



Livingston Elementary School COVID-19 Reopening Handbook

Livingston Elementary School
960 Midland Blvd.
Union, NJ 07083

Overview

Creating a connection with the Livingston Elementary School Family/Community has never been more important. The past year has required us all to work together and communicate with one another to best serve our students and support their learning.

LES is committed to taking every step necessary to ensure all students have what they need to stay connected to their lessons, teachers, peers, and resources. We will continue to update you with information as we progress through the school year. It is important that you feel part of this process and confident in your child's education.

To maintain a strong sense of family and to keep you informed, please make sure you update your most recent contact information, including your email address and cell phone number in the Genesis Parent Portal.

Although the COVID-19 pandemic continues to create uncertainty, we remain committed to working with local and state health partners to develop a layered set of safety measures and protocols to help keep our family safe. The district may need to shift between learning models based on direction from our local and state public health officials and real-time health data. Therefore, it is important to understand some basic terminology found in this plan.

COVID-19 Terminology

100% In-person: All students attend classes physically in-person.

Hybrid: Students attend classes in-person and virtually.

100% Virtual/Synchronous: Students attend classes at home, in real time, simultaneously with peers who attend in-person.

Asynchronous: The teacher will provide materials for reading, lectures for viewing, assignments for completing, and exams for evaluation, you can access and satisfy these requirements on your own schedule, so long as you meet the expected deadlines. Common methods of asynchronous online learning include, Nearpod student paced lessons, FlipGrid, Pre-recorded lessons (Loom), Newsela assigned articles, Google Classroom assignments, etc.

Quarantine: Used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent the spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their doctor, state and, local health departments.

Isolation: Used to separate people infected with COVID-19 (those sick and those with no symptoms) from people who are not infected. People who are in isolation should stay home until it is safe for them to be around others. In the home, anyone sick or infected should separate themselves from others by staying in a specific "sick room" or area and use a separate bathroom (if available).

Confirmed Positive Case: An individual case of COVID-19 that has been verified/confirmed by public health or another healthcare provider.

GOALS

1. Implement protocols and structures that protect the health and safety of students and staff.
2. Develop sound educational learning options for students and parents.
3. Maximize academic and social emotional growth opportunities for students.

Health & Safety

For the LES hybrid model to be successful, it is imperative that staff members, students, and families continue to follow the social distancing guidelines set by the State of New Jersey and the CDC outside of school hours. In-person learning is dependent upon our school community following the guidelines with regularity and attentiveness. We must continue to do our best to support one another in adhering to these guidelines, and we ask that families emphasize the importance of these procedures through discussion with your child.

Prevention Measures

Parents and Guardians - Daily Health and Safety Expectations

Parents and guardians ***MUST*** complete the COVID form for their child(ren) daily BEFORE 8:00 am. Failure to do so will result in your child being refused entry to the school building. You will receive a phone call from the school if you did not complete the Covid form for your child. Any student who comes to the school without the form being completed will remain in a secure and supervised location within the school until the form is completed, or the student is picked up.

- Take your child's temperature before they leave for school to ensure they do not have a fever.
- Review health and safety expectations with your child.
- Send your child to school on their assigned hybrid days with a clean face covering that securely covers the nose and mouth. In addition, please provide them with an extra face covering in their backpack if needed.

Student - Daily Health and Safety Expectations

All students must practice proper [CDC infection control measures](#):

- If coughing or sneezing, students must cover their mouth and nose with a tissue, or the inside of their elbow, and immediately discard the tissue and use hand sanitizer.

- Avoid touching their eyes, nose, or mouth.
- Avoid touching any surfaces unnecessarily.
- Refrain from physical contact, including hugs and hand-shakes.

Face Coverings

Face coverings are required for all students and staff in all Township of Union Public Schools. In accordance with guidance from the CDC, the NJDOH and the NJDOE, the following requirements are in place until further notice.

A cloth face covering that covers the nose and mouth and secures with ear loops must be worn at all times by all individuals in school buildings, on school grounds, and on school transportation, **except** in the situations listed below:

- While drinking
- Eating snack
- Mask breaks

Exceptions to mask/face covering requirements may be made for those for whom it is not possible due to medical conditions, disability impact, or other health or safety factors. A medical note must be signed by your child's primary professional care provider. The exemption must be approved by the building principal in consultation with the school nurse. Face shields or physical barriers may be utilized as an alternative in some instances.

