

The Finance, Operations and Governance Recommendations document is a “draft plan” and should be viewed as a fluid document.

Finance, Operations and Governance Committee

Student Attendance

- A. During days when students are physically present for in-person instruction in the hybrid model they will be recorded as present or absent in accordance with Attendance Policy and Regulation-5200 with the following exceptions:
1. On days when students are assigned in-person instruction they may opt for remote learning and be recorded as present by signing into Genesis by 8:45 am. For instance, if a student is scheduled to learn in-person on an A Day, but they do not physically report to school they can still be recorded as present if they learn remotely.
 2. Allow students with first and last period study halls to arrive late/leave early.
- B. When learning remotely in the hybrid model, students will have to sign into Genesis to be recorded as present, for the purposes of daily school attendance:
1. Students will be recorded as present for the day when they sign into Genesis by 8:45 am.
 - a. Parents/caregivers may submit attendance for students unable to submit, based on access, need, etc
 - i. For the purposes of recording and reporting daily attendance, Attendance clerks will follow guidelines in Attendance Regulation 5200 for single session days.
 - b. Students are expected to participate in every Google Meet, lesson, activity and learning opportunity that their teachers arrange.
 2. Students shall not opt for in-person instruction on days when they are assigned remote learning.
- C. If we have to switch to fully remote learning students will have two opportunities to be recorded as present, for the purposes of daily school attendance.
1. Students will be recorded as present by their teachers when they virtually sign in to their first period classes.
 2. Students will be recorded as present for the day when they sign into Genesis by 8:30 am.
 - i. For the purposes of recording and reporting daily attendance, Attendance clerks will follow guidelines in Attendance Regulation 5200 for single session days.
 3. Students are expected to participate in every Google Meet, lesson, activity and learning opportunity that their teachers arrange.
- D. Eliminate perfect attendance, but award perfect attendance for class of 2021 members that had perfect attendance prior to school year 20-21.

Alleviating Traffic in School Buildings

- A. Option Two Programs- Temporary credit requirement changes for graduation. During the 2020-2021 school year and/or during the duration of the Pandemic, have LRHSD credit requirements be equivalent to

the state requirement for seniors only. Currently LRHSD requires 130 credits to graduate and the state requirement is 120 credits. This would enable more seniors to take advantage of Option Two Programs.

- B. Allow students with first and last period study halls to arrive late/leave early.

Health Operations

A. Screening

1. Recommends temperature checks for all staff and students upon arrival-must be lower than 100.4
2. Symptom check screening protocol guidance from the CDC and NJDOE are contradictory and we are awaiting further guidance. We will keep staff and students updated on the fluid list of states that require quarantine.

B. Protocols for Sick Students

1. Provide a space(s) (isolation rooms) to hold a student that has COVID symptoms
 - a. Identify a staff member(s) that will monitor this area
 - b. Provide extra PPE to these staff members
 - c. Signs that signal that the room is clean or needs to be cleaned
 - d. Signs that there is a student being held in the room
2. COVID-19 Related Exclusions and Readmissions
 - a. Follow New Jersey and Burlington County Health Department guidelines for exclusion and readmission.
 - i. If a student has no symptoms but lives with someone who is COVID-19 positive they must be excluded from school for 14 days AFTER the person they live with has finished self-isolation, which is a minimum of days.. Therefore, said student would be excluded a minimum of 24 days.
 - ii. If a student is a close contact of a person who is COVID-19 positive they are excluded for 14 days from the last date of exposure with the person, even if they tested negative. (Close contacts are individuals who were within 6 feet of a lab confirmed COVID-19 case for 10 minutes or more or had direct contact with the infectious secretions (e.g., were coughed on). Just being in the same building does NOT qualify as being a close contact.
 - iii. If a student tested positive for COVID-19 they are excluded at least ten days since they received a positive test and their symptoms have greatly improved. Students shall also provide clearance from a physician before he/she will be permitted to return to school.
 - iv. If a student is showing symptoms they are sent home for 10 days, 24 hours fever free, and the majority of the symptoms have resolved. They can return to school sooner if they get a negative test or they see their medical doctor and submit a doctor's note stating their symptoms are not COVID-19 related and they had another ailment such as strep or dehydration.
 - b. Communications for school community if student or staff will be sent home and based on template from BCHD.

3. Contact Tracing
 - a. Contact tracing guidelines confirmed with BCHD 'same as other communicable diseases in past. LRHSD will liaise with BCHD to assist their contact tracing efforts.

