

# Burch Charter School of Excellence



## Reopening Plans SY 2020-2021

Updated: November 9, 2020

**Subject to Change**

Board Approved August 10, 2020

## Board of Trustess

Heather Martindale, President

Raquel Ray Fraser, Vice President

Beverly Canady, Secretary

Frank Glien, Treasurer

Caroline Heath

Paulita Martindale

Sandra Brown

Andrea Hyatt

Tyisha Henry

Zende Clark

Dewanna Clark-Johnson

## Administration

Dr. Jeff White, Chief School Administrator

Mr. Timothy Simmons, Vice Principal

Ms. Jennifer Stein, Vice Principal

## TaskForce Members

Mrs. Raquel Ray-Fraser, Board Vice President

Ms. Zende Clark, Board Member

Ms. Beverly Canady, Board Secretary

Chandra Cole, Esq., Board Attorney

Dr. Jeff White, Chief School Administrator

Mr. Timothy Simmons, Vice Principal

Ms. Celeste Williams, HR Consultant

Ms. Mary-Ann Nelson, Parent

Ms. Lillene Moore, Secretary

Faheema Jones, Cafeteria Aide

Mr. Eric Best, Custodian

Ms. Jennifer Gaymes, School Nurse

Ms. Diane Larrieux, Kindergarten Teacher

Ms. Mellisa Everett, 2nd Grade Teacher

Ms. Katrina Hancock, 3rd Grade Teacher

Ms. Lisa Rouse, 3rd Grade Teacher

Mr. Tyler Tate, 5th Grade Teacher

# Subject to Change

# TABLE OF CONTENTS

## SECTION I: INTRODUCTION

A. Table of Contents	4
B. Updated Re Entry Letter 11-2-2020	5-6
C. Introduction	7

## SECTION II: NJ State Guidance

7

## SECTION III: Health and Safety

A. Oversight of the Health Department	8
B. General Health Guidelines	9
C. Staff Mandatory Testing	9
D. Student & Staff Safety	10
E. Visitor Policy	10-11

## SECTION IV: Instruction

A. Phase I & II	12
B. Phase III	12
C. Phase IV & Drop off and Pick Up Times	13-14
D. Special Education and Related Services	14-15
E. 100% Remote Option	15

## SECTION V

A. Facilities Cleaning Practices	16
B. Recess/ Physical Education	16
C. Teacher Mentorship & Educator Evaluation	17
D. Special Events	17
E. School Closure	17

## SECTION VI: Appendices

A. Re-entry Task Force July 2 Meeting Agenda - 23	18
B. Visitor COVID19 Questionnaire	24
C. Re-entry Task Force July 23 Meeting	25 - 32
D. NJ DOE Reopening Checklist	33 - 36
E. Facilities Cleaning Schedule	37- 39
F. Re Entry Letter 8-19-2020	40
G. COVID19 Staff Letter (Mandatory Testing Requirement)	41 - 42



## **Burch Charter School of Excellence**

**100 Linden Avenue, Irvington, NJ 07111**

**(973) 373-3223**

**Dr. Jeff White, Chief School Administrator**

**Mr. Timothy Simmons, Vice Principal**

**Ms. Jennifer Stein, Vice Principal**

November 9, 2020

Dear Burch Parents/Guardians,

We hope that you are all safe/well and healthy. We appreciate your patience and cooperation throughout the global health crisis that has impacted our school community since March 2020. Throughout the summer and fall our Board of Trustees, the Re-opening Taskforce and our administrative team have been working diligently to ensure that we provide a safe and secure learning environment for our staff and scholars to return to school.

Based on the available science and data, we have changed our “reopening plan.” As such, we have decided that on November 30, 2020, we will stagger returning to school of Tier 2, Tier 3, and Special Education scholars. Tier 2 and Tier 3 students require additional academic intervention. Siblings will be placed in the same cohort. Letters will be mailed home to Tier 2, Tier 3, and Special Education scholars’ parents/guardians notifying whether their scholar will be attending in-person instruction starting November 30, 2020. If your child is not identified in any of these groups, in-person instruction will begin January 25, 2021.

During January 4, 2021 - January 22, 2021, all scholars will conduct their instruction remotely. In-person instruction will resume January 25, 2021 for all scholars.

**Mondays and Tuesdays - Cohort A**

**Wednesday and Thursdays - Cohort B**

**Fridays will continue to be asynchronous days for all scholars.**

**The school day will take place from 7:50 AM - 12 PM. Arrival time for scholars in Grades K-2 will be at 7:50 AM and scholars in Grades 3-5 arrival time on campus is at 7:55 AM.**

# **Subject to Change**

**Please see the below schedule for the staggered entrance/dismissal points.**

Grade	Entrance Point	Dismissal Point
K	Cafeteria Exit/ Courtyard	Cafeteria Exit/ Courtyard
1	Main Entrance/ Linden Avenue	Main Entrance/ Linden Avenue
2	Gym Entrance/ Petzinger Avenue	Gym Entrance/ Petzinger Avenue
3	Cafeteria Exit/ Courtyard	Cafeteria Exit/ Courtyard
4	Main Entrance/ Linden Avenue	Main Entrance/ Linden Avenue
5	Gym Entrance/ Petzinger Avenue	Gym Entrance/ Petzinger Avenue

Please take note that breakfast and lunch will not be served during the day as in the traditional school day. Breakfast and Lunch “Grab and Go” bags will be provided to scholars who are present for the day. Our Grab and Go program will continue to run from 8am-12pm for our remote students.

Scholars will be required to wear masks, practice social distancing, and regularly wash their hands as per local, state, and Centers for Disease Control (CDC) guidelines. Upon arrival to school, scholars' temperatures will be taken and each day parents must complete a health screening survey for their scholar prior to entrance to school. If a scholar does not pass the temperature check (temperature measured above 100.1 °F) and the parent has not completed the health screening survey, the scholar will not be permitted to enter the building.

Thank you as always for your partnership and support of Burch Charter School of Excellence. If you have any questions, please do not hesitate to contact me directly at the school.

Respectfully,

*Dr. Jeff White*

Dr. Jeff White  
Chief School Administrator

## Introduction

The purpose of this re-entry plan is to properly and effectively reopen Burch Charter School of Excellence following the COVID-19 pandemic school closure during the end of school year 2019-2020. The plan would serve as a resource guide to provide parents, educators and administrators with the information necessary to ensure that our school reopen safely and are prepared to accommodate students' needs.

The purpose of this plan is to achieve the following goals:

- ❖ Maximize the protection of lives while minimizing educational and social disruption.
- ❖ Enable Burch Charter School of Excellence to continue to operate and provide services as normally and effectively as possible in the event of a highly infectious disease outbreak with minimal academic and economic losses.
- ❖ Burch Charter School's response will be coordinated with input from teachers, parents, Board of Trustees and administration. This plan exceeds the requirements set forth by the Governors "The Road Back:" State guidelines for reopening schools.
- ❖ Continue the essential core operations of Burch Charter School in the event of increased staff/student absences due to a highly infectious outbreak.
- ❖ Establish and maintain a coordinated command system with the Department of Health Services and NJDOE. Effective, timely, and sensitive decision-making regarding continuity of student learning needs to remain the core value and focal point.
- ❖ Develop a communications plan to ensure that students, parents, and staff receive timely and accurate information regarding disease prevention strategies and infection control strategies.
- ❖ Develop a blended learning model to ensure students are engaged in rigorous academic programs in school and remotely.