A student's mask/face covering is to be provided by the student's family. The school will supply disposable face coverings for individuals who arrive at a district building without one, or while boarding school transportation. In the event a mask is damaged during the day, please provide your child with an extra one in their backpack. Masks will only be given out for emergency purposes. **Gaiters, bandanas, and masks with one-way valves, and comparable items**, do not comply with this CDC guidance and are not permitted in district buildings or buses.

If the student is not willing to comply with the mask/face covering policy, they will be sent to the main office. Appropriate support and education on the importance of wearing a mask/face cover at school will be reviewed with the student. Every effort, including a phone call to the child's parent or guardian will be made to have students comply with these requirements so they may remain in school. ***If the student still refuses to comply, parents will be called and the student will be sent home.***

Please refer to the [COVID-19 ADDENDUM TO THE STUDENT CODE OF CONDUCT](#) for additional information. This addendum will remain in place until the Township of Union Public Schools Board of Education deems schools to be safe from the current Covid-19 Pandemic. [How to Wear a Mask](#)

Visitor Policy

Visitors will be limited from entering the school building except for contracted service providers and those deemed necessary by building administrators. All visitors must make appointments before entering any district buildings. To keep our students and faculty safe, visitors who are permitted to enter the building must adhere to the following safety protocols:

- Enter and exit only through the front entrance of the school
- Wear a mask/face cover at all times
- Apply hand sanitizer upon entry
- Maintain all social distancing guidelines while in the building
- Successfully complete the TUPS Visitors' Covid-19 Screening Question Form.
- Visitors will have their temperatures taken before entering any TUPS building.
- Must have an appointment in order to enter the building
- Must call from their car prior to coming to the front door of the building
- Visitors will be given a disposable name tag to wear

Parent/Teacher/ School Counseling appointments: Will be conducted virtually or by phone conference as much as possible. If an in-person meeting is a necessity, an appointment must be made and communicated with the appropriate staff and the main office. A visitor log will be maintained by security personnel. The log will include the date of visit, contact phone number, arrival/departure times, and the areas visited within the building.

Parents dropping off items for students during the school day can leave a clearly-labeled item in the designated drop box in the main entrance vestibule. Items that have intrinsic and extrinsic value should not be left in the drop-off bin in the vestibule.

LEARNING EXPECTATIONS

- All students are required to attend all LIVE lessons scheduled during their assigned class time.
- Students will be expected to fully engage in learning for the entire duration of each school day.
- All students are expected to meet deadlines as set by their teachers.
- Students must keep their cameras ON throughout the lesson or until the teacher releases the class.
- Audio can be muted unless the student is interacting with teachers or students.

Classroom Environment

Classrooms are arranged to maximize space between seating and desks while maintaining compliance with the CDC guidelines. Clear desk shields have been placed on every teachers' desk, as well as students' desks, to increase safety between students and staff members. Teachers will implement distance procedures into classroom routines.

Computers

Students will be required to have a district-issued Chromebook for in-person/hybrid learning. Personal devices from home will not be permitted in school. Please make sure you pick up, and sign-out, a district-issued Chromebook, from LES, between 8:30 am and 2:30 pm on Mondays, Tuesdays, Thursdays and Fridays. All schools will be closed every Wednesday beginning the week of March 1st. Students will:

- take their Chromebooks to and from school daily.
- fully charge Chromebooks BEFORE entering school.
- bring Chromebook chargers.
- not share any Chromebooks, or anything else, during the school day.

Since we will have students in a blended environment, students who are virtual as well as in-person, please send in headphones so that it cuts down on distractions. Students will still be expected to go onto Google Meets while in the classroom and participate with students who are at home. Conversations and discussions are very vital, and are an important core of instruction. To help support discussions, headphones are needed.