C. Masks/Face Coverings

1. Make masks mandatory for all students and staff
2. Need a note from doctor if you can't wear a mask
3. Must be worn over mouth and nose
4. What qualifies as a mask? (cloth face coverings preferred)
5. Recommend exploring safe opportunities for staff and students to take mask breaks
 - a. Gives the students a chance to take a break
6. Protocols for staff interacting with students not wearing mask
 - a. 1st offense is a verbal warning by staff member
 - b. 2nd offense is a safety referral - not disciplinary- 10 minute max educational consultation (fact sheets and or video presentations created by nurses), parental contact
 - c. 3rd offense is a safety referral-not disciplinary- mandatory meeting with parent/guardian and student, 10 minute max educational consultation (fact sheets and or video presentations created by nurses)
 - d. 4th offense is a safety referral - not disciplinary- and student must learn remotely for one week
 - e. Subsequent offenses -safety referral - not disciplinary- 1 week remote learning option for each offense
7. All students and adults will be required to wear masks (cloth material preferred) inside and on school property. There will be mask breaks which adhere to our District Physician's guidance throughout the day. If your child is unable to wear a mask, you will need to provide documentation from medical personnel, and he/she will be required to wear a face shield. Medical research indicates wearing masks helps prevent the spread of COVID-19. We ask everyone to have two masks for each school day. Please wear one mask and bring an extra in case of an emergency. Explore face shields for students that are unable to wear masks.

Finance

A. Cleaning/sanitary environment

1. Buildings to be provided with ample disinfectant materials (wipes and cleaning materials)
2. Consider requests from other committees/subcommittees with regard to purchasing of specialized materials/equipment for sanitizing/disinfecting.
3. Transportation guidelines will be put in place to meet/exceed expectations and costs covered
4. Establish efficient procedures and protocols for cleaning and sanitizing classrooms, desks, computers by students and teachers between classes.

B. Masks and Shields

1. Plain washable cloth masks are being purchased for every staff member and additional for at risk and Free/Reduced lunch eligible students.
2. One face shield (with care/cleaning instructions/protocols) to be provided to each staff member.
3. Masks will be available for students by request
4. Purchase of clear masks for teachers of hearing impaired students.
5. Disposable masks will be available on buses if student forgets mask - masks are mandatory on bus unless medically necessary for students to not wear

C. Technology

1. Consider and research cost effective tools/services for virtual/hybrid/in-person instruction (Google Platform)

D. Aid / funds utilization

1. Continue to monitor eligible funds and possible implications of reduced funds impact on necessary supplies and requests.
2. Use of Amazon Educator account in order to find best price for specialty PPE

E. Student Fees

1. Delay collecting participation fees
2. Reduce participation fees if activity/sport is virtual
3. Reduce parking fee for first semester by 50% and only allow students to register for only first semester parking.

Miscellaneous Operations

A. Utilizing Outdoor Spaces:

1. Enhance existing WiFi signals in all schools including (if possible) adding signals to any usable outdoor areas that can be used (weather permitting)

B. Facilities:

1. No use of locker rooms except for quarantine areas for students/staff.
2. Limiting students in hallways.
 - a. stagger dismissals
 - b. Morning Holding Areas
 - i. To ensure social distancing, marking areas 6 feet apart in areas that hold students in the morning to help guide social distancing practices.
 - c. Building based traffic patterns to have "one way" traffic in hallways and stairwells - utilizing more labels to help students and staff follow traffic patterns.
 - d. Large common areas (i.e. Media Center), remove chairs to ensure social distancing, put compliance (i.e. do not use) signs on computers to keep students 6 ft. (refer to temporary occupancy number)

- i. Have established traffic patterns for common spaces like the media center - one way entry and one way exit.
 - e. One way entry to building in the morning
 - f. Video instructions for all changes
 - i. Instructions for all students and staff regarding new traffic patterns, safety procedures, expectations for mask wearing, etc.
 - ii. Remind about charging chromebooks
- 3. Close all non-ventilated areas.
- 4. Limit study hall students from leaving their assigned rooms to go to another areas
- 5. Limit bathroom capacity based on size of bathroom with signage.
- 6. Establish school based online procedures to replace any shared documents to reduce contact (i.e. computer lab sign ups, signing in and out of the building, etc.)
- 7. Signage for new recommendations of capacity for common areas (temporary occupancy numbers)

C. Pandemic Response Teams

- 1. Establish a building based Pandemic Response Team - utilizing a cross section of staff (could be a team that already exists - i.e. I&RS).
 - a. Staff would need training

D. Outside Visitors/Vendors

- 1. Eliminate all in-person guest speakers or unnecessary outside visitors
- 2. Require all outside visitors or vendors to wear a mask, temperature checks, and fill out health survey regarding signs and symptoms