## NJ State Guidance

The guidance released by the New Jersey Department of Education on June 26, 2020 ([The Road Back: Restart and Recovery Plan for Education](#)) includes a large number of educational, economic, social-emotional health, and physical health-related directives and recommendations for schools to include in their reopening plans. To that end, the following critical points of consideration were reflected in all scheduling recommendations:

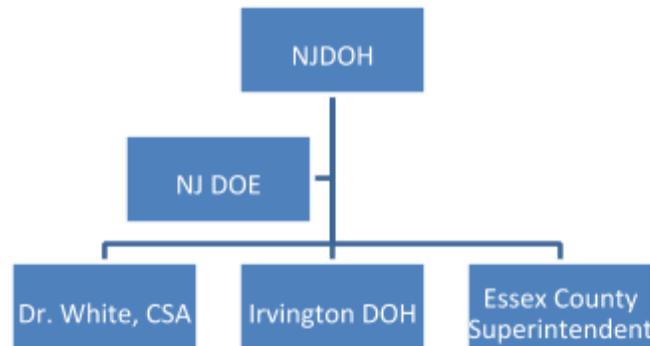
- ❖ **Student and Staff Safety** The safe return of our students and staff is the primary concern. Providing instruction in an environment that incorporates all the precautions recommended by CDC and other health organizations is essential.
- ❖ **Facilities Readiness** Our building is being adapted to meet the requirements of social distancing which includes safety barriers for teachers, 6 feet distancing signs, hand sanitizing stations and weekly deep cleaning.
- ❖ **Update Policies, Procedures and Schedules** All schedules, procedures, and protocols must be designed to be reflective of the state of the health crisis at the time.
- ❖ **Instruction** In-person instructional/learning time must be designed to work in tandem with virtual instructional/learning time in order to maximize the benefits of the educational program. During this pandemic, the school was able to secure computers for all our students that need access to

# Subject to Change

technology. All Students opting for all-remote learning must receive the same high-quality education, with the same learning goals, as students participating in hybrid learning models.

## Oversight of Health Department

**During an Infection Diseases Pandemic the following graph displays the authorities within New Jersey that have oversight over operational planning for schools' response.**



The New Jersey Department of Health (NJDOH) in collaboration with the NJ DOE have natural leadership and advocacy in highly infectious illness preparedness and response efforts for all NJ schools. In cooperation with Irvington Department of Health, Burch Charter School of Excellence cooperates in efforts to raise awareness and actions that are necessary in response to the severity of the phase of reported illness. The risks and potential health consequences are taken into consideration and assist Burch Charter School in the following:

- ❖ Provide reliable information on the risk, severity, and progression of the outbreak and the effectiveness of interventions used during the outbreak.
- ❖ Prioritize and continue the provision of health-care during a highly infectious outbreak. Maintain situational awareness by monitoring the highly infectious illness.
- ❖ Enact steps to reduce the spread of the infection in the community.
- ❖ Notify the local health departments if social distancing and community mitigation is needed, such as closing schools, travel restrictions, cancellation of local, public events, isolation and/or quarantine may be required to slow the spread of the illness.

### **Burch Charter School of Excellence**

- ❖ The school administration works closely with NJDOE, NJDOH and Irvington Department of Health to communicate to district employees, students, families and community members an operational plan for the school.
- ❖ Maintain school staying in session until notified by local authorities for the need to close.
- ❖ School Nurse continues to educate school communities on prevention of illness: vaccinations, proper hand washing techniques, community mitigation, and social mitigation for prevention of transmission. Prepare the school communities to minimize health risks. Train all staff and students on these measures.
- ❖ School Nurse and school administration will develop plans with families in the event their child must be sent home due to illness or if schools are closed.
- ❖ School administration will document a response plan to the Essex County Superintendent of Schools.
- ❖ The Department of Health will provide the school with updates on the potential changes that may take place and information on the extent of the spread of the illness.

## General Health Guidelines

Public health officials recommend prior to and in the early phases of a pandemic or outbreak, to practice every day good health habits and to non-pharmaceutical interventions (NPIs) to prevent and protect the human population from the spread of a highly infectious illness. Everyday good health habits include the following:

- ❖ Avoid close contact with people who are sick. When you are sick, stay away from others to prevent passing on your illness to others.
- ❖ Stay home when you are sick so you prevent passing your illness on to others.
- ❖ Cover your mouth and nose when sneezing or coughing with a tissue and then throw away the tissue.
- ❖ Wash your hands after coughing or sneezing and often throughout the day. Washing the germs is always best and the preferred method. If soap and water is not available, hand sanitizer will kill the viruses, but not wash them away.
- ❖ Avoid touching your eyes, nose, or mouth. Germs are often spread touching these body parts.
- ❖ Practice other good health strategies – clean and disinfect surfaces in your home, especially when someone is ill. Get plenty of sleep, manage your stress, and be physically active.

Other than everyday good health habits, other NPIs are thoughtful mitigation strategies to protect the community and are consistent of:

- ❖ Social distancing – create ways to provide distance between people in close contact areas including work and school.
- ❖ Closures – possible closures of non-urgent/mandated events – not necessary to hold extra community events during an outbreak or pandemic.
- ❖ Be prepared and informed, take an active participation in the event of an outbreak or pandemic.
- ❖ Communicate with other employees, students, and community members by using educational materials to inform on updates of the outbreak or pandemic, good hygiene methods including hand washing protocol, hang posters, send email reminders, and face to face training/presentations.
- ❖ Continue communicating surveillance and monitoring the outbreak or pandemic.
- ❖ Maintain a clean environment.
- ❖ Educate the community on when to stay home when you are sick.

## Staff Mandatory COVID-19 Tests

In order to ensure that all staff and students remain safe, the Burch Board of Trustees is mandating that all staff members demonstrate a Negative Covid-19 test result prior to the reopening of the school. All current staff must submit their test results to Ms. Irby, Confidential Secretary by Wednesday, August 26, 2020.

Employees may also visit their primary care provider or any Urgent Care Center. Anyone testing positive is asked to notify school administration and the school's physician, provides documentation and remains at home to avoid exposing others.

### School Physician

Dr. Willis

Irvington Emergent Care

# Subject to Change

(973) 373-3000

There are several pharmacies that provide free Covid-19 Testing. Please see the below and their links for information / schedule testing.

CVS: <https://www.cvs.com/minuteclinic/covid-19-testing>

Walgreens: <https://www.walgreens.com/findcare/covid19/testing>

Rite-Aid: <https://www.riteaid.com/pharmacy/services/covid-19-testing>

Walmart: <https://corporate.walmart.com/covid19testing>

## Student and Staff Safety

In all stages and phases of pandemic response and recovery, Burch Charter School will comply with Center for Disease Control (CDC), state, and local guidelines. The school will promote behaviors that reduce spread, such as social distancing, frequent hand washing, and the use of face coverings.

- ❖ **Social distancing within the classroom** - to the maximum extent practicable. Students are seated at least 6 feet apart whenever possible. When weather allows, windows are opened to allow for greater air circulation. All teacher desks and main visitor areas (main office, nurse and security desk) are covered with clear desk barriers.
- ❖ **Face Coverings** - School staff and visitors are required to wear face coverings unless doing so would inhibit the individual's health or the individual is under two years of age. Students are strongly encouraged to wear face coverings and are required to do so when social distancing cannot be maintained, unless doing so would inhibit the student's health.
- ❖ **Health Screenings** - The school will complete daily health screenings on students and staff. The school will follow CDC guidelines and work with the local health department when a school community member (student, staff, parent and/or visitor) shows symptoms or history of exposure to COVID19. Students and staff with symptoms related to COVID-19 must be safely and respectfully isolated from others. If Burch Charter School becomes aware that an individual who has spent time in our school tests positive for COVID-19, district officials must immediately notify local health officials, staff, and families of a confirmed case while maintaining confidentiality.
- ❖ **Daily Routine Cleaning and Weekly Deep Cleaning** – The school will maintain daily cleaning and disinfecting, especially of frequently touched surfaces and bathrooms. On Fridays the school will be closed to students and non-essential staff to perform deep cleaning and sanitization.
- ❖ **Facilities** - The school will minimize use of shared objects, ensure indoor facilities have adequate ventilation, prepare and maintain hand sanitizing stations, and ensure students wash hands frequently.
- ❖ **Meals** -The school will discontinue family-style, self-service, and buffet-style dining and maintain social distancing. Students will eat breakfast and lunch in the classrooms to ensure social distancing protocols.

