SAFE RETURN PLAN
2021-2022

Angela Mincy, Superintendent
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Dear Village Members,

It is with great enthusiasm that I welcome you back to the 2021-2022 school year! During the pandemic, the last two years have been like no other, as we have been plagued with a loss of normalcy and increased uncertainty. To that end, we have assembled the Safe Village Return Plan with all stakeholders’ safety and well-being at the forefront.

The MPTCS team has worked tirelessly to ensure that we have proper protocols in place. All three campuses will be governed in accordance with the most recent guidance from the Centers for Disease Control and Prevention (CDC). Key takeaways are outlined on the next page for your review. In addition, we are executing a number of preventive measures during the school day inclusive of the following: a three-step ingress procedure, mandatory mask wearing, hand sanitizing stations throughout the building, desk shields for our scholars, and increased sanitizing of high contact areas.

We thank you for your partnership and assistance, as we navigate our new normal together. First, we ask that you carefully familiarize yourself with the contents of this document to ensure the safety of your child and fellow Village members. We also ask that you screen your child daily and keep them home if they are symptomatic or feeling unwell. Otherwise, we ask for your continued support by ensuring that your child is present and fully engaged each day. The importance of this cannot be overstated, particularly as we strive to mitigate the learning loss that has impacted many of our scholars.

In closing, I am confident in our collective ability to have a safe, successful, and enjoyable school year. The pandemic may have interrupted life as we know it, but has only heightened our commitment to providing all scholars with the best support and educational experience possible. Thank you for your patience and flexibility. We are one family, one Village, and we are traveling in one direction---forward! All the best to you and your families. Here is to an amazing school year.

In Solidarity,

Ms. Mincy
Superintendent
Guidance for COVID-19 Prevention in K-12 Schools

Key Takeaways

- Students benefit from in-person learning, and safely returning to in-person instruction in the fall 2021 is a priority.
- Vaccination is the leading public health prevention strategy to end the COVID-19 pandemic. Promoting vaccination can help schools safely return to in-person learning as well as extracurricular activities and sports.
- Due to the circulating and highly contagious Delta variant, CDC recommends universal indoor masking by all students (age 2 and older), staff, teachers, and visitors to K-12 schools, regardless of vaccination status.
- In addition to universal indoor masking, CDC recommends schools maintain at least 3 feet of physical distance between students within classrooms to reduce transmission risk. When it is not possible to maintain a physical distance of at least 3 feet, such as when schools cannot fully reopen while maintaining these distances, it is especially important to layer multiple other prevention strategies, such as screening testing.
- Screening testing, ventilation, handwashing and respiratory etiquette, staying home when sick and getting tested, contact tracing in combination with quarantine and isolation, and cleaning and disinfection are also important layers of prevention to keep schools safe.
- Students, teachers, and staff should stay home when they have signs of any infectious illness and be referred to their healthcare provider for testing and care.
- Many schools serve children under the age of 12 who are not eligible for vaccination at this time. Therefore, this guidance emphasizes implementing layered prevention strategies (e.g., using multiple prevention strategies together consistently) to protect students, teachers, staff, visitors, and other members of their households and support in-person learning.
- Localities should monitor community transmission, vaccination coverage, screening testing, and occurrence of outbreaks to guide decisions on the level of layered prevention strategies (e.g., physical distancing, screening testing).
- Updated to recommend universal indoor masking for all students, staff, teachers, and visitors to K-12 schools, regardless of vaccination status.
- Added recommendation for fully vaccinated people who have a known exposure to someone with suspected or confirmed COVID-19 to be tested 3-5 days after exposure, regardless of whether they have symptoms.
### Pandemic Response Team

