Covid Mission:

Provide a safe and healthy environment for the staff and students of Berkeley Heights and Mountainside, while also caring for their social and emotional well-being and providing a rigorous education.

Re-opening Schedule according to the DOE Guidelines:

- School buildings will be open for four hour days starting September 3rd, 2020
- Remote Learning Options for Families Policy
- Please see the School Schedule:

<table>
<thead>
<tr>
<th>School Schedules</th>
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</thead>
<tbody>
<tr>
<td><strong>Start Time</strong></td>
</tr>
<tr>
<td>Governor Livingston HS</td>
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<tr>
<td>Columbia MS</td>
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<tr>
<td>Elementary Schools</td>
</tr>
<tr>
<td>MKM ECC</td>
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</tbody>
</table>

- We have planned for a Plan A: All students in for a four hour day.
- Plan B: Half students in for a four hour day with students attending on a rotating basis.
- Plan C: All students remote.
- We understand that we must be fluid and increase the rigor of our remote learning.
**Pandemic Response Teams:**

<table>
<thead>
<tr>
<th>Governance</th>
<th>Personnel</th>
<th>Facilities-Custodial Stringency</th>
<th>Curriculum / Operations</th>
<th>Remediation</th>
<th>Finance</th>
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<tr>
<td>Rob Nixon Nicholas O’ Sullivan</td>
<td>Thomas Long Dan McGovern</td>
<td>Anthony Amiano Patty Gasparini</td>
<td>Scott McKinney Marybeth Kopacz</td>
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<tr>
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<td>Doug Reinstein</td>
<td>Michael D’Aquila</td>
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<td>Rick Romano</td>
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<td>Grace Acosta</td>
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<td>Marilyn Scarpati</td>
<td>Debbie Ruetsch</td>
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<td>Joanne Sheehan</td>
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<td>Meredith Morgan</td>
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<thead>
<tr>
<th>Transportation</th>
<th>Social Emotional Learning and Health-Staff &amp; Students</th>
<th>CST/Special Ed</th>
<th>Athletics</th>
<th>Technology</th>
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<td>Angela Penna</td>
<td>Jon Morisseau SEL</td>
<td>Dr. Crisonino</td>
<td>Dante Gioia</td>
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<td>Jeremy Marx SEL</td>
<td>Ann Bird</td>
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<td>Michelle Morin</td>
<td>Ashley Morris SEL</td>
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<td>Susan Prendeville HS</td>
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<td>Maria Koutouroudis</td>
<td>Joe Voorhees HS</td>
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</table>
Digital Divide

To ensure there is no digital divide impacting any of its students, the Berkeley Heights Public Schools distribute a standardized computing device to every student grades K-12 that allows for media rich content, video conferencing, and remote instruction.

Furthermore, the district surveyed parents to ensure all families have quality internet access at their homes. Those families who self-identified as lacking quality access were either provided instruction on how to improve their connectivity or were provided with a mobile-hotspot.

In the event of any technology issue, large or small, the district’s technology staff monitors student and parent requests for assistance and addresses these issues. District administrators can view these logs at any time to help facilitate resolutions.

Teachers have access to a catalog of resources to aid them in teaching with technology and include troubleshooting techniques.

Classrooms, Testing and Therapy Rooms
Based on our plan and the option of remote learning, the number of students in the classrooms will be greatly reduced. All desks will be facing forward in lines and rows. In the majority of classrooms we will be able to space desks 6 feet apart. If desks cannot be 6 feet apart, we will have plexiglass desk dividers available for student use. Students will wear masks.

For all office spaces, conference rooms and large group areas, all social distancing guidelines will be followed. Signage will be posted to indicate the number of people allowed in the space. Plexiglass dividers will be installed in strategic locations.

The district is limiting the use of shared objects. Students will bring their Ipads or chromebooks to all classes so that computers are not shared. Students will have individual kits for related arts with their own supplies. If equipment must be shared, cleaning products and wipes will be available for immediate cleaning after use.

The district has been systematically replacing and repairing roof top exhaust fans. The classroom HVAC units are working in all classrooms and filters have been changed. All classrooms have A/C. Windows can be opened in all instructional and non-instructional spaces.

Hand sanitizer dispensers will be installed at building entrances and hand sanitizers will be available in classrooms and offices. Elementary classrooms have sinks, soap, and water available in these classrooms.
Teachers will build hand sanitizing time into the day. Sanitizing wipes will also be available to students and staff. Residential cleaners will be available for staff use. The custodial staff will use sanitizing products.

Age appropriate signage and posters will be posted in all buildings to remind students and staff to wash their hands and to remind them of proper hand washing techniques.

**STUDENT ABSENTEEISM**

Regular attendance by all students in the public schools of the State of New Jersey is a well-established, long-standing state policy. The objective of our district policy is to maximize the day-to-day attendance of our students in The Berkeley Heights Public Schools so that they may realize the greatest benefits of classroom instruction and activity. The process of education requires regular continuity of instruction through classroom participation, learning experiences, and study in order to reach the goal of maximum educational benefits for each student. Although we are working in an alternative setting, attending class either in-person or virtually remains critical to the learning process.

Click here for guidelines that Berkeley Heights Public Schools has established in an effort to ensure student attendance in class and virtually while executing our hybrid schedule. Consistency and accountability is important as we support our teachers’ planning for each of their classes.

