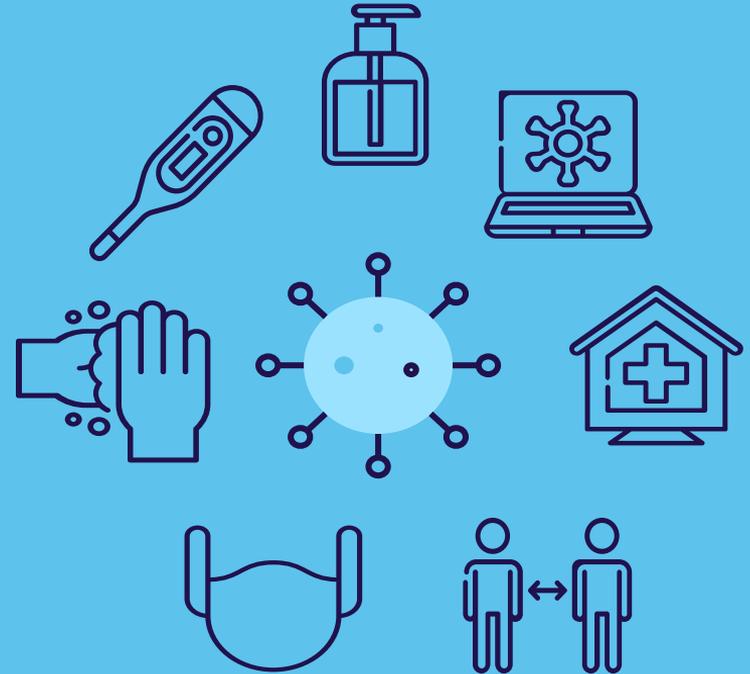


COVID Daily Screening Form for Parents & COVID-Related Health and Safety Protocols

Jackson School District

Important Back to School
Information 2020-2021

Aug. 27, 2020



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**The health and safety of our
students and staff must come first
- even before learning.**

— JACKSON SCHOOL DISTRICT SUPERINTENDENT OF SCHOOLS NICOLE PORMILLI

This presentation explains the Jackson School District's health and safety protocols.

HEALTH SCREENING

Daily health screening for all students and staff. This is VITAL to our success.

PREVENTION

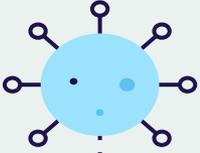
The behaviors and practices we all need to employ to stay safe.

ENVIRONMENT

How we can maintain a healthy and safe environment.

PROTOCOLS

If someone is either infected or suspected - what happens?



PARENTS: DAILY HEALTH SCREENING IS MANDATORY

Each morning after your children wake up, all parents/guardians **MUST** assess their children's health:

- Do they have a fever?
- Do they have any symptoms of COVID-19?
- Have they been in contact with someone in a way that would require them to quarantine?
- Have they traveled to an area that would require them to quarantine?

The DAILY COVID Health Screening Form MUST be submitted each day the child will be in our schools. Parents must fill it out on the Parent Portal.

Remember:
Forms on the Portal
must be filled out
by the Parent.
Students may not
submit the form.

Suggestion:
Make it a part of
your morning routine...

We know doing this every day won't be easy.

However, we are required to confirm with families that students are free of COVID-19 symptoms.

All school districts in New Jersey must have procedures for "screening students and employees upon arrival for symptoms and history of exposure," according to the NJ DOE's *The Road Back - Restart and Recovery Plan for Education*.

IS IT AN IN-PERSON DAY FOR YOUR CHILD? THIS IS WHAT YOU DO.

1

When your children wake up, assess their health.

2

Log in to the Parent Portal to complete a DAILY COVID Health Screening Form.

This form must be completed at least 30 minutes prior to their arrival at school.

3

Once you submit the form, your answers will trigger a message to you letting you know if your child should attend school that day or if they should stay home.

FYI:

Forms will be refreshed very early each morning that your child is to attend in-person.

WHAT HAPPENS TO THE INFORMATION ON THE FORM?

AND WHAT IF I DON'T FILL OUT THE FORM?

The Jackson School District must be able to rely on parents and guardians to help ensure that all the students attending school are healthy.

Once the form is submitted, a record will appear in our student information system (Genesis). Homeroom teachers taking attendance will see if that student's form indicated he/she should not be in school.