<table>
<thead>
<tr>
<th>Member</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christopher Abbaleo</td>
<td>Co-Chairperson, Assistant Superintendent</td>
</tr>
<tr>
<td>Pramod Shankar</td>
<td>Co-Chairperson, MD of Operations &amp; Performance</td>
</tr>
<tr>
<td>Anthony Avery</td>
<td>Managing Director of Information Technology</td>
</tr>
<tr>
<td>Tamika Reese</td>
<td>Interim Executive Director of Human Resources</td>
</tr>
<tr>
<td>Milton Tannis</td>
<td>Managing Director of Facilities Management</td>
</tr>
<tr>
<td>Tajuana Bray</td>
<td>Confidential Executive Assistant to Superintendent</td>
</tr>
<tr>
<td>Ana Pfalzgraf</td>
<td>School Business Administrator</td>
</tr>
<tr>
<td>Nkiruka Ndichie</td>
<td>Nurse</td>
</tr>
<tr>
<td>Chanelle Wolfe</td>
<td>High School Principal</td>
</tr>
<tr>
<td>Karen Edge</td>
<td>High School Teacher</td>
</tr>
<tr>
<td>Carla Wynter-Darius</td>
<td>Director of Student Life</td>
</tr>
<tr>
<td>Rania Sawaged</td>
<td>Counselor</td>
</tr>
<tr>
<td>Owen Washington</td>
<td>PAC School Operations Manager</td>
</tr>
<tr>
<td>Sophia Barber</td>
<td>STEAM School Operations Manager</td>
</tr>
</tbody>
</table>
Campus Reopening Schedules

All campuses are open for students to come into the building 5 days per week for full time instruction. Campus schedules are as outlined below:

<table>
<thead>
<tr>
<th>Campus</th>
<th>Days Open</th>
<th>Breakfast Time</th>
<th>Instructional Hours</th>
<th>Grades Served</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School</td>
<td>Monday-Friday</td>
<td>7:35am - 8:15am</td>
<td>M-TH→ 8:15am - 3:12pm</td>
<td>9-12</td>
</tr>
<tr>
<td>125 Sussex Ave</td>
<td></td>
<td></td>
<td>Friday→ 8:15am - 12:22pm</td>
<td></td>
</tr>
<tr>
<td>Newark, NJ 07103</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>STEAM</td>
<td>Monday-Friday</td>
<td>7:50 a.m. - In Classrooms</td>
<td>M-TH→ 8:00am - 3:45pm</td>
<td>K-8</td>
</tr>
<tr>
<td>370 S 7th Street</td>
<td></td>
<td></td>
<td>Friday→ 8:00am - 12:30pm</td>
<td></td>
</tr>
<tr>
<td>Newark, NJ 07103</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PAC</td>
<td>Monday-Friday</td>
<td>7:30am - 8:00am</td>
<td>M-TH→ 8:00am - 3:45pm</td>
<td>PK-8</td>
</tr>
<tr>
<td>28 Burnet Street</td>
<td></td>
<td></td>
<td>Friday→ 8:00am - 12:30pm</td>
<td></td>
</tr>
<tr>
<td>Newark, NJ 07103</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

COVID-19 Health & Wellness Expectations

Screening

All students and staff members at MPTCS are required to screen at home before leaving for school every day. To ensure the safety of our entire school community, additional screening will take place prior to entering the building for students and staff.

All students and staff must screen for the following items prior to leaving home every day:

1. Within the past 14 days, have you had close contact with anyone that you know had COVID-19 or COVID-19 like symptoms? Close contact is being 6 feet (2 meters) or closer for more than 15 minutes with a person, OR having direct contact with fluids from a person with COVID-19 (coughed or sneezed on).
2. Have you had a positive COVID-19 test in the past 10 days?
3. Within the past 14 days, has a public health or medical professional told you to self-monitor, self-isolate, or quarantine because of concerns about COVID-19?
4. Do you currently have a fever of 100.4 degrees or higher? Any students presenting a fever of 100.4 degrees or higher will be held in an isolation room until a parent/guardian picks them up.
5. Do you have at least TWO of the following symptoms:
   a. fever
   b. chills
   c. rigors (shivering with fever)
   d. myalgia
   e. headache
   f. sore throat
g. nausea or vomiting
h. diarrhea
i. fatigue
j. congestion

6. Do you have **ONE** of the following symptoms:
   a. cough
   b. shortness of breath
   c. difficulty breathing
   d. new olfactory disorder (new smell disorder)
   e. new taste disorder (loss of taste)

If a student answers **yes** to any of the above questions at home, they should **not** be sent on a bus or brought to school. Students and staff members exhibiting symptoms of COVID-19 without being otherwise explained, are prohibited from coming to school. If they do come to school, they will be assessed by the school nurse and potentially sent home immediately. In addition to screenings, MPTCS will take the temperature (touch free) of students, employees, and visitors on school property daily.