**General Health and Safety**

**Student & Staff Health Considerations**

**Daily Health Screening**

- All students and staff must complete a daily health screening.
  - Temperature screening must be conducted before leaving for school in the morning. Stay home if the temperature is greater than 100.4F.
- Self-health screening for staff is accessed through PowerSchool.
- Student health-screening, prior to entry into the building, is accessed through PowerSchool.

**Personal Protective Equipment and Facial Coverings**

- All staff and students are required to wear facial coverings while in the building, as well as outside where 6-foot distance cannot be maintained.
- Accommodation for students and staff who are unable to wear a face-covering should be addressed according to that student’s need and in accordance with all applicable laws and regulations.
- If a visitor refuses to wear a face-covering, their entry to the building(s) will be denied.

**Hand Hygiene**

- All students, staff, and contracted service providers should engage in frequent hand hygiene.
**Stay Home When Sick: Exclusion/Inclusion Policies**

- Students who arrive from out-of-state must follow the CDC and NJ Health Department guidance regarding quarantine before returning to school, which includes travel out-of-state at any point during the school year. [CDC COVID-19 Travel Site](https://www.cdc.gov/coronavirus/2019-ncov/traveler-guidance.html)

- Students and staff will be excluded from in-person school activities if they:
  1. Show symptoms of COVID-19, such as a cough, shortness of breath, difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, nausea, vomiting, and/or diarrhea, or a new loss of taste or smell.
  2. Have been tested positive for COVID-19 and at least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and,
    1. At least 10 days have passed since symptoms first appeared.
    2. Have been in close contact with someone with COVID-19 in the last 14 days.
    3. Have a fever (temperature higher than 100.4°F).
    4. Have a significant new rash, particularly when other symptoms are present.
    5. Have large amounts of nasal discharge in the absence of an allergy diagnosis.
  3. Students (parents) and staff should contact the school nurse for medical clearance before returning to school.
  4. Students and staff with a fever greater than 100.4°F and no specific diagnosis should remain at home until they are fever-free for 72 hours without the use of fever-reducing medications (e.g., Advil, Tylenol).
  5. Materials, toys, and furniture touched by the student who is sent home should be thoroughly cleaned and disinfected.

If a student or staff member exhibits any of the above signs and symptoms while at school, the student (or staff member) must be isolated from well students/staff. The student/staff member will be sent home as soon as possible.

- Students and staff should be excluded from school until they are no longer considered contagious.
- Students (parents) and staff should contact the school nurse for medical clearance before returning to school.
- Students and staff with a fever greater than 100.4°F and no specific diagnosis should remain at home until they are fever-free for 72 hours without the use of fever-reducing medications (e.g., Advil, Tylenol).
- Materials, toys, and furniture touched by the student who is sent home should be thoroughly cleaned and disinfected.

**Potential Positive COVID-19 Case in School**

- If a student/staff member is experiencing systems of COVID-19 in school:
  1. The individual will be directed to an isolation location.
  2. If the nurse determines an individual is demonstrating signs/symptoms of COVID-19, the nurse will contact the parent/guardian (if student) to pick up the student immediately by the parent/guardian or an approved emergency contact (ideally within 30-45 minutes).
  3. Students/staff are required to obtain a COVID-19 test and provide medical documentation of negative results prior to return.
  4. If a student is unable to obtain a COVID-19 test, they should collaborate with BHPS school physician to provide this test.
○ If a positive case is determined, the district will work in conjunction with the Department of Health to determine quarantine/isolation/closing procedures.
○ The building/s where COVID-19 has been determined begins the process of contact tracing as requested by the Health Department (refer to Contact Tracing below).
○ All areas in the building used by a sick person will be closed off that day and will not be used until they have been cleaned and disinfected.
○ Outside doors and windows will be opened and ventilating fans will be used to increase air circulation in the area.
○ Clean and disinfect all areas such as offices, bathrooms, common areas and shared electronic equipment used by the ill persons, focusing especially on frequently touched surfaces.
○ Communicate with parents/caregivers with general information about the situation. It is critical to maintain confidentiality.
  ■ Communicate with staff members if/when positive results are received.
  ■ Anyone diagnosed with COVID-19 should self-isolate according to guidelines set forth by the Department of Health.
  ■ If a staff person or student has been identified as a close contact to someone who is diagnosed with COVID-19, they should self-quarantine: stay home. This information needs to be reported to the building administrator, personnel, and Health Department.
  ■ Please refer to the Health Department’s website for the meaning of close contact and for instructions regarding isolation, quarantine, and self-observation.
○ Readmittance policies consistent with Department of Health guidance and information for schools and Department of Health/Communicable Disease.
○ Quick Reference Guidance on Discontinuation of Transmission-Based Precautions and Home Isolation for Persons Diagnosed with COVID-19

COVID-19 Tracing procedure and processes

Contact Tracing Information

● All contact tracing will be performed in conjunction and under the directives of the local Health Department.
● Nurses, selected administrators, other members of the pandemic team are recommended to complete the Johns Hopkins University COVID-19 Contact Tracing free-online program and obtain a certificate The NJDOE will credit certified school safety specialists with three hours of training upon completion of Johns Hopkins University’s COVID-19 Contact Tracing course (NJDOE)
District personnel will adhere to all applicable federal and state requirements regarding privacy of educational records (e.g. FERPA).

District will create open communication systems that allow staff, students, and families to self-report symptoms and/or suspected exposure which will assist school districts in providing prompt notification.

**Pandemic Response Team**

- All buildings will be required to establish a pandemic response team.
- Each team member is recommended to receive COVID-19 contact tracing training.

