaces are disinfected with ES364 Neutral Disinfectant and Hydrogen Peroxide Multi-Purpose Cleaner and Bioesque**

**Auditoriums High Touch Objects Disinfected**

Description of Areas to Clean/Disinfect:

Armrests and Bank of Chairs  
Doorknobs/Handles/Keypads  
Light Switches/Room Controls  
Glass/Windows  
Floors  
Vents  
Walls

**All high touch objects and surfaces are disinfected with ES364 Neutral Disinfectant and Hydrogen Peroxide Multi-Purpose Cleaner and Bioesque**

**Miscellaneous/ Other High Touch Objects Disinfected**

Description of Areas to Clean/Disinfect:

Fitness Equipment  
Stair Handrails  
Lamps  
Lockers/Handles  
Elevators  
Storage Bins  
Shelves/Racking  
Floors  
Glass/Windows  
Walls  
Vents

**All high touch objects and surfaces are disinfected with ES364 Neutral Disinfectant and Hydrogen Peroxide Multi-Purpose Cleaner and Bioesque**

**Cafeterias High Touch Objects Disinfected**

Description of Areas to Clean/Disinfect:

Armrests and Back of Chairs  
Cabinet/Drawer Handles  
Dispensers (Hand Sanitizer/Soap)  
Doorknobs/Handles/Keypads  
Light Switches/Room Controls  
Paper Towel/Napkin Dispensers  
Serving Lines  
Sinks/Hardware  
Table Countertops and Surfaces  
Utensil Dispensers  
Glass/Windows  
Floors  
Vents  
Walls

**All high touch objects and surfaces are disinfected with ES364 Neutral Disinfectant and Hydrogen Peroxide Multi-Purpose Cleaner and Bioesque**

**Playgrounds**

Description of Areas to Clean/Disinfect:

All Playground Apparatus

**All high touch objects and surfaces are disinfected with ES364 Neutral Disinfectant and Hydrogen Peroxide Multi-Purpose Cleaner and Bioesque**

**School Buses**

Description of Areas to Clean/Disinfect:

Disinfect all surfaces

**All high touch objects and surfaces are disinfected with ES364 Neutral Disinfectant and Hydrogen Peroxide Multi-Purpose Cleaner and Bioesque**