## COVID-19 Visitor Protocol

Under normal circumstances Burch Charter School of Excellence welcomes visitors to school. The COVID-19 pandemic is a difficult time for all of us. Times have changed quickly and dramatically due to the virus. Safety is our number one priority, and we must do everything we can to prevent the spread of

this disease and protect our students, faculty, and staff. To minimize risk, our new **Visitor Protocol for Contagion Prevention** puts strong limits on visitors entering our building as per below:

Seek approval from school administration prior to visit.

1. Complete the online Health Screening Form **24-hours prior** to the visit. The link is posted on the school's web site.
2. Arrive wearing a mask.
3. Sanitize hands upon entry.
4. Submit to a temperature check.
5. Comply with social distancing norms.

Please note adjustments to the COVID-19 Visitor Policy may be adjusted throughout the year based on CDC or NJ Health Department guidelines.

Doctor appointments and other off campus appointments are encouraged to be scheduled outside the school day when possible. Students needing to leave campus during the day for an appointment will be required to sign out and be picked up outside. Parents are not permitted to come into the building to sign students out for these appointments.

All students returning to Burch after an appointment will be required to sign in, have their temperature checked and sanitize hands before proceeding back to the classroom.

## Instruction

Based on the state guidelines, Burch Charter School of Excellence will begin SY 2021-22 with a blended learning model with students attending in part virtual and in-person sessions. We strive to provide our students with the best educational experience possible; to ensure our students receive a quality educational experience virtually we invested in computers, classroom cameras and hotspots.

Burch C.S. has prioritized the provision of technology to families that expressed a need for technology. We also are providing families with training on Google Apps for Education (GAFE) platform.

Below are key instructional components that are address through our reopening plan:

- ❖ **Professional Learning** – Staff training in September will address the digital divide through workshops on online base assessment, curriculum and assessment platforms: NWEA MAP and i-Ready. Along with training on GAFE, teachers have the capacity to deliver highly effective instruction in the upcoming hybrid environment as well as addressing student learning gaps.
- ❖ **Technology** – In order to reduce the digital divide Burch Charter School will provide hot spots to scholars that expressed a need for them. Through the CARES Act, Title I, and the Digital Divide Grants, we have purchased enough student computers to make us a 1:1 school. Distribution of loaner computers will be on the basis of scholars' technology needs.
- ❖ **Remote Learning** – Virtual classes will include both synchronous and asynchronous instruction:
  - Class recordings will be placed in the school's Google Drive

- Scholars are to keep up with work on the days they are doing virtual/remote learning.
- The curriculum will not be condensed and will be followed as in “traditional” schooling.
- Teachers follow-up on the remote experience during in-person sessions to hold students accountable.
- All teachers and students utilize Google Suite (Classroom, Meet, Drive, etc.) to deliver, monitor and assess student work.
- ❖ Teachers will transition instead of students in grades 2-5.
  - Staggered Entry and Exits with separate locations.
  - Accommodations will be made for families with multiple scholars in various grades.

### **Phase I – Fully Remote (Students and Staff)**

**September 8, 2020-October 2, 2020**

- ❖ All students will receive instruction remotely.
- ❖ Teachers will provide instruction from home. Essential employees will report to their respective location.

### **Phase II– Fully Remote for Students Teachers on Campus**

**October 5, 2020-November 25, 2020**

- ❖ All students will receive instruction remotely.
- ❖ Teachers return to school and teach from their classroom four days a week (Monday through Thursday). Friday is fully remote for teachers and students.

### **Phase 3 – Targeted Instruction**

**November 30, 2020 - December 23, 2020**

- ❖ English Language Learners (ELLs), Students with Individualized Education Plans (IEPs), and Tiered 2 and 3 students will report physically to receive in-person instruction twice a week 7:50 am- 12:00 pm. Students will continue daily instruction remotely from 1:00 pm - 3:00 pm.
- ❖ In person schedules will mirror virtual learning schedules. Students with Individualized Education Plans, Tier 2 and Tier 3 students will report to the building in Hybrid Cohorts: Monday and Tuesday Cohort A, Wednesday and Thursday Cohort B. Fridays all students will receive asynchronous instruction. Friday will remain the day to deep clean the building.

### Critical Health and Safety Protocol Highlights

- ❖ All people within the school building, including staff and students, must wear face coverings at all times. After due consultation with health experts, including the local Department of Health and after review and consideration of input from families and staff, it is clear that both the knowns and unknowns surrounding the means and ease of transmission of the virus dictate this approach at this time.
- ❖ Staff members will wear provided masks and face shields.
- ❖ As per State guidelines, students and staff who cannot wear masks due to documented medical conditions will be accommodated on a case-by-case basis in a manner that will ensure continued health and safety requirements are met.
- ❖ Daily pre-screening health checks must
- ❖ be submitted for each student and staff member prior to entry into the school building.
- ❖ Social distancing guidelines will be in place for all areas, including classrooms, hallways, bathrooms, entrances/exits, school buses/vehicles, offices, and outdoor spaces.

### Arrival & Dismissal Locations

Grade	Arrival K-2 7:50am Grades 3-5 7:55 am	Dismissal K-5 12:00 pm
K	Cafeteria Exit/ Courtyard	Cafeteria Exit/ Courtyard
1	Main Entrance/ Linden Avenue	Main Entrance/ Linden Avenue
2	Gym Entrance/ Petzinger Avenue	Gym Entrance/ Petzinger Avenue
3	Cafeteria Exit/ Courtyard	Cafeteria Exit/ Courtyard
4	Main Entrance/ Linden Avenue	Main Entrance/ Linden Avenue
5	Gym Entrance/ Petzinger Avenue	Gym Entrance/ Petzinger Avenue

Grades K-5 students are expected to continue their daily instruction remotely 1:00pm-3:00pm, Monday through Thursday.

Letters will be mailed home to Tier 2, Tier 3, and Special Education scholars' parents/guardians notifying whether their scholar will be attending in-person instruction starting November 30, 2020. If your child is not identified in any of these groups, in-person instruction will begin January 25, 2021.

# Subject to Change

## Phase 4 – In- Person Instruction

January 4, 2021 - June 24, 2021

- ❖ Phase 4: **January 4, 2021 - January 22, 2021, all scholars will conduct their instruction remotely.** In-person instruction will resume January 25, 2021 for all scholars following a hybrid schedule.

### Critical Health and Safety Protocol Highlights

- ❖ All people within the school building, including staff and students, must wear face coverings at all times. After consultation with health experts, including the local Department of Health and after review and consideration of input from families and staff, it is clear that both the knowns and unknowns surrounding the means and ease of transmission of the virus dictate this approach at this time.
- ❖ Staff members will wear provided masks and face shields.
- ❖ As per State guidelines, students and staff who cannot wear masks due to documented medical conditions will be accommodated on a case-by-case basis in a manner that will ensure continued health and safety requirements are met.
- ❖ Daily pre-screening health checks (via Oncourse for staff and OnCourse Connect for parents/families) must be submitted for each student and staff member prior to entry into the school building.
- ❖ Social distancing guidelines will be in place for all areas, including classrooms, hallways, bathrooms, entrances/exits, school buses/vehicles, offices, and outdoor spaces.

## Special Education & Related Services

Burch Charter School of Excellence will ensure the delivery of special education and related services to students with disabilities. The BCSE Special Education Evaluation Pandemic Plan addresses strict adherence to the Individuals with Disabilities Education Act (IDEA).