**Health Office Procedures and Guidelines**

- Nurses in conjunction with the building principal will determine the process and procedures for health office visitation.
- Nurse processes and procedures will be communicated to students and parents.

**Facilities Cleaning Practices**

The custodial staff is regularly trained in cleaning and disinfecting processes and will receive refresher training in August. All schools will be deep cleaned and disinfected prior to the opening of school. Areas of frequent contact have been identified and these areas will be cleaned and disinfected at least twice during the day.

A protocol for daily, frequent cleaning and disinfecting has been developed along with checklists.

**Meals**

The food service management company will offer a limited selection of lunches for all students and staff. Meals will be provided to students qualifying for free and reduced meals, as appropriate. Other students and staff will be able to purchase meals. The meals will be served as grab and go and delivered to classrooms for students/staff to take home. There will not be an option for the students to eat in the classroom or cafeteria. Students who have chosen remote learning and who qualify for free and reduced lunch will have the option to order lunch and it will be available for pick-up or delivery.
Transportation

To establish best practices for transporting students to and from school, the following protocols will be put into place:

- All students and drivers will wear masks at all times while on the school bus unless they are physically not able to do so, at which point accommodations will be made.
- The bus windows will be open when appropriate to allow maximum ventilation on the bus.
- All buses will be deep cleaned daily and sanitized after both AM and PM routes.
- All buses will be loaded from back to front and unloaded from front to back to aid in keeping a social distance.
- Social distancing practices will be maintained to the extent that is practicable on each school bus.

Student Flow, Entry, Exit, and Common Areas

- All students and staff are required to complete a daily health screening via PowerSchool prior to entry into the building.
- In the event a student arrives at school without having completed the screening, the school nurse will complete the screening and the parents will be notified.
- Office personnel will confirm the screenings of all staff members daily.

In Elementary grades, students will be cohorted and will not move classrooms. In grades 6-12, students will have staggered dismissal times from classes and there will be signage dictating flow of traffic. All students will be required to wear face coverings unless there is a documented health issue. In the event a face mask cannot be used, then a face shield will be required. Plexiglass shields are being installed in some of the Special Education Classrooms.

Special Education

- Individualized needs of students and programs will be considered to ensure all of the components of the IEP are addressed.
- Depending on the district plan in place and the details of the executive order at the time, some students may receive extended programming in the afternoon.
• Related services will be provided in both a remote and in-person format in any plan that includes in-person instruction.

• Meetings will continue to be conducted in a remote format.

• Child Study Team evaluations will resume during in-person instruction, with appropriate safety precautions in place.

• Discussion and brainstorming continues regarding enhanced delivery of remote instruction and services.

**Recess/Physical Education**

**Recess**

The Berkeley Heights Public Schools will still offer recess to our elementary students as they will need some outdoor activity. Recess will be staggered and there will be hand sanitizing stations at the exit of the buildings for students to use as they leave the building as well as enter the building. All equipment will be cleaned and sanitized regularly using Bioesque Cleaning solution.

**Physical Education**

The Middle School and High School will implement the following protocols to be in compliance with the Berkeley Heights Return to School Plan:

1. Health Classes will meet as regular academic classes. The practice of wearing face coverings and social distancing will be used. The classroom at the high school (Room 3) will be redesigned to allow the teacher computer station to be located at the front of the classroom. This will allow the teacher to work/teach in the allotted space in front of the student desks. The Health Cycle will begin with the New Jersey Driver’s Education Curriculum. At the time of the development of this plan the New Jersey Motor Vehicle Agency is not permitting online administration of the New Jersey Drivers Permit Test. Therefore, the test will be administered by the established Plan B Cohorts. The Middle School will also work through offering the required 6th to 8th grade Health Curriculum based on the cycle breakdown.
2. Physical Education classes will be modified to allow for safe, socially distance activities such as Yoga, Wellness Walking, Orienteering, Personal Frisbee Golf, Personal Pickleball, all with safety precautions. Other activities will be explored depending on class size and if staffing permits. The application of SEL activities will be applied to enhance the students’ mental, social and emotional well-being.

3. All Physical Education Classes will be conducted outside- weather permitting. The students will meet their teachers on the back field for pre-lesson objectives. The entire athlete complex will be used for all physical education classes. The lines on the back field and turf field will facilitate the practice of social distancing. In the event of inclement weather, the High School Red and Blue Gyms and the Middle School Gold and Blue Gyms along with the Café will be used to conduct classes. The application of water soluble paint will be used to establish social distance areas for the students. All tables and other equipment will be removed from the gyms and stored in the locker rooms.

Require students to wash hands with soap immediately after outdoor playtime?

1. There will be hand sanitizer stations at each field and in the gyms for students to use prior, during and after class activities. Students will be permitted to use the stations as needed during the class. In addition, all students playing in an activity that involves a paddle or other equipment will be offered nitrile powder-free gloves.

2. All students will also be permitted to use the Snack Shack bathrooms under teacher supervision to wash their hands at the conclusion of the class. The custodians will clean and sanitize the area daily.

Stagger the use of playground equipment and establish frequent disinfecting protocols?

1. In Middle School and High School Physical Education Classes, all equipment will be cleaned and disinfected with Bioesque Disinfectant (CDC and School District Approved to kill COVID-19). The appropriate ‘germ kill times’ will be followed and applied to disinfecting all physical education equipment.

2. Due to Health and Physical Education Staff using disinfectant- it is suggested that all teaching staff be responsible for completing the NJ “Right to Know” online course.
3. The use of the locker rooms will not be permitted in the Middle School or the High School. The spacing in the locker rooms is too small to permit social distancing.