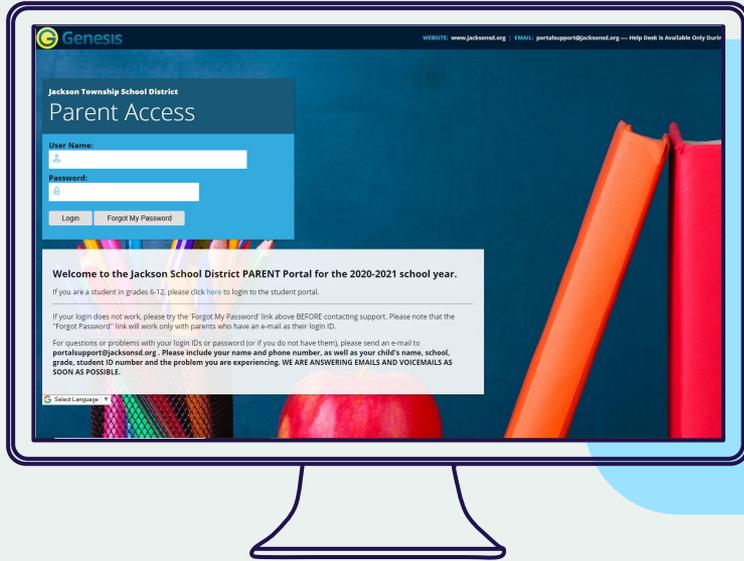
If a Parent does not submit a Daily COVID Form:

Students will be sent to the nurse, placed in an isolation area, and parents will be called.

If the form indicates a child should have stayed home, but came to school:

Student will be sent to the nurse, placed in an isolation area, and parents will be called.

PARENT PORTAL: <https://parents.jacksonsd.org>



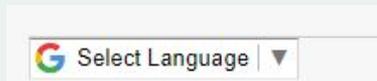
When you log in to the Parent Portal, go to the FORMS tab up top.

The DAILY COVID Health Screening Form will appear daily.

You will fill this form out EVERY DAY that your child is IN PERSON in our schools, at least 30 minutes prior to their arrival at school.

Did you know that after you sign in to the Portal, you can change the language to your home language?

- Sign in and go to the bottom of the page
- Use the Pull-Down to select your home language



**DO YOU HAVE
A CHILD IN
MORNING
CHILD CARE?**



If you have a child in **morning (AM) Child Care:**

Until further notice, you will fill out a paper version of this form each day at drop-off. Students will not be allowed into morning child care without this form.

For afternoon child care, the students will have already been screened through the Daily COVID Form on the Portal.

IMPORTANT:

**You will STILL NEED to complete the
Daily COVID Health Screening Form
ON THE PORTAL each day.**

*(Homeroom teachers need to be able to see
this information in our system)*

DAILY HEALTH SCREENING - MUST BE COMPLETED EVERY MORNING

FEVER: If your child has a fever, then your child needs to stay home.

Has your child been fever free for more than 24 hours without the help of fever-reducing medication? (Less than 100.4 degrees)

Section A

If **TWO OR MORE** of the fields in this Section are **checked off**, please keep your child home and notify the school for further instructions.

- Chills
- Rigors (shivers)
- Myalgia (muscle aches)
- Headache
- Sore Throat
- Nausea or Vomiting
- Diarrhea
- Fatigue
- Congestion or runny nose

Section B

If **AT LEAST ONE** field in this Section is **checked off**, please keep your child home and notify the school for further instructions

- Cough
- Shortness of Breath
- Difficulty Breathing
- New loss of smell
- New loss of taste

When the response indicates that a child has COVID-like symptoms, a notification box will appear and tell the parent not to send their child to school.

DAILY HEALTH SCREENING - MUST BE COMPLETED EVERY MORNING

CLOSE CONTACT / POTENTIAL EXPOSURE SECTION OF DAILY HEALTH SCREENING FORM

If ANY of the fields in the 'Close Contact/Potential Exposure' section are checked off, your child should remain home for 14 days from the last date of exposure (if child is in close contact of a confirmed COVID-19 case) or date of return to New Jersey. Contact your child's provider or your local health department for further guidance.

Please verify if:

- Your child has had close contact (within 6 feet of an infected person for at least 10 minutes) with a person with confirmed COVID-19
- Someone in your household is diagnosed with COVID-19
- Your child has traveled to an area of high community transmission.