MPTCS will continue to provide professional development to staff and students regarding the recognition of COVID-19 symptoms and screening. Furthermore, unvaccinated students and staff that present symptoms of COVID-19, based on the screening questions, will be directed and expected to follow the most current and relevant guidance regarding self-quarantine provided by the CDC and/or the NJ Department of Health & Department of Education.

Each school will have a medical isolation space for any student who is exhibiting possible symptoms of COVID-19 and will be monitored by a nurse until they are picked up. In addition, daily reminders and frequent social media posts will be shared with all stakeholders to reinforce MPTCS’s self-screening expectations for all students & staff members.

**Mask Expectations**

To align with MPTCS’s vision of prioritizing the health and wellness of our entire school community and per Governor Murphy’s Executive Order (EO) 251, all students, staff members, and visitors, are required to wear face masks indoors for the start of the 2021-2022 school year. The governor signed EO 251, which will mandate masking in the indoor premises of all public, private, and parochial preschool, elementary, and secondary school buildings. **Students and staff members must bring their mask with them daily.** Only replacement masks will be provided by the school. Any student or staff member that has a documented medical condition that warrants a face shield to be utilized, instead of a mask, will be provided one by the nurse.

**Masks will be worn:**

➔ By any adult in the building at all times, unless they are in a room by themselves
➔ By students at all times while
   ◆ On buses
   ◆ In the hallway
   ◆ In the cafeteria
   ◆ Transitioning from classroom to classroom
   ◆ Going to, and in, the restroom
   ◆ In classrooms
◆ Arriving and dismissing from school

**Masks may only be removed:**

- When the individual is eating or drinking;
- When a student is participating in high-intensity physical activities (i.e. sports or physical education class) in a well-ventilated location and able to maintain a physical distance of three feet from all other individuals;
- When a student, as part of music instruction, is playing an instrument that the face-covering would obstruct; or
- When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task.

Governor Murphy has clarified that the indoor masking exception could reasonably be applied to situations in which a member from the MPTCS Central Office determines, based on circumstances, that a period of extreme heat warrants students and staff to remove their masks while indoors to protect individual health.

Students who are not compliant with any health and wellness expectations, including the wearing of a face covering, will immediately be sent to a counselor, social worker, or psychologist to clarify the reason for the noncompliance and an accommodation plan will be developed to maintain the health/safety of the school community. **If an accommodation cannot be made that protects the health/safety of others due to continued noncompliance, an alternate educational plan must be developed.**

<table>
<thead>
<tr>
<th><strong>Recommended</strong></th>
<th><strong>Not Recommended</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical procedure masks (sometimes referred to as surgical masks or disposable face masks)</td>
<td>Masks that do not fit properly (large gaps, too loose or too tight)</td>
</tr>
<tr>
<td>Masks that fit properly (snugly around the nose and chin with no large gaps around the sides of the face)</td>
<td>Masks made from materials that are hard to breathe through (such as plastic or leather)</td>
</tr>
<tr>
<td>Masks made with breathable fabric (such as cotton)</td>
<td>Masks made from fabric that is loosely woven or knitted, such as fabrics that let light pass through</td>
</tr>
<tr>
<td>Masks made with tightly woven fabric (i.e., fabrics that do not let light pass through when held up to a light source)</td>
<td>Masks with one layer</td>
</tr>
<tr>
<td>Masks with two or three layers</td>
<td>Masks with exhalation valves or vents</td>
</tr>
<tr>
<td>Masks with inner filter pockets</td>
<td>Wearing a scarf/ski mask</td>
</tr>
</tbody>
</table>
**Personal Hygiene**

Healthy personal hygiene practices will be defined and reviewed with staff members so they can reinforce these practices with students. Appropriate signage will be displayed in school buildings reinforcing proper personal hygiene.