4. It is stated in the COVID-19 addition to the Student Handbook that all students that have Physical Education wear comfortable athletic appropriate attire to school. It is also recommended to either wear or bring sneakers to school when the student has physical education class. All other physical education participation rules will apply.

Minimize sharing of equipment and clean and disinfect equipment between each use?

1. In Middle School and High School Physical Education Classes, all equipment will be cleaned and disinfected with Bioesque Disinfectant (CDC and School District Approved to kill COVID-19). The appropriate ‘germ kill times’ will be followed and applied to disinfecting all physical education equipment.

2. Because the Bioesque Disinfectant is not applicable to athletic equipment that is porous, the use of ALLY disinfect will be used to spray all equipment. The appropriate COVID-19 kill time will be followed for the correct application of the disinfectant.

Designate specific areas for each class during recess to avoid cohort mixing?

1. For Health and Physical Education classes, all students’ activities will be tracked daily for the use of contact tracing. Each teaching staff member will keep record of the student’s daily activity and interaction with other students.

2. The classes will remain in the same activity for 2 weeks and then switch. The teacher will remain with the same cohort of students for the quarter duration.

**Field Trips, Extra-curricular Activities & Use of Facilities Outside of School Hours.**

All of our field trips will be virtual. We will adhere to the NJSIAA guidelines for all Athletic activities. We have cancelled all facility use, except for local Daycare organizations. They will be required to adhere to all the above facility requirements.
The GLHS Website (Athletics Tab) has been updated with important information:
https://www.bhpsnj.org/domain/881

The first and most critical aspect of the Athletic Department’s plan to conduct the permissible NJSIAA Summer Recess Phase 1 and Phase 2 is communication and planning. The Highlander Athletic Community can readily access vital information via the GLHS Website Athletic Page.

The first steps are outlined in this communication shared with Highlander Nation:

I hope you and your family are well and enjoying a safe summer! I wanted to update you on some Fall Sports only return to play details. I have met with all our Head Fall Coaches to discuss the NJSIAA Summer Recess Phase 1 and Phase 2 guidelines. As you may know the NJSIAA permitted high schools to start voluntary summer recess workouts on Monday July 13, 2020. We surveyed all our Head Fall Coaches about their thoughts on returning under the strict NJSIAA Phase 1 guidelines for summer recess workouts. All coaches along with the administration decided to delay our return due to an abundance of caution and safety for our student athletes. We have proposed a Monday August 3rd or Monday August 10th to offer the voluntary NJSIAA Phase 1 summer recess workouts. We did request that our coaches think about their plans and what fits best for their program. We will update the GLHS website early next week with each Fall Sport Specific plan for participation in the NJSIAA Voluntary Summer Recess Phase 1 workouts.

We understand that this is a very confusing time and in an effort to help you navigate through the details- we will post recorded PowerPoint/Webinars to help explain all the guidelines and details. The following will be the topics:

1st- Unpacking the NJSIAA Phase 1 and Phase 2 Summer Recess Guidelines and Participation Requirements.

2nd- Explanation of the NJSIAA Model 1 Return to Play Protocols

As new and changing information is shared- we will develop additional communication. The best resource will be the GLHS Athletics website: https://www.bhpsnj.org/domain/881
We have created a Return to Athletics (COVID-19 Documents and Updates) Tab to also share critical information from the NJSIAA. Please feel free to review to also help guide you through the logistics.

Now very important- We have opened the 2020 Fall Sports Registration Site. As you can imagine there are several changes and requirements. The directions are very detailed but should help you navigate the process. Please take your time to read through the entire document to help answer any questions you may have. In addition, please note the appropriate contact personnel to help you too.

We have delayed releasing the registration information due to the continuous changes in the requested requirements. But we would like to move forward and hopefully adjust if more changes occur with the process.

Thank you as always for being the best of the best and willing to champion the Highlander Way of working through challenges together.

In closing, please note that the Fall Season start dates and competition dates have been pushed back:

From the NJSIAA

Model 1 – Delayed Fall Season:

<table>
<thead>
<tr>
<th>Sport</th>
<th>Practice Start Date</th>
<th>Regular Season Start Date</th>
<th>Regular Season End Date</th>
<th>Post Season Dates</th>
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<tr>
<td>Girls Tennis</td>
<td>9/14/2020</td>
<td>9/28/2020</td>
<td>10/23/2020</td>
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<td>All other sports</td>
<td>9/14/2020</td>
<td>10/1/2020</td>
<td>11/12/2020</td>
<td>11/13-11/22, 2020</td>
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Model 1 Rationale: The Task Force recognizes that returning to school is the main priority and that all student-athletes should acclimate to the classroom before they begin their fall sports season. By delaying the start of practices until after the school year begins, schools will have the opportunity to open their buildings and work through the logistics of their modified school day before extra-curricular activities
By reducing the length of the season, student-athletes will not only have the opportunity for participation but will have more time to focus on their academic requirements. Leagues and conferences have the ability to amend their schedules for regular season competitions with a focus on keeping athletics local. There is no model that eliminates all risks, but a reduced season will naturally lead to a reduced amount of competition, which minimizes the risk of infection or spread by exposure to many different teams and schools.

The COVID-19 pandemic has affected every school district differently. This fall season will focus on providing athletic opportunity, engagement and participation – not winning championships. In order to focus on the Restart of School and to level the playing field athletically, there will be no state-wide, postseason competition under this delayed start model.