### BCSE Special Education Evaluation Pandemic Plan

- ❖ Social History Evaluations will be conducted virtually.
- ❖ In-person Evaluations include Educational, Psychological, Speech, OT and PT.
- ❖ Screening Evaluation Forms will be completed by both parents and evaluator. The form will be emailed to the parent and brought the day of testing. Included will be directions for parents and students that they are required to wear a mask.
- ❖ All materials will be prepared prior to testing time.
- ❖ New pencils will be provided for each student.
- ❖ Semi-circle table or two desks set up - one for evaluator, one for student.
- ❖ Placement of desk or table - maintain safe distance when possible.
- ❖ The evaluator will meet the parent and student at the side entrance Linden Avenue and will escort the student to the testing room.

- ❖ The parent will be instructed to wait outside of the school building. They will be informed when testing is complete and arrange a time for pick-up.
- ❖ Both staff and students must wear a mask while moving through the building or if bathroom use is needed. Staff and students may bring their own masks or one will be made available at school if a student arrives without one.
- ❖ Movement around the room should be minimized to the greatest extent possible.
- ❖ At the conclusion of testing, the evaluator will accompany the student to meet his/her parents at the door. Masks should be worn at all times.
- ❖ CST Staff and Student Screening Forms will be maintained in the CST office and main office.

**School Administration and School Nurse will conduct temperature checks before anyone is able to enter into the building.**

**REQUIRED MATERIALS**

- ❖ Face Masks e Sanitizer
- ❖ Disinfectant Wipes
- ❖ New pencils or crayons for each student
- ❖ Gloves if needed
- ❖ Screening Evaluation Forms
- ❖ Visitor Log - Parent Name, Student Name, Drop-off and Pick-up times
- ❖ Plastic Bags for Protocols

**100% Remote Option**

Parents/guardians have the option to have their children enrolled in schools within an entirely virtual learning environment. This option is available to all students and cannot be contingent upon any predetermined conditions, such as risk of illness or other selective criteria.

Students whose families opt to have them participate in all-remote learning will receive the same quality and scope of instruction and other educational services as any other student otherwise participating in district programs.

Burch Charter School will adjust our distance learning strategy towards live teaching and community building. We are making this shift for several reason:

- ❖ Increased instructional time will best support scholars in their academic preparation.
- ❖ This will give scholars many more opportunities to engage with their teachers and peers.
- ❖ Having a more consistent and predictable schedule will help scholars develop routines that set them up for success.

# Subject to Change

All lessons will also be recorded and posted for scholars to access any lessons that they missed.

**We will align our virtual schedule to our live schedule. Scholars will participate in the same blocks and in the same order. This will create a sense of continuity between virtual school and physical school.**

**Procedure for submitting requests for an all remote learning option:**

- 1) An online form to submit parents/ guardians requests will be posted on all social media sites:
  - A. Facebook
  - B. Twitter
  - C. Instagram
  - D. School’s website
- 2) Requests for an all remote learning option must be made prior to August 28, 2020 for the scholar to begin September 8th.
- 3) All requests during the year will be honored at the end of each marking period.

**Procedure for submitting requests to transition from all-remote learning to in person:**

- 1) An online form to submit parents/ guardians requests will be posted on all social media sites:
  - E. Facebook
  - F. Twitter
  - G. Instagram
  - H. School’s website
- 2) All requests during the year will be honored at the end of each marking period.

**Data-Reporting of Student Participation:**

1. Parents will complete a google form to capture daily attendance.
2. Attendance will also be captured in GAFE (google classroom, google meet, etc.)

For additional information on the “100% Remote Option” please contact Dr. Jeff White at (973)373-3223 or [jwhite@burchcharterschool.org](mailto:jwhite@burchcharterschool.org)

**Facilities Cleaning Practices**

School will be closed to all non-essential workers on Friday to allow custodial and maintenance staff to deep clean the building including disinfecting highly touched surfaces such as doorknobs and counters. All offices, bathrooms and entrances are equipped with sanitizers and disinfectant wipes.

**Recess/ Physical Education/ Extracurricular Activities**

During our hybrid schedule recess will not be conducted.

Recess will occur in the classrooms (outside recess will be conducted when possible / with pandemic protocols in place). All Physical Education classes will be postponed until the second marking period; students will take Health the first marking period to ensure social distancing requirements.

No extracurricular activities and use of school facilities will be allowed for students until it is safe to do so with pandemic protocols in place. The school will continue to partner with other organizations to offer virtual learning opportunities such as Girls Who Code, YMCA after-care programs and any other virtual learning opportunities that become available to enhance scholars’ educational experiences.

## Teacher Mentorship and Evaluation

**Teacher Mentorship** - All novice teachers are required to participate in the school's Induction Program. One-to-one mentoring is provided to novice provisional teachers by qualified mentors. To ensure that mentors can provide sufficient support and guidance to novice provisional teachers working in a remote environment the mentor teacher may review classroom videos to offer feedback and guidance. Mentoring will be offered in both a hybrid and fully remote learning environments. Mentors and novice provisional teachers should agree upon the scheduling, structure and communication strategies they will use to maintain the mentoring experience. The school encourages that the teachers use online collaborative tools to remain connected to other mentors, new teachers and administrators to maintain a sense of communal support.

**Evaluation**- Burch Charter School has moved to Frontline Evaluation System to evaluate teachers using the online platform. The district's annual evaluation training will highlight procedures and processes which would be impacted due to potential hybrid scheduling.

## Special Events

We will record and/or stream special events for parents to view. Examples include award ceremonies, plays, etc. Please note, the school calendar will be updated with additional information. Burch does plan to engage families by providing "Parent University" learning events each month starting at the end of August 2020. Pandemic protocols will be in place including limiting capacity, wearing masks, social distancing and mandatory temperature checks for all who enter the building.

## School Closure

**In case of a recommendation by NJDOE, NJDOH, or Irvington Health Department to close school immediately, Burch Charter School will follow the [Pandemic Closure Plan](#).**



# RE-ENTRY TASK FORCE

July 2, 2020

## Agenda

- Welcome
- Review of NJ Re-Entry Requirements
- Review Parent and Staff Re-Entry Surveys
- Informed Decision of Daily Student Schedule
  - Weekly Format: AA/BB or A/B (both with Friday's virtual)
  - Length of school day
- Next Steps: Survey Parents – What % of scholars will be attending in- school

### **NJ Re-Entry Guidelines**

- General Health and Safety Guidelines
  - "Reasonable Accommodations" – higher risk populations
    - Social distancing
    - Frequent hand washing
    - Use of face coverings
- Classroom, Testing and Therapy Rooms
  - Allow for social distancing
  - Required Face coverings – students, staff and visitors
  - Ensure adequate ventilation
  - Minimize shared objects
  - Maintain hand sanitizing stations
- Student Flow, Entry, Exit and Commons Areas
  - Process and Location for student and staff health screenings.
- Physical guides: tape/signs on floors & signs on walls (Markers 6ft apart)
  - Screening, PPE and Response to Student and Staff Presenting Symptoms ◦ Adopt Policy
- Screen students and staff: Isolate the symptomatic
  - Required to notify local health department, families and staff (confidential)
- Contact Tracing
  - Develop contact tracing protocols
  - Recommended Training  
<https://www.coursera.org/learn/covid-19-contact-tracing?edocomorp=covid-19-cont act-tracing>
- Facilities Cleaning
  - Schedule for increase cleaning and disinfecting
- Meals

# Subject to Change

- Discontinue self-serve/ buffet style
- Stagger eating times

➤ Recess/ PE

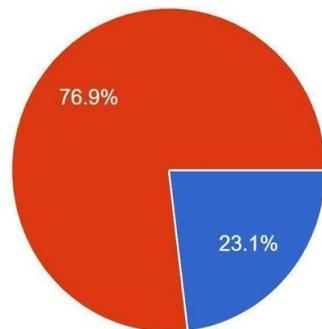
- Complete inventory of outdoor spaces
- Staggered

➤ ◦Multi-Tiered System of Support (MTSS)