Proper handwashing strategies include:

- ★ Washing hands with soap and water for at least 20 seconds
- ★ Washing after using the bathroom
- ★ Washing before eating
- ★ Washing after nose blowing, coughing, or sneezing
- ★ If soap and water are not available, students and staff should use an alcohol-based hand sanitizer. Hand sanitizer will be provided in all classrooms, at building entrances, and other needed areas of school buildings.

**Social Distancing**

Building principals will publish guidelines for arrival and departure locations at each school building. Locations will be identified to minimize large gatherings of students & staff and to promote unobstructed travel into and within the building. Appropriate signage will be displayed throughout the school buildings reminding students and staff to **maintain social distance of three feet apart, as often as possible, while in school.**

The New Jersey Department of Education continues to update K-12 guidance to reflect the latest science on the physical distance between students in classrooms. NJDOE now recommends that, with universal masking, students maintain a distance of at least 3 feet in classroom settings. NJDOE has updated its operational strategy to say:

> “Though physical distancing recommendations must not prevent a school from offering full-day, full-time, in person learning to all students for the 2021-2022 school year, LEAs should consider implementing physical distancing measures as an effective COVID-19 prevention strategy to the extent they are equipped to do so while still providing regular school operations to all students and staff in-person. During periods of high community transmission or if vaccine coverage is low, if the maximal social distancing recommendations below cannot be maintained, LEAs should, where possible, prioritize other prevention measures including masking, screening testing, and cohorting.”

MPTCS will continue to review the most current recommendations from the New Jersey Department of Education and make adjustments as recommended in collaboration with stakeholders in the Safe Return committee. The New Jersey Department of Education mandates physical distancing measures as an effective COVID-19 prevention strategy **to the extent they are equipped to do so while still providing full-day, full-time, in person learning to all students.** Additionally, MPTCS will have the following physical distancing practices to mitigate the spread of the COVID-19 virus as much as possible:

- ➔ Schools and district offices will avoid mass gatherings such as assemblies.
- ➔ Schools will limit the number of unnecessary visitors to the buildings.
- ➔ Staggered dismissal procedures at each campus.
- ➔ Facing desks in the same direction and avoid grouped seating assignments.
Accommodations for Students & Staff

Students may request accommodations based upon a documented need. Parents are encouraged to contact the building principal and/or nurse to discuss the steps necessary to better support your student(s) and address the documented need. Staff members are encouraged to contact the Human Resources department to discuss their options.

Special Education & Related Services

**Special Education Classes**

It is essential that we provide a free appropriate public education in the least restrictive environment. Class sizes and therapist offices will be monitored by the administrator to make sure that all accommodations for social distancing are considered. All programs, services, accommodations, modifications, supplementary aids and services, and technology will be implemented as stated in the students’ IEP. All teachers are required to create instructional plans which address all students' individual goals and needs. All accommodations and modifications will be implemented within these plans to ensure FAPE is being met.

Students in self-contained classes will continue the programs of study as identified in their IEPs including related services. Students participating in a general education classroom for non-core classes will continue to do so as documented in the IEP. Students in Out of District placements will continue to follow the schedule of their designated school. Behavioral and therapeutic services will continue for students who have the service identified in the IEP or as part of their special education program. Students who are mainstreamed, have in-class support, and/or pull-out resource services will continue to receive special education services in the general education setting.

**Related Services - OT, PT, Speech**

Related service providers will continue to provide services as specified in IEPs.

**IEP Meetings**

IEP meetings will be held both in person and virtually as agreed upon by the parent, principal, and the case manager. In event an IEP meeting is held virtually, parents will be required to provide an electronic signature via Realtime.