**Virtual Contact Period:** From Saturday, August 29th, through Sunday, September 13th, FALL coaches only may have virtual contact with their student-athletes. Therefore, there may be no in-person practices, scrimmages or games during this time.

In addition, the Athletic Department has worked together with Athletic Trainer, Mr. Todd Hirsch, to develop a unified communication to the sports specific families taking part in the NJSIAA Summer Recess Phase 1 and 2. Below is the sample of the sports specific communication shared by the Head Coaches:

**SAMPLE SPORT SUMMER RECESS COMMUNICATION**

Dear Highlander *SPORT* Families,

I hope this email finds you safe and healthy as we continue to navigate an unusual summer. The purpose of this letter is to share with you the updates that have come from the New Jersey State Interscholastic Athletic Association (NJSIAA) regarding the start of high school athletics this summer, and the policies and protocols at Governor Livingston High School to ensure a safe opportunity for student athletes to gather and train together.

The NJSIAA Summer Recess Workouts are completely volunteer/optional and not offered for all sports. The NJSIAA has developed a 2 Phase integration plan for student athletes. In general, Phase 1 is limited to 90 minute practices with restricted permissible activities. We have created a tab on the Governor Livingston Website that has all the required information for our families and student athletes to review: [https://www.bhpsnj.org/Page/11262](https://www.bhpsnj.org/Page/11262). We ask all families to review these critical documents prior to the *SPORT* Team’s Summer Recess Phase 1 report date of Monday August 10, 2020 Report Time-7:20am and Practice Time-8:00am. Please understand all student athletes will need to be processed through the
Wellness Screening Station: Temperature Check and Review of COVID-19 Student-Athlete Daily Pre-Screening Questionnaire before being cleared to practice. Summer workout schedules for each individual sport using the Summer Recess period are posted on the https://www.unioncountyconferencenj.org/ and shared via Head Coach’s email to student athletes. The roster of student athletes has been created with the 2020 Fall Incoming Virtual Freshman Sign-ups and the 2019 Returning Student Athlete rosters.

The following information is specific to summer recess workouts and required:

1. **COVID-19 Questionnaire for Summer Workouts**
   [https://docs.google.com/forms/d/e/1FAIpQLSczzmeJEtSlMx5dDQlKQrOXyL1X2QuI46ls7xQdm14l-bL3Nw/viewform](https://docs.google.com/forms/d/e/1FAIpQLSczzmeJEtSlMx5dDQlKQrOXyL1X2QuI46ls7xQdm14l-bL3Nw/viewform)
   This form must be completed **7 days prior to the start of the first workout**. Therefore, the form must be completed by August 1, 2020 and it is a **1 time form**. Please click on the Google Doc link above and complete the required information.
   *If the form is not completed by August 1, 2020- please DO NOT REPORT to the Football NJSIAA Summer Recess Phase 1 on August 10, 2020.*

2. **COVID-19 Student-Athlete Daily Pre-Screening Questionnaire**
   [https://docs.google.com/forms/d/e/1FAIpQLSdeXGmDxsmY84DtfYCY_XDVBMQ3vZyUX8mKRX2ovVoHgxGQTGA/viewform](https://docs.google.com/forms/d/e/1FAIpQLSdeXGmDxsmY84DtfYCY_XDVBMQ3vZyUX8mKRX2ovVoHgxGQTGA/viewform)
   This form **must be completed daily**, before the Student Athlete reports to practice. Please click on the Google Doc link above and complete the required information.
   *No student will be permitted to participate in workouts without completing the form before each workout.*

3. Secure a face mask or face covering for screening and entering/exiting campus field. During rigorous workouts, student-athletes will not be required to have their face mask on. All student athletes must have their face mask on and properly over their nose and mouth immediately after exiting their car. The face mask is to remain on throughout the duration of the practice unless instructed by the coaching staff to remove. Please note that when a student athlete does not have their face mask on- it will be only during the rigorous exercise phase and social distancing will be practiced.

4. Report to the designated screening area in front of the entrance into the stadium before each workout. Please do not report early and remain in your car until your designated team report time. There will be a parking lot monitor to assist with the processing through the
Wellness Screening Station. Please keep your face covering on and use the social distancing lines painted on the sidewalk.

5. Parents/guardians must remain in the area in their vehicle until the student-athlete clears the screening process. Once the student athlete has successfully cleared the Wellness Screening Station- they are instructed to text/call their parent/guardian/transportation to inform them that they can depart the parking lot and facility. If the student-athlete fails the screening process they must leave immediately with their parent/guardian.

6. Absolutely no spectators, fans, or non-Governor Livingston coaches or staff can attend these workouts. The facility must be secure from outside visitors. All parents/guardians/transportation must depart the campus during the practice session and return at the prescribed dismissal time: SPORT and report time.

7. Daily requirements during Phase 1:
   ○ All students MUST have their face mask on properly as soon as they depart their car. There will be a limited number of face masks available in the event of breakage or malfunction.
   ○ Each student must report with a minimum of 64 oz. of water/replenishing fluids.
   ○ Proper clothing to absorb sweat and all student athletes will be required to keep t-shirts on at all times.
   ○ Medication if necessary (i.e., asthma, allergies, diabetes, etc.),
   ○ Personal hand sanitizer or wipes, and no changing clothes at the facility.

Student-athletes who have ever tested positive for COVID-19 must provide clearance from a physician before the student athlete is permitted to participate in workouts. Clearance notes must be provided 1 week prior to starting Phase 1- please submit to Mr. Todd Hirsch, Athletic Trainer at thirsch@bhpsnj.org, prior to reporting to practice.