**Teacher Survey Results      pg. 1 of 3**

If you had to choose between the two hybrid (mix of in-person and online learning) models, which one would you choose

13 responses

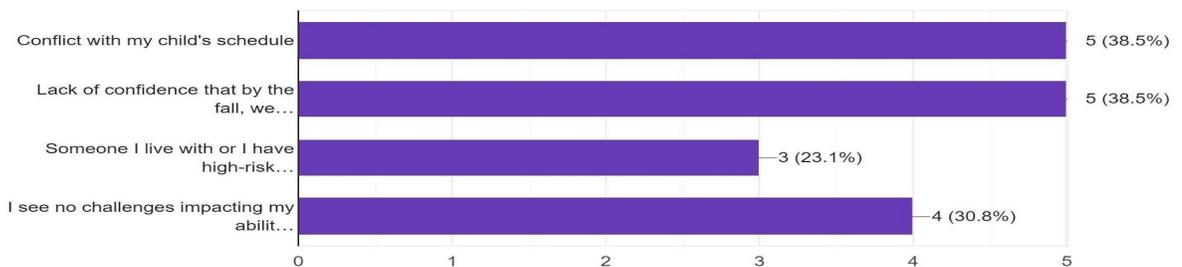


- Option A: Classes are broken down to three sections. Each section attends the school on their designated week. So, scholars will be online for two weeks then in school for one week.
- Option B: Classes are broken down to three sections. Each section attends the school on alternating days: A-B-C days. Scholars will attend school on a three day cycle.

**Teacher Survey Results      pg. 1 of 3**

What are the challenges that would prevent you from returning to work 100% in-person with 1/3 of your scholars meeting daily?

13 responses



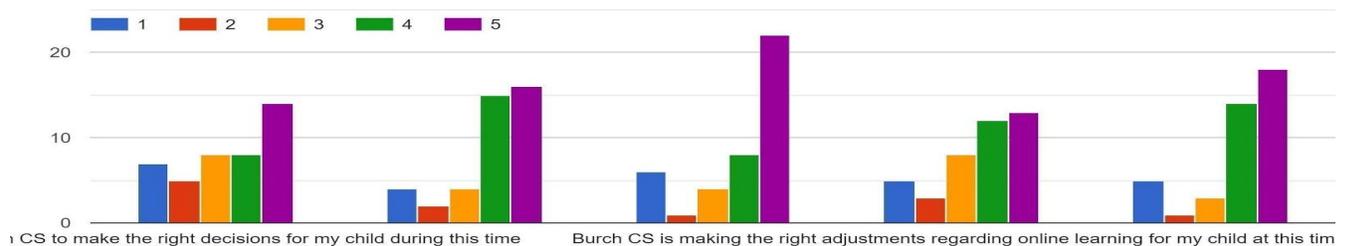
**□ Is there anything else you would like to share that you want the Re-Entry Task Force to consider as we are thinking through these scenarios on behalf of our Team and Family?**

1) *Some Parents and Staff are concerned about child care. Also, During the quarantine there were some children that showed signs of depression. Some refused to work because of how they felt. Some of the children have social needs that need to be addressed . What will the curriculum look like for the ABC day choice?*

7) *I think there should be an option with teacher schedules being at home as well at school; as their child's schedule may not allow them to travel to work daily in addition to having personal medical concerns. I am also concerned for the teacher's well-being (social-emotional) as well as the students. There is not a lot of stability when we return and as seems like on top of the formal structure of change due to the pandemic, there seems to be many internal changes that may be a bit much for teachers to balance/grasp.*

**Parent Survey Results      pg. 1 of 4**

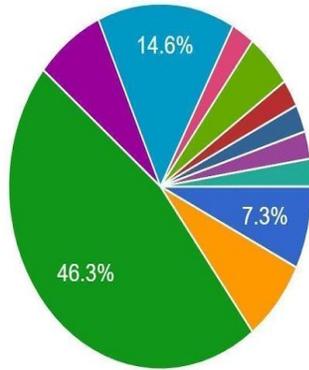
Please rate the following questions on a scale of 1 (lowest) to 5 (highest).



# Subject to Change

What conditions are most critical to you in the decision to re-open? Choose your top 3.

41 responses

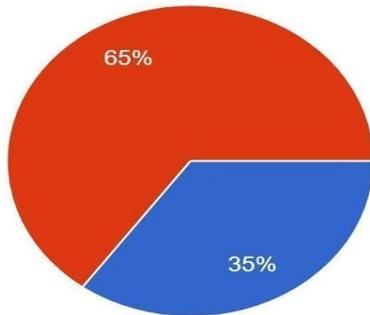


- Decisions by the state.
  - Decisions by the county/ city.
  - Re-opening of childcare for parents to...
  - Impact of re-opening on virus transmis...
  - Ability to screen employees and stude...
  - Ability to comply with social distances.
  - Availability of Personal Protective Equ...
  - 4 6 7
- ▲ 1/2 ▼

Parent Survey

If you had to choose one of the two hybrid (mix of online and in-person learning) plans we are examining for re-entry, which one would you choose?

40 responses



- Option A: Classes are broken down to three sections. Each section attends the school on their designated week. So, scholars will be online for two weeks then in school for one week.
- Option B: Classes are broken down to three sections. Each section attends the school on alternating days: A-B-C days. Scholars will attend school on a three day cycle.

□ Is there anything else you would like to share that you want the Re-Entry Task Force to consider as we are thinking through these scenarios on behalf of our Team and Family?

- 1) Daily cleanliness of the build. Meaning, will the building be clean on the daily basis EVERY DAY.
- 2) **WHAT DO YOU NEED THE KIDS IN SCHOOL FOR?? THEY ARE YOUNG CHILDREN. THERE IS ABSOLUTELY NO WAY THAT THEY WILL ALWAYS COMPLY WITH THESE RULES. HAVE THESE**
- 3) KIDS CONTINUE THEIR SCHOOLING ONLINE AND MAKE SURE THAT THEY ARE DOING THEIR WORK. WHOEVER ISN'T DOING THEIR WORK, THEN THE PARENT SHOULD BE REPORTED TO THE APPROPRIATE AUTHORITY.

- 4) How will BCSE work with parents when they return to work if school does not re open in the fall
- 5) Hopefully we fight off this virus.
- 6) I don't think the kids will be able to keep masks on all day and they will not be able to social distances
- 7) Curious on how children will wear mask to avoid suffocation or endangerment to their health
- 8) I thank all Burch CS staff and teachers for their hard work. However, please do not rush reopening if it's not safe for the staff and the students.
- 9) Proper protective gear for the Burch family. Physical distancing throughout the classroom and school. Adequate hand washing.
- 10) I don't think the schools are ready to re-open I don't think you're capable of handling the CDC guidelines of all of the schools and I don't think the kids will be able to handle wearing a mask eight hours a day and being stuck in one
- 11) Please help take care of the children while in school.
- 12) If my daughter still learning at she supposed to have virtual classes every day with the teacher
- 13) There should always be chairs in the gym, so that Scholars won't sit on the floor. In-person learning plays a vital role in Student's mental and social well being, they need to go back to school! ( knowing now that their risk of infection is minimal.

# Subject to Change



# **Burch Charter School of Excellence**

**100 Linden Avenue, Irvington, NJ 07111**

**(973) 373-3223**

**Dr. Jeff White, Chief School Administrator**

**Mr. Timothy Simmons, Vice Principal**

**Ms. Jennifer Stein, Vice Principal**

## **Covid-19 Questionnaire**

(Please Write Yes or No)

Do you have a fever, or have you felt feverish recently?

Do you have a cough?

Are you having shortness of breath or any difficulty breathing?

Do you have chills or repeated shaking with chills?

Do you have any muscle pain?

Do you have any recent onset of headache or sore throat?

Do you have any other flu-like symptoms?

Do you have any recent loss of taste or smell?

Have you experienced any recent GI upset or diarrhea?