**Incorporation of IEP/504 Accommodations**

MPTCS remains committed to providing meaningful access for all students including our students with disabilities. This includes providing a free and appropriate public education while recognizing the need to protect the health and safety of students with disabilities and those individuals providing education, specialized instruction, and related services to these students. Students eligible for special education and related services or those with 504 plans will receive needed accommodations, supports and services outlined in these plans, to the maximum extent possible. Special education staff collaborate with general education teachers on accommodations and modifications to assignments to ensure access to the general education curriculum. As appropriate, special education staff will provide instruction in areas identified within the student’s IEP. Related Services such as Speech and Language Therapy, Occupational Therapy, and Physical Therapy will continue to provide services as specified in students’ IEPs.’
Access to Meals

- Breakfast will be served Monday through Friday.
  - Building principals will share specific details of the meal distribution procedures for individual schools.
- Lunch will be served Monday through Friday.
  - Building principals will share specific details of the meal distribution procedures for individual schools.
- The community feeding waiver from the US Department of Agriculture has been extended through the 2021-2022 academic year. We will be able to distribute meals for all students without payment.

School Trips

As our students return to full-time, in-person learning for the 2021-2022 school year, teachers are encouraged to plan learning experiences that extend beyond the classroom. All school trips must be planned in accordance with board policy and receive board approval. Trips will also be planned with student safety at the forefront and will follow the most recent CDC, state, and local Covid-19 guidelines. All planned trips will be carefully monitored and in the event that we cannot ensure student safety, trips will be postponed or canceled.

School Visitors

Each location is a contactless site. Most meetings will be hosted virtually unless an appointment has been scheduled with the principal’s approval. MPTCS encourages families to visit the school only if it is absolutely necessary. In the event a non-employee needs to enter the building, they must comply with the following:

1. Wear a mask covering their mouth and nose at all times
2. Complete a symptoms screener
3. Have their temperature taken

District Assessments and Standardized Testing

MPTCS will prepare all students for district and state testing to assess student mastery across content areas. In accordance with the New Jersey Department of Education, MPTCS will administer the Start Strong Assessment in the fall of 2021. The Start Strong Assessment is being utilized to replace the NJSLA exam that was canceled in the spring of 2021. MPTCS will ensure standards-aligned instruction to further prepare students throughout the school year for other state standardized testing as well as SAT, PSAT, and ACT.

In addition, MPTCS will utilize a beginning of the year diagnostic assessment to identify gaps in student learning and follow up interim assessments to monitor progress throughout the year.
Athletics and Co-Curricular Activities
Athletics and co-curricular activities play an integral role in the development of our students. While athletics and co-curricular activities are vital to a well-rounded education, MPTCS’s first priority will remain the health and safety of students and staff. MPTCS will resume the offering of sports at the high school level and will adhere to all guidelines set forth by the New Jersey Interscholastic Athletic Association and its Medical Advisory Task Force. Co-curricular activities such as clubs and intramural sports will resume across all three campuses.

Operational Systems

Attendance
Student attendance (period, daily, & homeroom) will be taken every day at all of our schools in our Student Information System, Realtime. Parents and students will have access to their respective Realtime portals to view attendance information. If there is a discrepancy in the attendance record, students and parents are highly encouraged to contact the Office Manager and/or specific teacher. Please reference each school’s handbook for the bell schedule. The following is a checklist of responsibilities for each stakeholder group:

| Administrators | ○ Administrators will work with staff to document absenteeism per MPTCS guidelines and procedures.  
|                | ○ Administrators will follow MPTCS procedures and protocols and document per MPCS guidelines.  
|                | ○ Administrators will monitor the attendance reporting system in Realtime.  
|                | ○ Administrators will continue to connect and meet with students and families following MPTCS protocols of those with chronic absenteeism and/or poor attendance.  
| Staff          | ○ Staff will take attendance at the beginning and throughout the day in accordance to school protocols.  
|                | ○ Staff will report student information pertaining to attendance directly in Realtime.  
|                | ○ Staff will communicate significant attendance concerns to administration daily.  
|                | ○ Staff will communicate attendance to families via Realtime.  
|                | ○ Staff will continue to document daily attendance regardless of learning model (in person, hybrid, remote, etc.).  
| Students       | ○ Students will ensure they are fully present and prepared each day.  
|                | ○ Students will meet with teachers and/or administration when there are attendance concerns.  
|                | ○ Students should be guided by the following attendance categories:  
|                |   ○ Perfect Attendance - Zero days absent  
|                |   ○ Rarely Absent - Missing 1%- 4% of school days  
|                |   ○ Frequently Absent - Missing 5%-9% of school days  
|                |   ○ Chronically Absent - Missing 10%-19% of school day  
|                |   ○ Severely Chronic Absent - Missing 20% or more school days  
|                | ○ Students will be rewarded for good attendance and will receive support via the Student Support Process (SST) and other interventions as needed.  
| Families       | ○ Families will reinforce regular attendance for in-school and remote learning and maintain consistent communication with their school program.
Families of those with attendance concerns will communicate/meet with staff and/or administration to address the attendance concerns.