Student-athletes that have pre-existing medical conditions and/or are immunocompromised (i.e., diabetes, asthma, auto-immune disorders, etc.) must provide clearance from a physician before the student athlete is permitted to participate in summer workouts or preseason. Clearance notes must be provided 1 week prior to starting Phase 1- please submit to Mr. Todd Hirsch, Athletic Trainer at thirsch@bhpsnj.org, prior to reporting to practice.
Anyone who has answered “YES“ on their daily pre-screening form or who has a temperature of 100.4 or more will not be permitted to participate and will be sent home. The student-athlete is not permitted to resume workouts until cleared by a medical physician.

The best resource for all GLHS NJSIAA COVID-19 return to athletic protocols can be found on the Governor Livingston High School Website: https://www.bhpsnj.org/Page/11262. It is recommended that all parents/guardians and student athletes review the Parent/Student Athlete Webinar and/or Parent/Student Athlete PowerPoint Slides about the NJSIAA Summer Recess Phase 1, Phase 2 and Return to Play protocols.

If you plan to participate in summer workouts, please review the directions below. We appreciate your support and attention to detail as these are new requirements that we all must adhere to. In the case of inclement weather, workouts will be canceled as Phase 1 does not allow for indoor gyms/classrooms to be used.

We will continue to share updates via email regarding summer workouts and the start of fall sports as we receive information. The chain of communication will be Director of Athletics to Head Coach to All Parents/Guardians and Student Athletes. This is a fluid process and the policies and procedures are subject to change. Please note that the Governor Livingston High School Athletic Website- Athletics Tab is updated every 1-2 days with newly released information.

Please do not hesitate to reach out to me directly with any questions or concerns as we continue to maneuver these challenging times together.

Sincerely,

SPORT HEAD COACH
Reminder Checklist:

_____ Complete the NJSIAA COVID-19 Questionnaire (7 day prior) for Summer Workouts- 1 time form and must be submitted by August 1st.

You will need a Physician’s clearance note if:

- Student-athletes who have ever tested positive for COVID-19 must provide clearance from a physician before they are permitted to participate in workouts.
- Student-athletes that have pre-existing medical conditions and/or are immunocompromised (i.e., diabetes, asthma, auto-immune disorders, etc.) must provide clearance from a physician before she is permitted to participate in summer workouts or preseason.
○ Anyone who has answered “YES“ on their daily pre-screening form or who has a temperature of 100.4 or more will not be permitted to participate and will be sent home. The student-athlete is not permitted to resume workouts until cleared by a medical physician.

_____ Complete the NJSIAA COVID-19 Student Athlete Daily Pre-Screening Questionnaire- this form must be complete daily and will be time stamped. You will be able to complete the questionnaire everyday between 1:00pm and 11:59pm. If you forgot- please do not report!!

○ Student-athletes who have ever tested positive for COVID-19 must provide clearance from a physician before the student athlete is permitted to participate in workouts.

○ Student-athletes that have pre-existing medical conditions and/or are immunocompromised (i.e., diabetes, asthma, auto-immune disorders, etc.) must provide clearance from a physician before the student athlete is permitted to participate in summer workouts or preseason.

○ Anyone who has answered “YES“ on their daily pre-screening form or who has a temperature of 100.4 or more will not be permitted to participate and will be sent home. The student-athlete is not permitted to resume workouts until cleared by a medical physician.

_____ Every student athlete must have an appropriate face mask, hand sanitizer, wipes and appropriate workout attire. There will be no access to the building and/or changing facilities.

_____ 64 oz. of water or replenishing liquid for the practice session- sharing is not permitted.

_____ Medication if necessary (i.e., asthma, allergies, diabetes, etc.)

The GLHS Athletic Department has also broken down the specific protocols required by Pre-Arrival, Wellness Screening/Arrival, Activity and Post Activity:
Student Athlete Protocols

Pre-Arrival

● If a student-athlete has, or has previously tested positive for Covid-19, clearance from a physician is required to be filed with Governor Livingston Athletic Trainer Office before participation is permitted.
● Student-athletes who have pre-existing medical conditions and/or are immunocompromised (diabetes, asthma, auto-immune disorders, etc.) shall provide clearance from a physician before participation is permitted. The clearance must be on file with the Governor Livingston Athletic Trainer Office.
● Covid-19 Questionnaire must be completed seven (7) days prior to the start of the first workout session. This questionnaire needs to be completed just one time. Participation is not permitted until this is filed with Governor Livingston Athletic Trainer Office.
● Daily COVID-19 Questionnaire must be completed and submitted upon arrival to coaches.
● The Highlander Pledge must be signed by all coaches, parents and student athletes.
● Players should come in workout gear – there will be no changing at the facility.
● Carpooling is not recommended unless absolutely necessary.
● Players should not congregate at the facility before practice.
  ○ If players get to the facility early, they should wait in cars.
● Players must bring their own water (64 oz.) and not share with others.
● Personal hand sanitizer for application during the workout sessions.