Cohorting

To assist with contact tracing and to minimize contact, students will be divided into two cohorts based on the first letter of their last name. **See daily building operating schedule on page 11.**

Cohort 1 - A to L

Cohort 2 - M to Z

Cohort 1 will receive in-person instruction at the school on Monday and Tuesday of each week and will continue with remote learning Wednesday, Thursday, and Friday facilitated by both synchronous and asynchronous learning. **Cohort 2** will receive in-person instruction at the school on Thursday and Friday of each week and will receive remote learning on Monday, Tuesday, and Wednesday facilitated by both asynchronous and synchronous learning.

Wednesday of each week will be 100% virtual learning for **all** students and staff.

A confirmed list of each cohort will be released to parents no later than **Friday, March 5th**, so families can plan and arrange for childcare and transportation.

Virtual Learning Guidelines

During virtual learning sessions the following guidelines will be in effect:

- Students must attend the **entire** class/virtual session, and return digitally when directed, and/or complete the asynchronous learning activity.
- Students will be encouraged to have their video on in whole-class sessions, break out sessions, and support sessions unless agreed upon by the teacher.
- Students will have their first and last names as identifiers during each live session and use their Township of Union school account. Students may be denied access to class if they do not login with their district email account.
- Students will have blank or non-descript backgrounds. Students with distracting backgrounds will be asked to remove them.
- Students will set up a workspace and commit to a location for the entire session. The workspace should have all materials needed and ready for use.
- **Recording of live lessons is prohibited.** Any use of teacher, or student, images are prohibited.
- Students will abide by the class rules and expectations their teachers have outlined.

Attendance Policy

The TUPS Attendance Policy applies to both in-person and virtual learning classes. All students are to be present at all times during a live lesson. Staff will take attendance utilizing Genesis for both in-person/hybrid and virtual students. As you already know, please call and/or email Mrs. Nardo at (908) 851-6444 and rnardo@twpunionschools.org if your child will be absent. To assist us in preventing learning loss, to the best of our ability, it is important that students are actively engaged in the learning process..

Entering School

Students must wear a mask/face covering when entering the building.

Students will enter the building in the morning through two entrances, **Door 1** (Main entrance) for the students who get dropped off in the front of the building and **Door 8** (by the visitors parking lot and tot lot) for students whose parents park in the visitors parking lot. We will also stagger our arrival times to maximize social distancing with our students.

- Arrival time is 8:30AM for 3rd and 4th grade.
- Arrival time is 8:40AM for Pre-K -2nd grade.
- School begins at 8:45AM

In order to expedite the arrival process, please make sure your child is wearing a mask prior to exiting your car so that he/she can easily exit the car and quickly enter the building.

We also ask that your child has their gloves\mittens off prior to exiting the car so they can readily apply hand sanitizer upon entering the building.

Floors and hallways are marked for safe student and staff movement. These markings should be followed during entrance to school, exit from school, and any other time a student is in the hallway.

Students must properly wear masks while on school grounds. ***No student should enter the building without properly wearing a mask.***

Students should maintain a proper social distance when they are in the parking lot, on a sidewalk, entering the building, and walking through the hallways.

Students who **arrive late** must enter through the main entrance and check in at the greeter's desk.

Exiting School

We will also stagger our departure times to maximize social distancing with our students.

- Grades 3 and 4 will dismiss at 12:50PM
- Grades Pre-K - 2 will dismiss at 1:00PM

Teachers will be assigned exits that they will dismiss their students from and will share these exits with the students and families in their class. We will have cones with the teachers' names outside the exits where parents will stand in a socially distanced line to wait for their children.

Anyone on school grounds should be wearing a mask and follow the 6 feet social distance guidelines at all times.

Early Dismissal

Parents requesting an early dismissal must call the Main Office (908) 851-6440 prior to picking their child up. Students being dismissed early by a parent must sign out at the greeter's desk in the lobby before exiting the building. Parents must wait in the vestibule for their student. Verification of ID and student information will be conducted through the vestibule intercom.

Student Travel Within Building

Students are expected to adhere to the social distancing guidelines at all times while entering, exiting, and moving throughout the building. Students are not permitted to gather in the hallways, cafeteria, bathroom, library or common areas at any time. Students will walk on the right side of all hallways and staircases and will take the most direct route to their destination.

Classroom Expectations

Teachers must maintain assigned seating to assist with contact tracing should a student be identified as being diagnosed with COVID-19. All seating should maintain guidelines for distance, face the same direction, and be six feet from the front of the room where the teacher is located.