Are you in contact with anyone who has been confirmed to be COVID-19 positive?

Have you traveled in the past 14 days to any regions affected by COVID-19?

Have you been tested for COVID-19? If yes, what was the result?

Have you been diagnosed with COVID-19? If yes, when?

Name (Print) \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_ Reason for Visit to Burch \_\_\_\_\_



# Re-Entry Task Force

July 23, 2020



## Agenda



- ❖ Welcome
- ❖ Review Follow-up Parent Survey
- ❖ Review BCSE Proposed Reopening Plan
- ❖ Next Steps: Share Plan with Community / Board / Staff / Parents

# Subject to Change

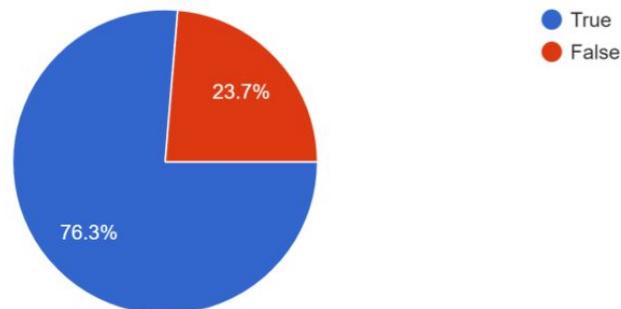
# Parent Follow- Up Survey

- ❖ Seventy-seven (77) parents / guardians responded to survey.
- ❖ Twenty- five percent (25%) of the respondents have multiple scholars enrolled at Burch.
- ❖ All responses account for exactly 100 students or 28% of school's entire population.

## Parent Follow- Up Survey Results Pg. 1 of 4

My child(ren) will need the use of laptop/ computer for online instruction.

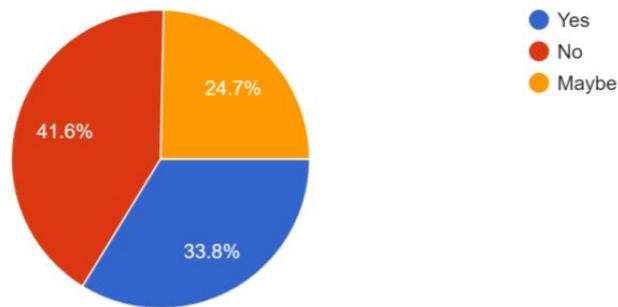
76 responses



## Parent Follow- Up Survey Results Pg. 2 of 4

I need support/ training on Google Classroom and Google Meet to support my child(ren) for online instruction.

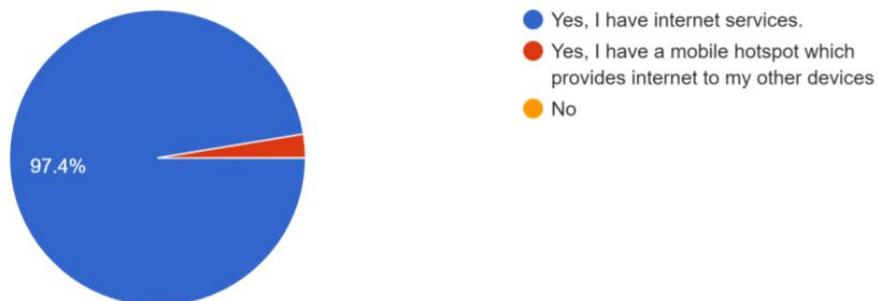
77 responses



## Parent Follow- Up Survey Results Pg. 3 of 4

Do you have internet service at home?

77 responses

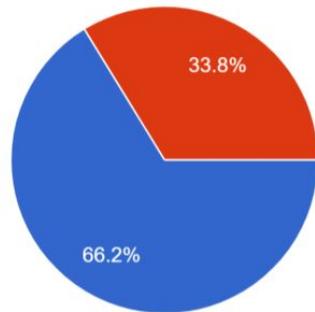


# Subject to Change

# Parent Follow- Up Survey Results Pg. 4 of 4

I will be sending my child(ren) to school in September.

77 responses



- Yes, we will follow the school's plan for reopening.
- No, I am not comfortable sending my child to school when school reopens.

## PROPOSED RE-ENTRY PLAN

Burch Charter School of Excellence  
SY 2020-21

# GOVERNOR'S THE ROAD BACK

Before the Governor's Restart and Recovery Plan for Education there were three options that school districts were planning for in September:

The Road Back Guidelines	
	<b>Fully Open</b> This can only be considered when the pandemic restrictions are removed completely.
	<b>Hybrid Model</b> The hybrid model provides both in-person and remote learning as detailed in our plan.
	<b>Fully Remote</b> - Our plan allows the district to pivot quickly in the event in-person learning can no longer be delivered.

## FACTORS TO CONSIDER

- ◆ **Student and Staff Safety** The safe return of our students and staff is the primary concern. Providing instruction in an environment that incorporates all the precautions recommended by CDC and other health organizations is essential.
- ◆ **Facilities Readiness** Our building is being adapted to meet the requirements of social distancing which includes safety barriers for teachers, 6 feet distancing signs. The school is also being adapted with cameras in each classroom to provide students with synchronous and asynchronous learning opportunities during remote days.
- ◆ **PPE** Implementation of the plan can only be implemented effectively if all the PPE required is obtained by September 1<sup>st</sup>.
- ◆ **Technology (1:1)** During this pandemic, the school was able to secure computers for all our students that need access to technology.

# Subject to Change

# DISTRICT-WIDE OVERVIEW

PG. 1 OF 2

- ❖ Burch Charter School of Excellence will follow CDC school re-opening guidelines:
  - ❖ Mandatory Face Coverings
  - ❖ Health Screening for Students and Staff including Temperature Checks.
  - ❖ Hand Sanitizing Stations Throughout the Building
  - ❖ Plexi-glass Dividers for Teachers, Main Office, and Security Desk
  - ❖ Weekly Deep Cleaning
- ❖ Visitors to the building will be limited and by appointment only.
  - ❖ Mandatory completion of COVID19 Questionnaire.
- ❖ District Nurse and School Safety Specialist will be trained in contact tracing.
- ❖ Nurse and administration are working in consultation and collaboration with the Irvington Dept. of Health.
- ❖ Families who prefer all remote learning may choose that option.
- ❖ Any plan that deviates from full reopening may cause childcare issues.

# DISTRICT-WIDE OVERVIEW

PG. 2 OF 2

- ❖ Physical Education classes will be adjusted to Health for the first marking period to maintain social distancing guidelines
- ❖ Technology improvements will allow us to pivot quickly in the event closure is necessary.
- ❖ We will implement Google Suite (Classroom, Meet and etc) school-wide. Administration will provide training to staff and parents to support the transition this platform. Teachers will turnkey the information to their students.
- ❖ We will divide all students participating in in-person learning into two equal cohorts: Cohort A and B.
- ❖ Breakfast and Lunch will be served in the classroom.

# BURCH RE-ENTRY PLAN

- ❖ **Cohort A** attends school in-person on Mon.-Tue. and learns remotely Wed.-Fri.
- ❖ **Cohort B** learns remotely Monday, Tuesday and Friday and attends school in-person on Wednesday and Thursday. • All in-person days are regular dismissal
  - ❖ Dismissal for Grades K-2 is 3:00 pm
  - ❖ Dismissal for Grades 3-5 is 3:30 pm
- ❖ Learning for all scholars is remote on Friday to allow our custodial staff to fully sanitize the building.
- ❖ Rationale for AA/BB days: Young scholars benefit from ongoing contact with their teachers and from small class size.

## ARRIVALS, DEPARTURES, AND INTERNAL MOVEMENT

- ❖ We will implement safety protocols to keep students socially distanced during transitions into and out of the school building. Teachers will transition instead of students in grades 2-5.
  - ❖ Staggered Entry and Exits with separate locations.
  - ❖ Accommodations will be made for families with multiple scholars in various grades.