Please note the question about travel refers to the NJ travel advisory that expects compliance with a directive that all individuals entering NJ from states with significant spread of COVID-19 should quarantine for 14 days after leaving that state. [Please view this link to NJ Travel Advisory States.](#)

The Jackson School District will fully comply with any mandated quarantine as designated by the County Health Department.

DAILY COVID FORM - Sample from portal

Has your child been fever free for more than 24 hours without the help of fever-reducing medication? (Less than 100.4 degrees)

Ha estado su hijo sin fiebre durante más de 24 horas sin la ayuda de medicamentos para bajar la fiebre? (Menos de 100,4 grados)

Section A - If **TWO OR MORE** of the fields in this Section are checked off, please keep your child home and notify the school for further instructions.

Sección A - Si **DOS O MÁS** de los campos de esta Sección están marcados, mantenga a su hijo en casa y notifique a la escuela para obtener más instrucciones.

- Chills
- Rigors (shivers)
- Myalgia (muscle aches)
- Headache
- Sore Throat
- Nausea or Vomiting
- Diarrhea
- Fatigue
- Congestion or runny nose

Section B - If **AT LEAST ONE** field in this Section is checked off, please keep your child home and notify the school for further instructions

Sección B - Si **AL MENOS UN** campo en esta Sección está marcado, mantenga a su hijo en casa y notifique a la escuela para obtener más instrucciones

- Cough
- Shortness of Breath
- Difficulty Breathing
- New loss of smell
- New loss of taste

Close Contact/Potential Exposure

If **ANY** of the fields in the 'Close Contact/Potential Exposure' section are checked off, your child should remain home for 14 days from the last date of exposure (if child is a close contact of a confirmed COVID-19 case) or date of return to New Jersey.

Contact your child's provider or your local health department for further guidance.

Si **CUALQUIERA** de los campos en la sección 'Contacto cercano / Exposición potencial' está marcado, su hijo debe permanecer en casa durante 14 días a partir de la última fecha de exposición (si el niño es un contacto cercano de un caso confirmado de COVID-19) o la fecha de regreso a Nueva Jersey.

Comuníquese con el proveedor de su hijo o con el departamento de salud local para obtener más orientación.

Please verify if:

Verifique si:

- Your child has had close contact (within 6 feet of an infected person for at least 10 minutes) with a person with confirmed COVID-19
- Someone in your household is diagnosed with COVID-19
- Your child has traveled to an area of high community transmission.

Please note the question about travel refers to the NJ travel advisory that expects compliance with a directive that all individuals entering NJ from states with significant spread of COVID-19 should quarantine for 14 days after leaving that state. Please view this link to [NJ Travel Advisory States](#)

Tenga en cuenta que la pregunta sobre viajes se refiere al "Aviso de viaje de NJ" que espera el cumplimiento de una directiva de que todas las personas que ingresan a NJ desde estados con una propagación significativa de COVID-19 deben ponerse en cuarentena durante 14 días después de salir de ese estado. Consulte este enlace a los estados de aviso de viajes de NJ

PROMOTING BEHAVIORS TO REDUCE THE SPREAD OF COVID-19

- Students and staff must stay home when they are sick or have been exposed to the virus.
- Reinforce Hand Hygiene and Respiratory Etiquette
- Require the Use of Cloth Face Coverings
 - School staff, students, and visitors are required to wear face coverings unless doing so would inhibit the individual's health or the individual is under two years of age. The school will provide staff, students, and visitors with a face covering if they do not have their own to use. It is also necessary to acknowledge that enforcing the use of face coverings may be impractical for young children or individuals with disabilities.

PROMOTING BEHAVIORS TO REDUCE THE SPREAD OF COVID-19

- **Adequate Supplies**

- District and School administrators in conjunction with the Facilities Department are supporting healthy hygiene behaviors by providing soap, hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer), paper towels, tissues, disinfectant wipes, and cloth face coverings (as feasible).

- **Shared Objects**

Teaching staff members will:

- discourage sharing of items that are difficult to clean or disinfect.
- Keep each child's belongings separated from others' and in individually labeled containers, cubbies, or areas.
- Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (e.g., assigning each student their own art supplies, equipment) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.