**Attendance During Quarantine**

If an individual student, group of students, or entire class(es) are excluded from school due to meeting the NJDOH’s COVID-19 exclusion criteria, MPTCS will provide immediate virtual instruction to those students in a creative, innovative, and high-quality manner. More details will be shared by building principals.

**Technology & Connectivity**

Adequate access to a computing device and high-speed broadband is essential for educational equity. To support this initiative, all MPTCS students will receive a brand-new chromebook (after turning in their old one) and carrying case that they can utilize while in the building and at home. Families can also request a hotspot router if they do not have access to reliable internet at home. Interested families should contact the School Operations Manager at their respective school for support.

MPTCS will determine the level of access all students and teachers have in their places of residence; and provide multiple ways for students to participate in learning and demonstrate their mastery of the learning standards in remote and hybrid instructional models (if NJDOE guidance changes).

<table>
<thead>
<tr>
<th>Administrators</th>
<th>Each administrator has a dedicated laptop.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>VPN access is set up for Superintendent, Business Administrator, Asst. Superintendents, and Director of Technology.</td>
</tr>
<tr>
<td>Staff</td>
<td>Each teacher and staff member has a dedicated laptop.</td>
</tr>
<tr>
<td></td>
<td>VPN access is set up for the Office Managers.</td>
</tr>
<tr>
<td></td>
<td>Teaching Assistants and Aides will have a dedicated chromebook to use and take home.</td>
</tr>
<tr>
<td>Students</td>
<td>Every student in grades PK-12 has a dedicated chromebook for their individual use in school and at home. Protective cases have been purchased for all chromebooks. Please be guided by the acceptable use form for details regarding lost, damaged, or theft of items.</td>
</tr>
<tr>
<td>Families</td>
<td>Mobile hotspots will be purchased for use in the fall for the limited number of families who indicated they don’t have internet access.</td>
</tr>
<tr>
<td></td>
<td>Additional access points may be installed in the parking lots to provide wifi access without needing building access.</td>
</tr>
<tr>
<td></td>
<td>Families needing technology support can email <a href="mailto:itsupport@mptcs.org">itsupport@mptcs.org</a>. All technology support staff will receive notification any time a request is submitted.</td>
</tr>
</tbody>
</table>
**Communication**

MPTCS assures that our Safe Return Plan supports communication and engagement for students, families, staff, and visitors. MPTCS will continue to promote communication and engagement through consistent updates shared on multimedia platforms, training, signage, and stakeholder involvement through feedback.

1. Through the development of our Safe Return Plan, MPTCS will engage with stakeholders and a representation of community members (e.g., administrators, faculty, staff, students, parents/legal guardians of students, and labor relation representatives).

2. MPTCS has developed a communication plan for students, parents or legal guardians of students, staff, and visitors. All applicable information and updates are posted on our website and communicated directly to our families and staff.

3. MPTCS has developed training to be shared with all staff and students regarding COVID-19 protocols.

4. MPTCS will mandate all students, faculty, staff, and visitors (if allowed) through verbal and written communication (e.g., signage) to adhere to CDC and NJDOH guidance.

5. MPTCS will host public meetings with parents, community members, and stakeholders to address and discuss potential concerns and/or outstanding questions regarding our Safe Return Plan.

Google Classroom, Realtime, Go-Guardian, Class DoJo, and Remind are the best ways for families to keep up to date on their student’s learning material, assignments, grades, schedule, and school updates. Teachers communicate via email, phone, and/or video conferencing, depending on circumstances and need. Email is an efficient way to communicate with teachers. Families are encouraged to ensure updated contact information for their school and check their email regularly for communication from their school and the district.