Grade	Drop Off	Pick Up
K	Cafeteria Exit/ Courtyard 7:50 AM	Cafeteria Exit/ Courtyard 3:00 AM
1	Main Entrance/ Linden Avenue 7:50 AM	Main Entrance/ Linden Avenue 3:00 AM
2	Gym Entrance/ Petzinger Avenue 7:50 AM	Gym Entrance/ Petzinger Avenue 3:00 AM
3	Cafeteria Exit/ Courtyard 8:15 AM	Cafeteria Exit/ Courtyard 3:30 AM
4	Main Entrance/ Linden Avenue 8:15 AM	Main Entrance/ Linden Avenue 3:30 AM
5	Gym Entrance/ Petzinger Avenue 8:15 AM	Gym Entrance/ Petzinger Avenue 3:30 AM

# Subject to Change

## REMOTE LEARNING

- ❖ Remote schooling will include both synchronous and asynchronous instruction, doing supplemental and enrichment assignments, completing task projects.
  - ❖ Class recordings will be placed in the school's Google Drive
  - ❖ Scholars are to keep up with work on the days they are doing virtual/remote learning.
  - ❖ The curriculum will not be condensed and will be followed as in “traditional” schooling.
- ❖ Teachers follow-up on the remote experience during in-person sessions to hold students accountable.
- ❖ All teachers and students utilize Google Suite (Classroom, Meet, Drive, etc.) to deliver, monitor and assess student work.

## Next Steps

Present this preliminary plan to be vetted by:

- 1) The Board of Trustees
- 2) Staff
- 3) Community Groups
- 4) Irvington Health Department
- 5) Irvington's Superintendent

By August 3, the plan will be sent to the Essex County Superintendent and the NJ Department of Education for approval. It then will be disseminated to our parents and the public.



# STATE OF NEW JERSEY DEPARTMENT OF EDUCATION

## Reopening Document

### Checklist for the Re-Opening of School 2020-2021

To assist with development and review of school reopening plans, this checklist presents the Anticipated Minimum Standards detailed in the NJDOE's "The Road Back: Restart and Recovery Plan for Education," select statutory and regulatory provisions governing school schedules, and other central reopening priorities. For additional information, please consult the NJDOE's The Road Back [webpage](#).

*Does your district reopening plan:*

### Reopening Planning

- ✓ Implement a schedule for the 2020-2021 school year that includes in-person instruction in some capacity and provides public school facilities for at least 180 days in accordance with N.J.S.A. 18A:7F-9?
- ✓ Incorporate a policy regarding full time remote learning services, in accordance with the Department's guidelines?
- ✓ Ensure, consistent with N.J.A.C. 6A:32-8.3, that each student is provided at least four hours of instructional contact time per school day, or one continuous session of two and one-half hours for kindergarten students (such instructional time may be achieved through in-person, synchronous remote, or asynchronous remote activities)?
- ✓ Prepare for a potential shift back to entirely remote learning models by implementing measures to strengthen remote learning capabilities?
- ✓ If a member of the NJSIAA, conduct high school athletics in accordance with protocol issued by the NJSIAA. \*\*Note: While NJSIAA does not maintain oversight over middle school sports, it is suggested that districts follow the same guidelines issued for high school sports.
- ✓ Establish or designate in each school a diverse Pandemic Response Team to oversee each school's implementation of the district's reopening plan, particularly health and safety measures? If establishing a new Pandemic Response Team, that team includes, if applicable:  School principal or lead person;
- ✓ Teachers representing each grade band served by the school;
- ✓ Child Study Team member;

# Subject to Change

- ✓ School counselor or mental health expert;
- ✓ Subject area chairperson/director;
- ✓ School nurse;
- ✓ School safety personnel;
- ✓ Members of the school safety team;
- ✓ Custodian; and  Parents.

## Digital Divide

- ✓ Include a plan outlining steps to ensure that all students who are expected to engage in remote instruction have access to the requisite educational technology (including hardware and connectivity), whether that technology is issued by the school district or provided by the student's family? That plan must:
  - ✓ Include a documented process for identifying students in need of educational technology;
  - ✓ Identify steps that the district will take to provide needed technology to students identified as otherwise lacking access to such technology;
  - ✓ Prioritize provision of district-issued technology to those students who, in the absence of district-issued technology, may be unable to fully participate in remote instruction; and
  - ✓ Include ongoing monitoring, provisions for issuing educational technology throughout the school year, and other provisions necessary to prevent lapses in student access to remote instruction as district or family circumstances evolve.

## General Health and Safety

- ✓ Provide reasonable accommodations for students and staff identified as having a higher risk for severe illness from COVID-19, including older adults and individuals with disabilities or serious underlying medical conditions?

### Classrooms, Testing, and Therapy Rooms

- ✓ Ensure that students are seated at least six feet apart within the classroom?
- ✓ [If district answers "No" to the above] Implement social distancing modifications to the greatest extent practicable, including the use of physical barriers between desks and turning desks to face the same direction or having students sit on only one side of the table, spaced apart?
- ✓ Ensure that other instructional and non-instructional rooms comply with social distancing standards to the greatest extent practicable?
- ✓ Provide for limited use of shared objects when possible and clean such objects between uses?

- ✓ Ensure that indoor facilities have adequate ventilation, including by: maintaining operational heating and ventilation systems where appropriate; ensuring that recirculated air has a fresh air component; opening windows if A/C is not provided; and maintaining filters for A/C units according to manufacturer recommendations?
- ✓ Ensure that hand sanitizing stations are maintained with alcohol-based hand sanitizers in each classroom, at entrances and exits of buildings, and near lunchrooms and bathrooms?
- ✓ Ensure that existing handwashing stations with soap, water, and alcohol-based hand sanitizers?
- ✓ Include provisions that facilitate student hand washing at regular intervals (or use of alcohol based hand sanitizer if washing with soap and water is not possible), such as designating certain times for students to wash hands (e.g. before eating, after using the bathroom, and after blowing their nose/coughing/sneezing), use of signage to encourage hand washing, or other provisions?

## Transportation

- ✓ Require students to wear face coverings if the student can do so, while providing accommodations as appropriate for young students or students with disabilities?
- ✓ Maintain social distancing practices on buses to the maximum extent practicable?  
Adopt best practices for cleaning and disinfecting school buses and other transport vehicles? [What Bus Transit Operators Need to Know About COVID-19](#)

## Student Flow, Entry, Exit, and Common Areas

- ✓ Incorporate a policy which includes the process and location, for student and staff health screenings? Such process will include screening upon arrival for symptoms and history of exposure, visual check of students for symptoms and/or confirmation with families that students are free of COVID-19 symptoms, documentation of when signs/symptoms are observed, and any necessary accommodations for students with disabilities.
- ✓ Ensure that there are physical guides or markings to help ensure that staff and students remain at least six feet apart in lines to enter or exit the building and at other times, and require utilization of face coverings when physical distancing (six feet) cannot be maintained for individuals waiting to enter or exit a building while providing accommodations as appropriate for young students or students with disabilities?

## Screening, PPE, and Response to Students and Staff Presenting Symptoms

- ✓ Require students, staff and visitors to wear face coverings unless doing so would inhibit the individual's health, the individual is under two years of age, or other exceptions outlined in NJDOE's guidance apply, while providing any necessary accommodations for young students or students with disabilities?
- ✓ Incorporate policy and procedures for symptomatic students and staff that include:
- ✓ Written protocols detailing the district's response to students or staff that test positive for COVID-19;

- ✓ Immediate notification of local health officials, staff, and families in the event that an individual who has spent time in a district facility tests positive for COVID-19;
- ✓ Isolation of symptomatic individuals, with continued supervision and care for students;
- ✓ Methods to assist in contact tracing, including records of groups/cohorts, assigned staff, and daily attendance;
- ✓ Continuous monitoring of symptoms; and
- ✓ Readmittance policies consistent with the relevant NJDOH guidance?
- ✓ Encourage parents to be alert for signs of illness in their children and keep them home when they are sick?

