

Good evening, I hope this communication finds you well. As noted in prior communications, the District's Reopening Committee and Pandemic Response Team were in the process of meeting to review plans for the implementation of Phase 3. Following meetings with the aforementioned groups, as well as staff, administration and BOE, we are pleased to provide you with the Phase 3 action plan. Of course any such plan as set forth is subject to change due to issues related to the virus.

Please find below a comprehensive Phase 3 Action Plan for your review. Following your review we ask that ONLY families who intend to change their child's classification for Phase 3 complete the google form by Thursday, February 11th. If your child will remain either an Opt Out or Hybrid for the start of Phase 3, you do not complete the form. You only complete the form if you intend to change your child's classification from Opt Out to Hybrid or Hybrid to Opt Out for Phase 3. This information is vital so as to determine the feasibility of certain class sizes. Once we have analyzed that data we will specifically communicate with the parents of the Hybrid students as to the specific plan for the start of Phase 3.

Although covered more indepthly below, the overarching theme of the shift to Phase 3 entails in person schooling four days per week as opposed to two. Hybrid instruction will now have children attending in person instruction each week on Monday, Tuesday, Thursday and Friday. The schedule of classes does not change, but the number of in person days shifts from 2 to 4.

The form listed here **Phase 3 Classification Change Form** is to be completed only by those families who are changing their classification for the start of Phase 3. This form is due no later than **Thursday, February 11, 2021**.

*Michael Jordan*



**MAYWOOD PUBLIC SCHOOLS**  
**2020-2021 "STEP BY STEP"**

**PHASE 3**  
**ACTION PLAN**

## **Phase 3 Schedule Analysis**

### Phase 3

- Begins February 22
  - *No need to start it during the week of the 15th as it is a shortened week due to Mid Winter Recess.*
  
- Elimination of cohorts
  - *The cohorts served their purpose for phase 1 and 2. We feel comfortable that the class sizes and use of both masks and shields while maintaining no student class to class movement will allow for a smooth transition to the elimination of cohorts. All district parents will receive a google form this weekend outlining our phase 3 plan and requiring them to note only if they choose to change their child's classification from phase 2 to phase 3. Any child who is an opt out in phase 2 and would now like to be hybrid in phase 3 will need to complete the form. Likewise any student who is a Hybrid in phase 2 and would like to change to opt out for phase 3 would also have to fill out the form. If the child will remain in phase 3 what they are currently in phase 2 then nothing is to be filled out. The completion of these forms within the deadline provided is extremely important because the results of the responses will dictate whether we can or cannot proceed with phase 3 scheduling in certain classes. In other words if we see data that states that a particular grade level or homeroom has all of its students opting for hybrid then we will have to investigate the feasibility of having everyone in for the four days. We do not anticipate that to be the case as our data indicates that parental decisions have been consistent throughout the first two phases. We anticipate only slight changes.*

- In Person Students attend 4 days per week, 8:30 am to 12:30 pm  
In Person and Opt Out students attend virtual 1:30 to 3:05 pm
  - ***The change for Phase 3 is that of a shift to 4 days of in person learning. The schedule will remain the same with the virtual component to each afternoon and the full virtual Wednesday each week.***
  
- MAP, LLD, PRE-K attend every weekday, including Wednesday
  - ***The District is very happy with the start of this school year (phase 1) to provide our most vulnerable populations to attend all week.***
  - ***Resource Room students were attending 4 days at the start of Phase 2.***  
***The success of this played a big role in determining whether the District as a whole was ready to shift to the Phase 3 four days per week schedule.***
  
- Decision on elimination of Wednesday virtual day will be made by mid-March
  - ***This will be considered after a few weeks of the four day in person shift. The decision will be made following meetings with Mr. Montany, Ms. Pfohl, staff and administration.***
  
- No Lunch. Food distribution will continue for families that qualify for assistance.
  - ***Until such time that the region is in CALI yellow or green status, such a shift to in person lunch will be on hold.***
  
- Related services will be scheduled accordingly
  - ***This District is very happy with the progress of the scheduling and implementation of related services. This will continue and be modified as need be in Phase 3.***

- No school visitations or student belongings drop-offs
  - *The District is pleased with the cooperation of our parent community in regard to this requirement and will continue throughout Phase 3.*
  
- Field trips analyzed on case by case basis  
 Assembly programs analyzed on case by case basis
  - *Meetings have been taking place with advisors of certain long distance trips and overnight trips to discuss and research alternatives if the District chooses to engage in any field trips.*

### **General Health & Safety Guidelines**

- Follow, to the best extent possible, all CDC, state and local guidelines.
  - *The District has had great success and cooperation throughout phases 1 and 2 from students, faculty and parents. We want to continue to follow the guidance and recommendations as set forth from a number of places including the Road Back document, CDC, NJDOH and the BCDOH. To reiterate, the District takes any and all recommendations from our health liaison and enacts them. Although others may only use them as guidelines we have been very clear in our thinking in that we are not medical professionals and all recommendations from the BCDOH will be accepted and implemented. Please also note that the BCDOH has made it clear since September that they will not place any recommendation in writing. Although we vehemently disagree with that and have said so on numerous occasions, they will not place any recommendation in writing and they will not tell a district that it must do something, instead only recommend. Maywood is represented by the BCDOH along with 35 other districts.*