Wellness Screening/Arrival

● Players will have temperature checked before entering the facility and sign off on being symptom free. If temperature is 100.4 or higher, temperature will be taken again five minutes later. If the temperature is still 100.4 or higher, the player cannot participate and must leave the facility immediately. Players who answered ‘yes’ to any question on the questionnaire shall not be permitted to participate.
  ○ Players must have a note from physician permitting participation filed with Governor Livingston Athletic Trainer Office before returning for another workout.
● Players must wash hands or use hand sanitizer before participating in a workout.
● Players may not congregate before workout – they should go directly to their cohort location after temperature is taken.
● Players will submit their daily symptom checker via online Google Form.
Activity

- All activity must take place outside.
- Players must remain in a cohort of maximum 10 players (as assigned by coaches) for the entirety of workout. These groups will be in place for all Phase 1 summer workouts unless otherwise noted. The training pods will also be used in the event of a positive COVID-19 test for contact tracing purposes.
  - Training Pod members must always keep six feet of distance between themselves and remain 12-18 feet apart from other Training Pods.
- Players must always maintain 6 feet social distancing.
  - This pertains to workout activity and the entirety of the session.
  - There will be no handshakes, high-fives, fist bumps, hugs, etc.
  - Players must bring their own equipment and not share any equipment during workouts. Only 1 ball per player can be used during Phase 1.
  - During any breaks in practice, players must remain in Training Pods and not congregate
  - If restroom usage is required, players must sanitize the restroom before and after use with provided wipes. There will be a Bathroom Monitor to assist with this process.
    - Limit of one person in the restroom at a time.
  - Players must wear face coverings/masks for the duration of workout unless they are involved in high-intensity aerobic activity (running, sprinting, etc.) however once that activity is over, players must put face covering back on. A limited supply of masks will be available in the event of a malfunction.
    - If a player feels overheated or uncomfortable at any time during the workout due to the face covering, coaches will have designated areas to allow the player to remove facemask and recover before returning to the cohort.

Post-Activity

- Players must wash hands/sanitize immediately after the session ends.
- Training Pods will be dismissed at staggered times to avoid congregation upon exit. Coaches will escort student athletes to the parking lot for dismissal.
- Players must enter cars and leave facility immediately following dismissal.
- Players are encouraged to shower and wash workout clothing immediately upon returning home after workout.
Parent/Guardian/Driver Protocols

Pre-Arrival

- If a student-athlete has, or has previously tested positive for Covid-19, clearance from a physician is required to be filed with Governor Livingston Athletic Trainer Office before participation is permitted.
- Student-athletes who have pre-existing medical conditions and/or are immunocompromised (diabetes, asthma, auto-immune disorders, etc.) shall provide clearance from a physician before participation is permitted.
- COVID-19 questionnaire must be completed seven (7) days prior to the start of the first workout session. This questionnaire needs to be completed just one time. Participation is not permitted until this is filed with Governor Livingston Athletic Trainer Office.
- Daily COVID-19 Questionnaire must be completed via online Google Form
- The Highlander Pledge must be signed by all coaches, parents and student athletes.
- Ensure student-athletes do not have a temperature over 100.4 or symptoms before sending to workout.
- Ensure student-athlete comes in proper workout attire – there will be no locker rooms or changing at the facility.
- Ensure student-athletes come to workout with their own equipment and sufficient water – water will not be shared.
- Refrain from carpooling unless absolutely necessary.
- Upon arrival, everyone should remain in their car until the cohort's specific arrival time.

Wellness Screening/Arrival:

- After a student-athlete leaves the car to have temperature taken, the driver must remain on site until the student-athlete enters the playing field.
- All student athletes must have a face covering/masks on properly immediately after departing the car.
- As soon as the student athlete completes the Wellness Screening Station requirements—they are to call/text their parent/guardian/driver that they can depart the GLHS facility. Drivers must leave the facility after student-athletes enter the facility and not return until the end of workout or if called otherwise.

Post-Activity:

- Players must enter the car immediately after dismissal and leave the facility
- Players are encouraged to shower and wash clothing immediately after workout.
Coaches Protocols

Pre-Arrival

- Coaches will review the 7-day COVID-19 Questionnaire responses and Daily COVID-19 Questionnaire responses from parent/guardians and student athletes of participants. They will require each student athlete to deposit their practice clearance ticket from the Wellness Station. This will be the indicator that a student athlete is cleared to practice.
- Workouts shall be no more than 90 minutes in duration and include 10-minute warm-up and 10-minute cool-down.
- Coaches will create and notify teams of Training Pods with a maximum of 10 players for the entirety of workout. The list of Training Pod participants will be completed via the shared Training Pod Google Folder.
  - Cohort players must remain 6 feet social distancing between cohort members and 12-18 feet of distance between other cohort groups.
  - Cohort groups must remain the same for ALL summer workouts.
- Coaches must limit the entire gathering size to match Governor Mandates for outdoor gatherings (500 people as of 7/29/2020). This number may have to be limited to require 12-18 feet of separation from each cohort.
- Coaches can only schedule one workout per day.
- Coaches must have one day off. The assigned practice dates are as follows:

Phase 1- Week 1

**FOOTBALL**- Monday, August 10, 2020 to Thursday, August 13, 2020 Report at 7:20am and practice 8:00am-9:30am (Back Football Practice Field- 8/10 and 8/12- Turf 8/11 and 8/13)

**GIRLS SOCCER**- Monday, August 10, 2020 and Wednesday, August 12, 2020 Report at 8:15am and practice 8:45am-10:15am (Turf- 8/10 and 8/12)

Phase 1- Week 2

**FOOTBALL**- Monday, August 17, 2020 to Thursday, August 20, 2020 Report at 7:20am and practice 8:00am-9:30am (Back Football Practice Field for week)

**GIRLS SOCCER**- Monday, August 17, 2020 and Wednesday, August 19, 2020 Report at 8:15am and practice 8:45am-10:15am (Turf- 8/17 and 8/19)