- Students will not be permitted to share any textbooks, computers, snacks, or any other materials.
- Students will need to bring their own hand sanitizer, tissues and masks to school each day.
- All teachers will maintain a bathroom sign out form to assist with contact tracing should a student be diagnosed with COVID-19.
- Seating should not be moved by students at any point unless directed by the teacher.
- When entering the school, students must go directly to their classroom.
- When leaving a classroom, chairs should remain down at the end of the day for disinfecting by the custodial staff.
- Students should bring in their own materials whenever possible, as sharing anything will be prohibited.

Water Fountains

Water fountains will not be used until further notice. Students are encouraged to bring their own water. To drink from their desk with minimal risk, students should be encouraged to use a bottle that they can sip from while pulling the mask up to expose their mouths while still covering their nose, rather than pull it down completely.

Bathroom Procedures

No more than one student can leave the classroom at a time for any reason that does not involve the main office, nurse's office, or counseling office. All hallway travel, and time out of the classroom, will be recorded by the teacher to help with contact tracing. Each teacher will have a log for this purpose. Students will use hand sanitizer before leaving and after re-entering their classrooms. This will be in addition to any handwashing.

Students must practice good hand hygiene by washing with soap and water for more than twenty seconds.

Physical Education

During in-person learning, PE teachers have been asked when possible to create activities, games, and exercises that allow for social distancing and minimal usage of equipment, while keeping their students active and safe.

Specials

Music, Art, Spanish, Computers, and Health

All in-person specials will be in your child's classroom, **except** for Physical Education.

Counseling

School counselors will continue to teach SEL lessons and will remain available for all virtual and hybrid students. Counselors will continue to conduct their lessons for virtual and hybrid students.

Busing

Students will be required to wear a mask the entire time they are on the school bus. A mask will be provided only for students who do not have one.

The driver will load the bus rear to front. The driver will unload the bus front to back to ensure physical distancing. School bus drivers will make sure the bus is set up and labeled for proper social distancing.

Students are to remain in the same seat during the entire ride. As weather permits, windows will remain open to increase air circulation. Buses will be cleaned after each transportation run is complete.

Busses will be sanitized after each route and at the end of each day.

Contact Tracing

The district will be using a COVID-19 flow chart to determine proper protocol. The flow chart can be provided upon request.

The school nurse will notify parents/guardians whose students have been identified as being in "close contact" of a person with a positive case. Public health officials will also contact those individuals to outline the next steps that the student's family should take.

It's important to note that **not all families** will be notified of every case related to a school community. Families whose children are directly affected by the cases (such as if their child

was in close contact with the person with the positive test result or if the impact of the case or cases is more extensive) will be notified.

Contact tracing is a confidential and private process. The Township of Union Public Schools and public health employees cannot and will not release the name or other private information about a student or staff member who may have come in contact with someone at school with a verified/confirmed case of COVID-19.

If the impact is widespread or if a cluster is identified by public health officials, parents and staff members at the affected school will be notified by the principal via the district's mass notification system.

A close contact is defined as being within 6ft for a period of at least 15 minutes with or without a mask.

Note: The sections of this COVID-19 Handbook Insert supersede sections of the Student Handbook for 2020-2021 until rescinded. Please understand that knowledge about the COVID-19 virus, and the best practices to respond to the pandemic, still continue to evolve. For this reason, guidance, policies, and plans related to returning to school will also evolve. We will adapt to those changes and update this guide as needed in an effort to maintain a safe and healthy environment. The content in this handbook is not inclusive of all procedures and protocols.

Elementary Schedule

8:45AM - 1:00PM	1:00PM - 2:20PM	2:30PM - 3:00PM
LIVE synchronous lessons with classroom teachers and special area teachers.	Lunch & Teacher Prep Period	Asynchronous lessons, W.I.N., SEL, Small Group Instruction, G & T and RTI

Student Symptom Screening Checklist

Have any of the students you are dropping off had close contact (within 6 feet for at least 15 minutes) in the last 14 days with someone diagnosed with COVID-19, or has any Health Department or Health Care Provider been in contact and advised you to quarantine?