***There are 13 other health departments that represent the remaining districts in Bergen County. Each of them have guidelines and recommendations, as hard as that is to believe. Therefore, comparisons to other districts is absolutely inevitable because other districts may indeed have different recommendations. Our District feels that this is a failure on the part of the pandemic response, yet Maywood will continue to work with the BCDOH and accept and implement all recommendations regarding either of our schools. Therefore, in Phase 3 we will continue to abide by the Road Back guidelines that are supported by the NJDOH and BCDOH and continue to add the extra layer of having desk shields for all students and having all students maintain a singular location each day.***

- Require face coverings for all students and staff from when they step into the school buildings to when they leave the school buildings with the exception of staff and students that may have a medical condition.
  - ***100% success from the beginning of this schedule in September. The District has been very happy with compliance with few if any issues whatsoever. The District continues to maintain a stockpile of disposable and cloth masks for any student, staff or guest who may need one while in either building. The District is also very pleased with the scheduled masks breaks that have been built into the daily schedules.***

- Include barriers on teacher, student and CST related services desks and common offices.
  - ***The District is very pleased with this usage. Every child in person has their own desk shield and corresponding 3M holders. The District has an adequate stockpile of the larger version of the shield used for the older students and has received a replenishment of the smaller version of the product for Memorial and lower grade levels at MAS.***
  
- Use hand-sanitizing stations in every classroom and throughout the hallways.
  - ***The District is very pleased with the use of the stations in the classrooms, offices and hallways. Staff consistently remind students to use the hand sanitizer and the District has a stockpile of both the wall mounted sanitizer and the classroom based product for future use.***
  
- Require students to sanitize their hands when they enter and when they leave a classroom.
  - ***This will be a priority in Phase 3 as the number of students in person increases and the elimination of the cohorts takes place.***
  
- Require daily temperature checks for ALL students, staff, and guests entering the school building using an autonomous screening station and touchless temperature screening tools in addition to the student and staff pre screening checklist form due at 6 am each morning.
  - ***The District is very pleased with this process in both buildings. If not for the inconsistency of some of the hand held temperature scanners, the process would be perfect in its implementation and use. The District is very pleased with the stand-alone temperature screeners that have increased in their usage with the onset of the colder weather.***

***Students at both buildings have been exceptional during morning entry in all facets of this part of in person instruction.***

- Reduce capacity of restroom usage to one student at a time.
  - ***This has been enforced during both phase 1 and 2 and will remain in effect during phase 3. Students have been excellent with this process and our staff has been outstanding in compliance and enforcement.***
  
- Minimize use of shared objects
  - ***The District is pleased with the limitation of all shared objects particularly in PE and Art. We will continue this vigilance in Phase 3 and beyond.***
  
- Ensure indoor facilities have adequate ventilation
  - ***The ventilation systems were checked and approved as per standards in August. This in combination with the opening of windows and all classroom doors in the open position at all times has created the air flow that the District indicated would be the goal starting in Phase 1.***
  
- Use an isolation room in the event that a student has a high temperature or has other symptoms that may be related to Covid-19.
  - ***Thankfully this has yet to be needed but the District will use the identified isolation areas in both buildings for Phase 3 and beyond.***
  
- Maintain one-way hallways and stairways with clear signage for students and staff.
  - ***The signage has proven to be effective as both staff and students notice and adhere to the directions in both buildings.***

- Enforce NJDOH/BCDOH policies/procedures that encourage sick employees and students to stay home without fear of reprisal, and ensure staff, students and families are aware of these policies. These policies will ensure that individuals are compliant when instructed to quarantine or isolate.

***The District has consistently updated its policies and procedures as BCDOH and NJDOH guidelines are changed. The District is in consistent communication with staff and students regarding any and all changes to medical requirements of any kind and enforces said changes consistently. The District is in consistent communication with the BCDOH and monitors the weekly CALI reports which cite the weekly matrix changes regarding regional positive data.***

***Specifically in relation to Phase 3 we will continue to adhere to the weekly CALI reports. These reports track positivity rates within geographic centers. Bergen County is in the Northeast center of the state along with two neighboring counties. Each week the average positivity rate for those three counties drives***

***that we  
same  
were  
holidays.  
over the winter  
mandatory  
Phase 3 will also  
family  
quarantine now for 7  
days if no test is  
required to isolate for ten  
are required to quarantine  
inform our community of any  
become available.***

***the color of the matrix. Level orange has been the color have been in for over 6 weeks. The trending as of now is downward and there is an expectation if all remains the that we may go back to yellow. The worry was that we going to shift to red especially around the last two  
Fortunately that did not transpire. Also of note, recess the state changed the red classification from school closures to optional yet recommended.  
see Maywood enforce the travel restrictions. Any traveling outside of the state will need to  
days if a negative test is provided or 10 provided. Those testing positive are  
days, those deemed close contacts for 14 days. We will continue to  
further changes as they***

- Adhere to existing required facilities cleaning practices and procedures, and any new specific requirements of the local health department as they arise

Follow the schedule for increased routine cleaning and disinfecting, especially of frequently touched surfaces and objects, and 9 | New Jersey Department of Education [nj.gov/education](http://nj.gov/education) sanitizes bathrooms daily and between use as much as possible.