Phase 1- Week 1

**FIELD HOCKEY**- Tuesday, August 18, 2020 and Thursday, August 20, 2020 Report at 8:15am and practice 8:45am-10:15am (Turf- 8/18 and 8/20)
Berkeley Heights Public Schools

Phase 1- Week 3

**FOOTBALL**- Monday, August 24, 2020 to Thursday, August 27, 2020 Report at 7:20am and practice 8:00am-9:30am (Back Football Practice Field for week)

**GIRLS SOCCER**- Monday, August 24, 2020 and Wednesday, August 26, 2020 Report at 8:15am and practice 8:45am-10:15am (Turf- 8/24 and 8/26)

Phase 1- Week 2

**FIELD HOCKEY**- Tuesday, August 25, 2020 and Thursday, August 27, 2020 Report at 8:15am and practice 8:45am-10:15am (Turf- 8/25 and 8/27)

**All coaches will be responsible for following the Phase 1 and Phase 2 NJISIAA Protocols. Please be reminded that the virtual coaching period begins on Sunday August 29, 2020.**

- Coaches must wear face covering for the entirety of the session.
- Coaches must adhere to the stagger arrival times as outlined.

**Wellness Screening/Arrival**

- All Coaches must arrive 10 minutes prior to their student athletes’ arrival to be processed through the Wellness Screening Station.
- After temperatures taken, coach will report to assigned field location and instruct each training pod to enter their specific practice area to eliminate congregating. It is highly suggested to have each training pod location outlined for the student athletes. The coach will assign a staff member to collect (with gloves) the Wellness Station clearance ticket- different color every day. The used tickets will be deposited in the provided Ziploc baggie.
- Each Head Coach will be given a COVID-19 cleaning kit- disinfectant wipes, gloves and back-up hand sanitizer bottles. Each kit will also include Ziploc baggies to dispose of the used wipes and gloves.
- Coach will disinfect any flat surface/high touch areas before activity begins. It is recommended that the coaches complete the “Right to Know GCN Certification”.

**Activity**

- Head Coaches must submit all practice plans to the shared Google Folder for all workout sessions.
Berkeley Heights Public Schools

- All activity must take place outside
- Workouts shall be limited to conditioning, skill sets, and sport specific non-contact drills until further notice.
- Coaches will require Training Pods of a maximum of 10 players (as assigned by coach) to be together for the entirety of the workout. The Head Coach will complete the shared Google Folder of the Training Pod assignments and the student athlete’s contact information. This will be used in the event of a positive COVID-19 test within the Training Pod.
- Coaches will supervise and require that players maintain 6 feet social distancing at all times – even within cohort.
  - This pertains to workout activity and the entirety of the session.
  - There will be no handshakes, high-fives, first bumps, hugs, etc.
- Coaches will supervise and require players not to share equipment during workouts.
- Coaches will supervise and require players to wear facemasks when not involved in high-intensity activity.

Coaches will designate a socially distant area for any player who needs to remove a mask to avoid overheating.

Post-Activity

- Coaches will dismiss Training Pods at the assigned times to avoid congregation upon exit. Coaches will escort the student athletes to the parking lot to assure social distancing and face masks are worn.
- Coaches will require hand washing or sanitizing after the workout is completed.
- Coaches will require players to enter cars and leave the facility immediately following dismissal.
- Coaches will disinfect any equipment used during workout (cones, ladders, etc.)

Governor Livingston Administration Protocols

Pre-arrival

- GLHS will instruct and educate coaches on protocols, rules and expectations. (Webinar was conducted)
- GLHS Custodian will ensure the hard surfaces and bathroom facilities have been sanitized before the workout begins that day.
- GLHS will staff the Wellness Station, Parking Lot Attendee and Bathroom Monitor. The Wellness Station will use the ticket system to provide coaches cleared student
athletes for daily workouts- Daily COVID-19 Questionnaire completion and Wellness Temperature Check.

**Wellness Station/Arrival**

- Assigned Parking Lot Attendee- Mr. Justin Polce. He will manage the safe arrival of the student athletes and assign arriving student athletes their appropriate social distance area to wait to be processed through the Wellness Screening Station.
- Trainer will take temperatures of themselves, each coach and each member of the Training Pod before allowing anyone to enter the facility.
  - If the temperature is 100.4 or higher, that person will be retested five minutes later. If still 100.4 or higher, the player/coach must not be allowed to participate and must leave the facility immediately. Any person who answered ‘yes’ on the questionnaire will not be permitted to participate.
- If a player is not permitted to participate, a note from the physician clearing player must be sent to Governor Livingston Athletic Trainer Office and put on file.
- Temperature and attendance of each Training Pod will be maintained for all workouts to help contact tracing if necessary.

**Activity**

- GLHS will provide hand sanitizer and disinfectant wipes to be used by players to sanitize hands and equipment.

**Post-Activity**

- GLHS Custodian Staff will ensure hard surfaces and bathroom facilities have been sanitized before any other group utilizes space.

**Additional Information:**

1. [Student & Parent NJSIAA Protocols](#) - link to PowerPoint
2. Please use the link below to view webinar about Parent/Student Athlete protocols: [Parent/Student Athlete Webinar with Ms. Clifton](#)
3. Please use the link below to complete once 7 days prior to the start of the first workout.

   COVID-19 Questionnaire for Summer Workouts

4. Please use the link below to complete the daily questionnaire. This must be completed every day to participate in workouts.

   COVID-19 Daily Questionnaire for Student Athletes