**Building Facilities and Sanitation Protocols**

**Enhanced Cleaning and Disinfection Protocols**

All MPTCS campuses will have detailed cleaning schedules that both day and night time custodial staff will follow. When students are in the building, custodial staff will provide ongoing disinfection and cleaning with of all high touch areas including but not limited to: ingress and egress areas, bathrooms, doorknobs, handrails, light switches, elevator buttons, and soap/hand sanitizing dispensaries. The cafeteria will be sanitized between each lunch session.
to ensure we maintain a clean and sanitary environment. All cleaning items and disinfectants are in accordance with CDC guidelines.

MPTCS staff members and students will work together to promote a clean and healthy environment for everyone! Each classroom will have and maintain a sanitation kit that includes gloves and disinfectant wipes.

**Ventilation**

MPTCS will ensure student and staff access to clean air by following the guidelines below:

1. MPTCS will continue to maintain its HVAC equipment in accordance with manufacturer’s guidelines and adhere to it’s Indoor Air Quality Plan.
2. Filters in unit ventilators and other HVAC equipment, that conform to the manufacturer’s specifications, will be changed as required. Filter logs will be maintained.
3. Weather permitting, screened windows can be opened as long as indoor air temperature is maintained between 68 and 79 degrees.
4. In excessive heat, if air conditioners are cooling the room, the windows will remain closed.
5. Rooms with window air conditioning units can be used in fan only mode during warmer months.
6. HVAC Systems will run in the evening and on weekends to maximize air circulation.
7. MPTCS is evaluating school building HVAC rooftop units, split systems, chillers, and cooling towers and will make recommendations to the board.

**High School Campus & STEAM - Building C**

MPTCS’s High School Campus and STEAM - Building C both contain operational HVAC systems. The High School Campus is equipped with a rooftop ventilation system and Building C at the STEAM Campus has a combination of rooftop and wall-mounted systems that circulate in clean air.

**PAC Campus and STEAM - Buildings A and B**

MPTCS’s PAC Campus and STEAM - Buildings A and B classrooms will be provided with air purification units to assist with improving the indoor air quality.

**Covid-19 Testing, Vaccines, and Illness**

**COVID-19 Testing:**

[Covid-19 testing locations](#) are shared with students, staff, and families. For the safety of our school community, MPTCS is requiring all employees to submit documentation to our Human Resources Department of negative results of a COVID-19 diagnostic test taken no earlier than 14 days prior to their start date or return to work. This will include employees who meet the standard for fully vaccinated.

**Contact Tracing:**

MPTCS is collaborating with the Newark Department of Health to conduct contact tracing. Upon notification of a positive case, the employee or scholar should notify the school nurse or Office of Health Services. The Office of Health Services will communicate with school and district level administration, as appropriate, to track the movement of the person who tested positive. Impacted individuals will be notified. The Superintendent will also be
notified and, in consultation with the Director of Facilities will determine whether to close the facility or any portion thereof. All affected areas will be cleaned and sanitized.

**COVID-19 Vaccines:**
MPTCS will partner with city, county, and state health departments to make vaccinations available to all district stakeholders. Verification of the COVID-19 vaccination can be uploaded on MPTCS’s employee platform.

**Illness within the School Setting (exclusion criteria)**
As outlined above, MPTCS will adhere to CDC guidelines when responding to students or staff presenting symptoms. In the event a student arrives at school exhibiting COVID-19 symptoms or falls ill during the school day, he/she will be escorted to one of the designated isolation rooms located within each school. In both scenarios, the students will be evaluated by the school nurse and parents will be notified of next steps.

**Most importantly, parents should complete the symptom screener at home each day with their child. In the event their child is exhibiting symptoms, it is best to err on the side of caution and keep them home.**

**Resources**
NJDOE - The Road Forward (Updated August 2021)
NJDOH - Guidance for Sports Activities
NJDOH - Weekly Covid Activity Reports
NJDOG - General Guidelines for School Exclusion