MAINTAINING & MANAGING A HEALTHY ENVIRONMENT

- **Cleaning and Disinfection**
 - The Facilities Department has developed a schedule for increased, routine cleaning and disinfection.
- **Ensure Ventilation and Water Systems Operate Safely**
 - Our HVAC, Heating, Ventilation and Air Conditioning systems throughout the district are designed to ASHRAE (American Society of Heating, Refrigerating and Air Conditioning Engineers) standards as required by the Department of Education. These standards include, but are not limited to, the requirement for air exchange that provides fresh make up air at intervals determined by occupancy, humidity, temperature and other factors.

MAINTAINING & MANAGING A HEALTHY ENVIRONMENT

- **Modified Classroom Layouts**

- Teaching staff members will space seating/desks at least 6 feet apart when feasible.

- **Physical Barriers and Guides**

- Where possible, the Facilities Department will install physical barriers, such as sneeze guards and partitions, particularly in areas where it is difficult for individuals to remain at least 6 feet apart (e.g., reception desks).
- School administrators will provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that staff and children remain at least 6 feet apart in lines and at other times (e.g. guides for creating “one way routes” in hallways).

PRACTICES TO REDUCE THE SPREAD OF COVID-19

- **Gatherings, Visitors, and Field Trips**

- Group gatherings including assemblies, school wide events, meetings, field trips, concerts and plays will **NOT** be held in person until further notice.
- School administrators and teaching staff members are encouraged to pursue virtual group events, gatherings, field trips, student assemblies, school wide events, or meetings, if possible.

- **Identifying Small Groups and Keeping Them Together (Cohorting)**

- Ensure that student and staff groupings are as static as possible by having the same group of children stay with the same staff (all day for young children, and as much as possible for older children).

- **Staggered Scheduling**

- Through the Hybrid Online model, the school district has limited contact between cohorts and direct contact with parents as much as possible.

PRACTICES TO REDUCE THE SPREAD OF COVID-19

- **Designated COVID-19 Point of Contact**

- The following staff are responsible for responding to COVID-19 concerns:
 - School Level: The School Nurse and the School Principal
 - District Level: Irene Menafra, Jackson School Nurse Coordinator and Dan Baginski, Assistant Superintendent

- **Staff Training**

- School administrators are responsible for training school staff on all safety protocols.

PROTOCOL FOR WHEN SOMEONE GETS SICK - IMMEDIATE RESPONSE

Fever alone is enough to trigger a notice to keep a child home from school, in accordance with district policy. Children must be fever-free (less than 100.4) for more than 24 hours without the help of fever-reducing medication to attend school.

Individuals with suspected or confirmed COVID-19 (e.g., children, care providers, or staff) are presenting with the following symptoms:

- **At least two of the following symptoms**: fever, chills, shivers, muscle aches, headache, sore throat, nausea or vomiting, diarrhea, fatigue, congestion, or runny nose; **OR**
- **At least one of the following symptoms**: cough, shortness of breath, difficulty breathing, loss of sense of smell or taste

PROTOCOL FOR WHEN SOMEONE GETS SICK - IMMEDIATE RESPONSE

- The School Nurse with assistance of school administration will immediately separate individuals with COVID-19 symptoms or who have been identified as positive for COVID-19 by moving them to the identified isolation room in the school. The parent/guardian must be contacted and the infected individual must be sent home as quickly as possible.
- The school administrator will close off all areas used by a sick person and ensure that staff do not use those areas until after cleaning and disinfecting them (for outdoor areas, this includes surfaces or shared objects in the area, if applicable).
- The School Nurse and/or School Principal will report the case directly to Irene Menafra, Jackson School Nurse Coordinator and Dan Baginski, Assistant Superintendent.
- The School Nurse Coordinator and/or the Assistant Superintendent will contact the Ocean County Health Department and make a determination of the need to exclude “close contacts” of the infected (or the presumed infected) individual.

PROTOCOL FOR WHEN SOMEONE GETS SICK - IMMEDIATE RESPONSE

- **Close contact is defined as being within 6 feet of someone with suspected or known COVID-19 for at least 10 consecutive minutes.** In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire cohort, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors.
- The School Nurse and/or School Administration will contact parents/guardians of any “close contacts” and inform them of their exclusion from school and timeline for potential return dependent upon the test results of the infected individual. Students who are in the same class as the infected/suspected individual will be informed via a phone call regardless of whether or not they are deemed to be a “close contact.”
- Any student who is excluded from school for a potential exposure shall be permitted to continue their education from home by participating in all remote activities.