No contact. Your student can be at school if they are not experiencing symptoms.

Yes, contact. Your student should not be at school. The child can return 14 days after the last time the child came in contact with someone with COVID-19, or as listed below.

**Do any of the students you are dropping off have any of these symptoms?
*Fever, Chills, Shortness of Breath/Difficulty Breathing, New Cough, or New Loss of Taste/Smell, Nausea, Upset Stomach, Diarrhea, Headache, Dizziness.***

No, symptoms. Your student can be at school.

Yes, symptoms. If yes, your student should go home, stay away from other people, and a family member should call the child's healthcare provider or public health.

Since they were last at school, have any of the students you are dropping off been diagnosed with COVID-19?

No, diagnosis. Your student can be at school if not experiencing symptoms.

Yes, diagnosis. If your student is diagnosed with COVID-19 based on a test, their symptoms, or does not get a COVID-19 test but has had symptoms, the student should not be at school.

Daily Procedures At-A-Glance

Arrival:

1. Hybrid students may be dropped off no earlier than 8:30am(Grades 3&4) and 8:40am(Grades Pre-K - 2).
2. Check-in for all hybrid and virtual students will be from 8:45am.
3. All students will enter through Doors 1 and 7 and wear a mask.
4. All students and staff will use hand sanitizer when entering and leaving the building.
5. Students will proceed directly to their assigned classroom.

Lunch Distribution:

1. Bagged lunches will be distributed at each classroom for any student wishing to receive a lunch.
2. Virtual students can pick up their lunches between 10:30am and 12:30pm at the following locations:
 - a. Washington
 - b. Franklin
 - c. Jefferson
 - d. Union High School

Visiting the Nurse:

1. Limit visits to nurse's office for non-medical conditions
2. Staff will call the nurse's office when a student is in need of assessment prior to sending the student to the nurse. Students will stop at the nurses office door and wait for a temperature check. If the student does not have a temperature, he/she will be seen by the nurse for further assessment.
3. Students will stand in the appropriate social distancing floor markings outside of the office.
4. If the student has a temperature of 100.4 or greater, or displaying any of the identified COVID-19 symptoms he/she will be instructed to go directly to the isolation room where parents will be notified and children will be monitored. The parents should pick up the children within 60 minutes once notified by the nurse.

Bathroom:

1. Bathrooms should have no more than 2 students at a time in the bathroom.
2. Use the bathroom with their mask on, and thoroughly wash their hands after finishing.
3. Each class will have scheduled bathroom breaks
4. For emergency situations, teachers will send one student out at a time and keep a log.
5. Each Classroom will be assigned bathrooms to use.
6. Each class will have scheduled bathroom breaks

Hallway Movement:

1. Students will sanitize their hands upon leaving, and entering any office or classroom.
2. Please try to bring essential supplies and materials only, as storage space is limited.
3. Students and staff will always stay to the right when moving through the building. There will be no passing in the hallways.
4. There will be signage in the building indicating the flow of traffic. Teachers will review these procedures with students.

Dismissal:

1. Dismissal will be at 1:00pm.
2. Parents, and authorized adults, will legally park their cars and follow all local municipality parking enforcement laws.
3. Students should not loiter after dismissal and should depart the school grounds as quickly as possible.
4. Staff will be monitoring dismissal procedures to ensure that all safety protocols are being followed.

IMPORTANT LINKS

Federal

[CDC guidance for schools](#)

[CDC Guidelines on Cleaning and Disinfecting](#)

CDC Training Videos

[How to Wear a Mask](#)

[Handwashing](#)

[Social Distancing](#)

[COVID-19 Stop the Spread of Germs](#)

[11 Symptoms of COVID 19 \(Coronavirus disease\) - Updated CDC guidance](#)

[Taking Care of Your Daily Health During COVID-19](#)

State

[New Jersey COVID-19 Information Hub](#) - Testing & Vaccination Information

[New Jersey Department of Health](#)

[New Jersey Department of Education COVID-19 Guide](#)

Local

[Township of Union Public Schools](#)

TUPS Contact Tracing Protocols

[Burnet Middle School](#)

[Genesis Parent Portal](#)

[Policies](#)

[Athletics](#)

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