Distribute disinfecting/sanitizing wipes and keep them in every classroom and office in the school building.

Encourage custodians, staff, and students to wipe down contact surfaces throughout the school day, and especially keyboards.

Allow custodians to begin deep disinfecting procedures at the conclusion of each modified school day.

- ***The District is very pleased with the custodial cleaning procedures which include the reassignment of staff to accommodate specific needs at each building. Custodial staff consistently clean high touch areas such as door handles and stairwell handrails throughout the day, while consistently cleaning desk tops during the day in high traffic areas such as the gymnasium at MAS set up for Health classes. The crew has also effectively implemented the use of the UVC lighting disinfectant lamps each evening prior to securing both buildings. The Wednesday full virtual day has been used effectively to “deep clean” on a weekly basis.***

- Prohibit after-school activities taking place in the school building until further notice.

- ***The data is clear and that is that our families are satisfied with their decisions regarding in person vs. hybrid. The data is also clear that our attendance for both in person and remote has not skipped a beat. Therefore, with a slight majority of families selecting to opt their children out, we***

*will follow that data and keep facilities closed to youth sports for the foreseeable future.*

*The District's position is that until and unless we have full in person instruction, we should not in turn allow for events to take place within the buildings after hours, particularly when the events are less safe than if it were a normal school day. Allowing athletics to take place in a gym with no masks and no social distancing when we do not allow the same during the normal school day is consistent with our plan. This will consistently be reviewed throughout Phase 3 but we feel that it would be hypocritical to allow such exceptions when we have had much success with adhering to clear health and safety guidelines. There are many opportunities for youth sports in private venues whose liability is much less than a school district and whose purpose is not to keep schools open on a daily basis.*

- Provide grab-n-go meals for all students and specific locations and scheduled times.
  - *The District has been pleased with the cooperation of Pomptonian with our Business Office and administration in each building. The pick up schedule has been adhered to and has provided for the most efficient distribution system possible under the circumstances. We will maintain this throughout Phase 3.*
  
- MAS locker rooms will be closed and all students are encouraged to wear comfortable clothing and safe footwear to school so they can participate in physical education classes without needing to change. Student lockers will remain closed.
  - *Locker Rooms and student lockers will remain closed in Phase 3.*

### **Phase 3 District Program Requirements**

- Each student will be provided a Chromebook and charger for in school and home usage.

Each classroom will be equipped to livestream via Google Meet

- ***The District is very pleased with the rollout of the 1:1 initiative and corresponding internet upgrade within the district, allowing for enough bandwidth to accommodate live streaming. The technology department at both buildings have been outstanding in regards to troubleshooting and replacement chromebooks for students who have damaged their chromebook or for those whose chromebook has operational difficulty.***
- All staff and parents of students will be required to sign off on a health screening checklist prior to school each morning.
  - ***The District is pleased with both staff and student adherence to this process. However, with the shift to four days of in person instruction and the elimination of the cohorts, this process will be monitored vigilantly in Phase 3 and students will be sent home if the checklist is not completed prior to their morning arrival.***
- Teachers will move to the students.
  - ***This will continue to be enforced until such time that we analyze the functionality of the four day in person routine. Adjustments will be made if feasible.***

### **Phase 3 Social Emotional Learning (SEL) and School Climate and Culture**

- Re-engaging students, supporting adults, rebuilding relationships, and creating a foundation for academic learning. Maywood has made all plans with the well-being of educators in mind so they can support the social and emotional well-being and learning needs of their students, acknowledge and prepare for the potential trauma that staff and students have faced during the COVID-19 school closures, and recognize and empower educators' and staff's strengths.
- Multi-Tiered Systems of Support (MTSS) – MTSS is a systematic approach to prevention, intervention, and enrichment in grades PK-12 for academics and behavior that offers educators and families a mechanism to identify individual students who need extra support. In partnership with leaders and educators from districts experienced with implementing MTSS the NJDOE identified universal screening, collaborative problem-solving teams, family engagement, and data-based decision making as critical components for districts moving toward MTSS.
- A multidisciplinary SEL team will execute the recommendations outlined in the NJDOE Restart and Recovery Plan and tailor our efforts to the specific needs of our district based on data from the formal needs assessment.
- The SEL team will meet regularly to ensure that all efforts are being implemented in accordance with our reentry plan and will gauge the effectiveness of these plans as the school year unfolds.
- Members will include those participants in the SEL subcommittee formed during the closure and summer months.
- A list of area mental health and wellness resources will be compiled by the SEL team and shared with students, families, and staff members.