PROTOCOL FOR WHEN SOMEONE GETS SICK - IMMEDIATE RESPONSE

- Families and staff school-wide will be informed that an individual within the school is presumed to be positive for COVID-19 via a letter from the Principal. There will be no personal identification information shared within the letter.
- Other groups within the school can continue to function, with daily and vigilant screening for illness occurring and social distancing and personal and environmental hygiene measures strictly adhered to.
- If suspected or confirmed cases occur in multiple groups within the facility, then all school operations within the facility may need to be temporarily suspended. Any such decision will be made collaboratively by the Superintendent, in consultation with the Ocean County Health Department.

PROTOCOL - AFTER SOMEONE TESTS POSITIVE

In accordance with Federal and State laws, the Jackson School District will notify the staff, and families of cases of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA). If the Jackson School District becomes aware that an individual who has spent time in a district facility tests positive for COVID-19, school officials will immediately notify the following while maintaining confidentiality:

- Irene Menafra, Jackson School Nurse Coordinator (732) 833-4600 ext. 4645
- Dan Baginski, Assistant Superintendent (732) 833-4602

The School Nurse Coordinator in conjunction with Central Administration will then contact the Ocean County Health Department Communicable Disease Unit (732) 341-9700, ext. 7515

Based on the guidance provided by the Ocean County Health Department, the School Administrator and/or the School Nurse will assist the OCHD in contact tracing.

PROTOCOL - AFTER SOMEONE TESTS POSITIVE

When the Ocean County Health Department notifies the Jackson School District of an official quarantine or self-isolation of a staff member or student, **the district will fully comply with the recommendations of the Health Department** and prohibit quarantined/self-isolated students or staff members from entering the school campus until they are officially released from quarantine/self-isolation.

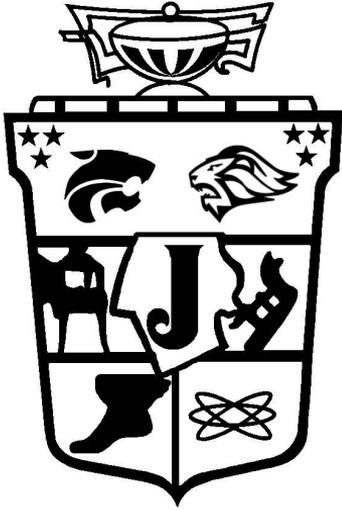
- A student who has been placed on a mandated quarantine or self-isolation must be permitted to learn remotely during the entire span of their quarantine or self-isolation. The student's guidance counselor should consult with the student's teachers to initiate and facilitate the remote learning experience for the student.

CONTACT TRACING FOR STUDENTS AND STAFF MEMBERS

Upon notification that a student or staff member has tested positive for COVID-19,

- The Ocean County Health Department will call the School Nurse to determine close contacts to whom they may have spread the virus, where close contact is defined as being within six feet for a period of at least 10 minutes.
- The School Administrator (and Guidance Counselors for student cases) will assist the School Nurse in identifying all close contacts of the positive case.
- The School Nurse will provide the following information to the Ocean County Health Department for all identified close contacts:
 - The identity of the person with COVID-19 or probable COVID-19 (i.e. staff, child in care, household contact). The identity includes names and contact information.
 - The date the person with COVID-19 or probable COVID-19 was last in the school building;
 - The date the person developed symptoms.
 - Types of interactions the person may have had with other persons in the school building or in other locations, such as the school bus.
 - How long their interactions were with other persons in the school building.
 - If other persons in the class have developed any symptoms; and
 - Any other information to assist with the determination of next steps.
- Trained professionals from the Ocean County Health Department then get in touch with those close contacts to recommend next steps, such as self-quarantining, and to provide critical education and support in risk mitigation

Working together, we can get through this.



The Jackson School District's Health and Safety Protocols are designed to allow all students and staff members to attend school safely on a daily basis.

This can only be accomplished if our entire school community understands and complies with these protocols.

**Keep Informed on our Reopening Page:
www.JacksonSD.org/reopening**

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