

# Appendix D

## Appendix D

### Critical Area of Operation #4 - Student Flow, Entry, Exit, and Common Areas


Appendix D includes the locally developed protocols addressing or exceeding the anticipated minimum standards as required by the NJDOE Guidance and referenced in the Board's Plan – Section A.1.d., including, but not limited to:

#### a. Location of Student and Staff Screening

- ✓ Students, parents, and all staff will be educated so that all persons understand how to identify the symptoms related to COVID-19.
- ✓ Educating the school community will include videos, presentations, daily and weekly communications from district and building-level leadership to ensure the safety of all school community members.
- ✓ Staff will be asked to take their temperature and check for COVID-19 symptoms each day prior to reporting to work. They should contact their direct supervisor and building level school nurse if they experience any symptoms consistent with COVID-19. Staff are also asked to consult their health care provider.
- ✓ Parents must sign a COVID-19 screening waiver that will confirm their agreement to self-monitor their child(ren), including a temperature check, in the home prior to getting on any district vehicle or entering a district facility. Staff will visually check students upon arrival for COVID-19 symptoms. If the visual screening indicates possible COVID-19 symptoms, the student will be sent to the school nurse for further assessment. Staff will take their own temperature and conduct a self-check for COVID-19 symptoms prior to reporting to work.

#### b. Social Distancing in Entrances, Exits, and Common Areas

- ✓ Due to the variation of each building, the sub-committee has determined the building-level leadership team should determine how to manage the flow of students throughout their building. The following guidelines must be followed:
  - Create one-way pathways throughout the building where possible.  
*Note:* Due to the size of some building hallways, it may be



necessary to split the hallway in half so one-side moves in one direction, and the other side moves in the opposite.

- Stairwells should be designated and labeled one-way either up or down.
- Plans for getting students to support services such as school counseling, health office, speech, OT, PT, or the helpdesk should be developed at the building level to minimize student movement and maximize instructional time in the classroom.
- Preschool and Kindergarten students will be escorted to the health office when necessary.

### **Entry and Exit**

- ✓ Due to the anticipated challenges associated with the arrival and dismissal of students at elementary, middle, and high school levels, the principals propose the following plan for the arrival and dismissal of their students. Please note, specifics regarding which doors will be used for students to enter and exit will vary based on the buildings design, layout, and student's age.

- ✓ **EARLY ELEMENTARY SCHOOLS (BE, TJ, WH)**

- Arrival

- Teachers enter the building: 8:45 AM

- Students begin entering the building 8:55 AM with a start time of 9:05 AM

- Students will remain in parents' cars until directed by the principal or the designee
    - Bus students will remain on bus until directed to unload. One bus at a time will be unloaded.
    - Students will enter the building, following the one-way signs, and go directly to their classrooms.

- Dismissal

- 1:05 begin dismissal

- Walking students dismissed first

- Bus students dismissed by bus number as their buses arrive


- ✓ **LATE ELEMENTARY SCHOOLS (BI, HU, WW)**

- Arrival

- Teachers enter the building: 8:45 AM

- Students begin entering the building 9:20 AM with a start time of 9:30 AM

- Students will remain in parents' cars until directed by the principal or the designee

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- Bus students will remain on bus until directed to unload. One bus at a time will be unloaded.
  - Students will enter the building, following the one-way signs, and go directly to their classrooms.

Dismissal

1:30 begin dismissal

Walking students dismissed first

Bus students dismissed by bus number as their buses arrive

✓ **MIDDLE SCHOOLS (BHMS, CRMS, OVMS)**

Arrival

Teachers enter the building: 7:45 am.

Students begin entering the building: 7:50 -8:10 am.

- Students will remain in parent vehicles until directed to enter the building by a school administrator or designee. This will eliminate a need for a holding room and will allow for a slower pace of students entering the building at once. Principals of each middle school will communicate specifics related to designated parent drop-off and pick-up areas. Plans will be communicated to staff and parents prior to the start of the school year.
- School administrator or principal's designee will unload one bus at a time.
- Students will enter the building and go directly to period 1 or period 5.

Dismissal

12:22 Dismiss walkers and 6th-grade students with a parent pick up.

12:26 Dismiss 7th and 8th-grade with a parent pick up.

12:30 Begin dismissing buses by number.

✓ **WASHINGTON TOWNSHIP HIGH SCHOOL**

Arrival

Teachers arrive by 7:10 am.

Students begin entering the building at 7 am when doors are unlocked.

Students are expected to enter the building using the door closest to their first class of the day.

11/12 Wing

- 11/12 Main Office Entrance
- 11/12 Playhouse Entrance
- E-Hall Entrance by E-2
- Ramp entrance by G-102

### Core

- Core Main Entrance

### 9/10 Wing

- Entrance by Cafeteria C/D
- Ganttown Road Entrance
- Students driving to school or being transported by parents will remain in their cars until 7 am when the doors are unlocked. This will help minimize students congregating while waiting to enter the building.
- All exterior entry doors will be propped open and supervised by an administrator or designee from 7 am until 7:15 am to minimize students or staff touching door handles upon arrival.
- Students enter the building and go directly to their first class of the day.

### Dismissal

A staggered dismissal schedule will be as follows:

Group	Dismissal Time	Lunch Pickup Location	Notes
Seniors (Grab and Go)	11:40	Cafeteria B	Exit back of Cafeteria if Driving
Sophomores (Grab and Go)	11:41	9/10 Gym Lobby	Exit doors by Café C/D
Juniors (Grab and Go)	11:42	IMC	Exit exterior doors to back lot if driving Exit side door back to Core Lobby if taking the bus
Freshmen (Grab and Go)	11:43	Core Lobby	Exit Core Lobby
Upstairs Classrooms/All Grades (No Lunch)	11:44	N/A	Exit nearest doors
Downstairs Classrooms/All Grades (No Lunch)	11:45	N/A	Exit nearest doors