## Contact Tracing

- ✓ Incorporate a contact tracing policy in consultation with the local health department and its school nurses?

## Facilities Cleaning Practices

- ✓ Develop a procedure manual to establish schedules for increased cleaning and disinfection; targeted areas to be cleaned, including frequently touched surfaces and objects and frequent sanitization of bathrooms; and methods and materials to be used?

## Meals

- ✓ Stagger use of cafeteria or group dining areas, and clean and disinfect them between groups?
- ✓ Provide for the discontinuation of family, self-service, and buffet meal service in cafeterias or group dining areas?
- ✓ If cafeterias or group dining areas are used, ensure students are spaced at least six feet apart?
- ✓ Require individuals to wash their hands with soap after removing their gloves or after directly handling used food service items?

## Recess/Physical Education

- ✓ Stagger recess or other outdoor activities? Utilize cones, flags, tape, or other signs to maintain six feet of space between groups participating in recess or other outdoor activities?
- ✓ Require students to wash hands with soap immediately after outdoor playtime?
- ✓ Stagger the use of playground equipment and establish frequent disinfecting protocols?
- ✓ Close, or stagger the use of and frequently disinfect, locker rooms?
- ✓ Minimize sharing of equipment and clean and disinfect equipment between each use?
- ✓ Designate specific areas for each class during recess to avoid cohort mixing?

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

- Maintain social distancing and hygiene practices during extra-curricular activities?

- ✓ Require any external community organizations that use district facilities to follow district procedure and health and safety protocols?

\*\*\* Awaiting PPE equipment and supplies.

### Burch Charter School of Excellence Cleaning Schedule 2020-2021

**Instructions: Each custodial member is to complete the required checklist and submit the completed sheet to Mr. Fitzpatrick at the end of each week.**

<b>General Environment Cleaning Program</b>		
<b>Area/Item</b>	<b>Method</b>	<b>Frequency/Comments</b>
<b>Tables/ window sills / door knobs, and stairwell railings</b>  <b>High Traffic Touch Areas</b>	Clean with neutral detergent, warm water and clean cloth	Daily  Immediately if soiled i.e. if soiled with blood or body fluids, following cleaning, disinfect, rinse and dry
<b>Classroom desks and chairs</b>	Clean with neutral detergent, warm water and clean cloth and dry with disposable paper towels	Daily  Immediately if soiled i.e. if soiled with blood or body fluids, following cleaning, disinfect, rinse and dry

# Subject to Change

<b>Carpets (Rugs)</b>	Vacuum  Clean with an approved carpet cleaning method	Vacuum carpets weekly.  Immediately if soiled i.e. if soiled with blood or body fluids, following cleaning, disinfect, rinse and dry
<b>Walls</b>	Clean with warm water and general purpose detergent.	Weekly  Immediately if soiled i.e. if soiled with blood or body fluids, following cleaning, disinfect, rinse and dry
<b>Waste bins</b>	Empty  Clean with neutral detergent and warm water	Daily  Weekly and immediately if soiled.
<b>Mopping classrooms and hallways</b>	Mop heads should be washed in warm water and detergent, rinsed and air dried	Daily
<b>Sanitizer Dispensers</b>	Replenish sanitizer when needed	Monitor levels daily
<b>Sani-Spray</b>	Deep cleaning of all surfaces using the Sani-Spray machines	Fridays

## Toilet Area Cleaning Program

Area/Item	Method	Frequency / Comments
<b>Wash hand basins, taps, surrounding counters, soap dispensers.</b>	Clean with detergent and warm water.	Daily and immediately if soiled.  If soiled with blood or body fluids, following cleaning, disinfect, rinse and dry.
<b>Bathroom</b>  <b>Both sides of the toilet seat, toilet handles, door knobs or bathroom stall handles.</b>	Clean with detergent and warm water.	Three times daily.  Immediately if soiled. If soiled with blood or body fluids, following cleaning, disinfect, rinse and dry.  Replenish paper towel, toilet paper and hand soap as needed.
<b>Mopping of bathroom floors</b>	Mop heads should be washed in warm water and detergent, rinsed and air dried.	Three times a day.  Once at 9 AM  Once at 1 PM  Once at 4 PM
<b>Toilet bowls</b>	Use toilet cleaner as per manufacturer's instructions.	Weekly and immediately if soiled.

# Subject to Change



## **Burch Charter School of Excellence**

**100 Linden Avenue, Irvington, NJ 07111**

**(973) 373-3223**

**Dr. Jeff White, Chief School Administrator**

**Mr. Timothy Simmons, Vice Principal**

**Ms. Jennifer Stein, Vice Principal**

August 18, 2020

Dear Burch Charter School of Excellence Parents/Guardians, Students and Staff,

Per Governor Murphy's announcement on Wednesday, August 12, all New Jersey districts are able to submit plans to open schools this fall in an "all virtual/remote" learning environment which Burch has done and informed our Board of Trustees expeditiously.

What does this mean for our parents, students and staff? We are working diligently to provide you with the answers that you need as quickly as possible; but at this point, I can share the following:

- The "all virtual learning" will apply to all General Education and Special Education students. There is no longer a need for parents to complete the online "All Remote Option Form".
- Our remote learning/live instruction will begin on Tuesday, September 8. Children will be expected to participate in instruction Monday through Friday.
- Moving to "all virtual" will only extend through the first marking period (in November).
- Our staff will return from Sept. 1 - 4 for professional development with our New Staff Orientation taking place on August 31, 2020.

**Finally, I want to remind our families that we will be hosting Parent University August 25-27.** Additional information will be available on the school's website, Facebook, Twitter, and Instagram social media platforms.

Best regards,

*Dr. Jeff White*

Dr. Jeff White

Chief School Administrator



## **Burch Charter School of Excellence**

**100 Linden Avenue, Irvington, NJ 07111**

**(973) 373-3223**

**Dr. Jeff White, Chief School Administrator**

**Mr. Timothy Simmons, Vice Principal**

**Ms. Jennifer Stein, Vice Principal**

August 5, 2020

Dear Burch Staff:

I hope you are staying safe and healthy and enjoying the weather!

Burch has recently developed a reopening plan for the 2020-2021 school year. [The Burch Charter Schools Re-entry Plan](#) entails, in class instruction for staff and students. Students will report two (2) days a week and staff will report for four (4). In order to ensure that all staff and students remain safe, the Burch Board of Trustees is mandating that all staff members demonstrate a Negative Covid-19 test result prior to the reopening of the school. In addition to staff testing, all individuals, including students will have their temperature checked (see the [plan](#) for more details) upon arriving at the building each day.

All other staff members must submit their test results to Ms. Irby, confidentially, by **Wednesday, August 26, 2020**.

Staff has the option to be tested by their primary care provider, Urgent Care Center or possibly your local municipality or county.

In addition, there are several pharmacies that provide free Covid-19 Testing. Please see the below and their links for information / schedule testing.

CVS: <https://www.cvs.com/minuteclinic/covid-19-testing>

Walgreens: <https://www.walgreens.com/findcare/covid19/testing>

Rite-Aid: <https://www.riteaid.com/pharmacy/services/covid-19-testing>

Walmart: <https://corporate.walmart.com/covid19testing>

Anyone that tests positive, must immediately notify school administration and the school physician. Documentation must be provided to support the result. Staff that test positive are asked to stay home and notify your medical provider.

School Physician

Dr. Willis

Irvington Emergent Care

(973) 373-3000

41

# **Subject to Change**

Board Approved August 10, 2020

A negative test result along with medical clearance, must be presented in order to return to the building.

If you have any questions, please do not hesitate to contact me.

All my best,

*Dr. Jeff White*

Dr. Jeff White  
Chief School Administrator