



# WINDSOR SCHOOLS

INSPIRATION HAPPENS HERE

## School Reopening Plan

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## Introduction: COVID-19 Return to School Plan beginning July 2020

### Purpose

The purpose of this policy is to outline Windsor Schools' return to school guidelines and reopening of school facilities during the COVID-19 pandemic. These guidelines have been carefully considered to address and promote the safety, health, and welfare of our community. These guidelines are for the Hybrid Extended School Year Program (ESY) and follow Executive Order 149 on Youth Summer Camp Standards. The plan will be updated as required to meet updated guidance and regulations, and to address unanticipated situations that emerge prior to the start of the school year. For the 2020 ESY program the first 3 weeks will be a virtual learning environment through Google suite and approved platforms. The students will have the opportunity return to the facility and participate in in-person instruction on the following days:

**July 27- 31, 2020**

**August 3-7, 2020**

**August 10-14, 2020**

Families may opt to remain remote and participate in the virtual learning environment for the entire ESY program.

### Reopening Planning

For the 2020/2021 School Year in-person instruction will begin on **September 9th** with updated policies, procedures and facility upgrades based on current CDC recommendations and government regulations. In-person instruction will be provided **5** days a week. Instructional contact time will be full days, exceeding the four hour minimum standard. Families may opt to remain remote and participate in the virtual learning environment. The school calendars can be found in the appendix demonstrating the 180 school day requirement. School hours for the Windsor School will be 8AM to 2PM and the Windsor Learning Center will be 8:10AM to 2PM.

Windsor Schools has implemented measures to strengthen remote learning capabilities and is prepared for a potential shift back to entirely remote learning if necessary.

Windsor Schools have assembled a Restart Committee as well as Pandemic Response Teams in each school to oversee the reopening plan. The teams include diverse membership including school leaders, counselors, nurses, facilities, and other stakeholders.

### **Optional Remote Instruction**

- A full time remote learning model is available for all students in the 2020/2021 School Year, details regarding this model are found in School Health-Related Closure Preparedness (see Appendix)
- Parents who elect to pursue the full time remote instruction must advise their school district and Windsor by Friday August 28th
- Remote instruction will be provided on a marking period basis
- Students who participate in remote instruction will remain in the remote model for an entire marking period (45 School Days)
- Windsor is prepared to offer remote instruction for the entire 2020/2021 school year
- For a student to return from remote instruction Windsor must be notified 2 weeks prior to beginning in-person instruction

### **Digital Divide**

Windsor Schools will ensure that all students who are expected to engage in remote instruction have access to the requisite educational technology (including hardware and connectivity)

- The school has issued a survey to families to determine need of and access to technology
- The school will provide needed technology to students identified as otherwise lacking access to such technology;
- The school will 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
- The school will continuously monitor 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**

- Windsor will 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

### **Classroom, Testing, and Therapy Rooms**

- Ensure that student and staff groupings are as static as possible
- Physical barriers and guides installed in locations to help maintain Social Distancing
- Restrict mixing between groups
- Restrict nonessential visitors including parents
- Space seating/desks to at least six feet apart when possible
- All classroom desks will face one direction with Plexiglas physical barriers attached to desktop
- Sharing between students will be limited, students provided school supplies for individual use
- If items have to be shared they will be cleaned and disinfected between use

- Sharing of personal electronic devices, toys, books and other games or learning aids will not be allowed
- Service and update ventilation system with Electronic Fresh Air Damper Systems to increase circulation of outdoor/fresh air
- 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 such as designating certain times for students to wash hands

### **Transportation**

- Windsor Schools will coordinate with transportation companies to ensure appropriate policies and procedures are in place that meet all anticipated minimum standards for student transportation including face coverings, social distancing, and cleaning and disinfecting

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

- Temperature and symptom screening conducted daily by school nursing department for all staff, students and visitors prior to entering school facility (see Appendix)
- Persons that have a fever of 100.4° or above or other signs of COVID-19 illness will not enter the school facility
- Parents notified and strongly recommended to take their child's temperature prior to sending them on school bus
- Staff will be encouraged to stay home if they are sick and encourage parents to keep sick children home
- Policies created to reflect new procedures
- At designated entry points students, staff and visitors will participate in screening for Common symptoms of COVID-19:
  - Cough
  - Shortness of breath or difficulty breathing
  - Fever (100.4F or greater)
  - Chills
  - Repeated shaking with chills
  - Muscle pain
  - Headache
  - Sore throat
  - New loss of taste or smell
  - Fatigue
  - Nausea and vomiting
  - Diarrhea
  - Congestion and runny nose

Note: Other symptoms may be added to this list based on updated CDC recommendations

- Information recorded by School Nurse and maintained confidential
- Daily health surveillance screening for students and staff will be conducted and results documented when signs and symptoms of illness are observed
- The school has included 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, during the school day

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

- Teach and reinforce [washing hands](#) and covering coughs and sneezes among children and staff
- Hand washing and hygiene will be emphasized and scheduled throughout the day
- Handwashing and hygiene scheduled to take place at the end of every academic period (Windsor Learning Center every 30 minutes / Windsor School every 40 minutes)
- Teach and reinforce use of [cloth face coverings](#) among all staff and students. Staff and students frequently reminded not to touch the face covering and to [wash their hands](#) frequently
- Information provided to all staff on [proper use, removal, and washing of cloth face coverings](#). Students unable to wear face masks due to medical reasons will be taught to properly social distance at all times
- Masks should be worn when social distancing not possible
- Have adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60 percent alcohol, tissues, and no-touch trash cans
- Installation of hand sanitizing stations strategically placed throughout the school facility
- Signs posted on how to [stop the spread](#) of COVID-19, [properly wash hands](#), [promote everyday protective measures](#), [properly wear a face covering](#), and Social Distancing

\*Note- The Windsor Schools acknowledge the updated requirement that all students wear face coverings at all times and intend to meet this standard to the degree practicable. Due to the school population, which is composed exclusively of students with disabilities, enforcing the wearing of masks may present significant challenges. For this reason, Windsor School has made significant investments in placing Plexiglas barriers on all desks, as an alternative to mask-wearing for seated students. Windsor Schools will strictly enforce social distancing at all times.

### **School Response to Students and Staff with Identified Symptoms**

- If school has confirmed case(s) of COVID19, local health officials will help identify those individuals and will follow up on next steps
- Students with fever, cough, or difficulty breathing will be isolated from others and asked to wear a facemask if possible until they can be picked up by parent/guardian
- If a mask is not tolerated by the student, nursing office staff should use PPE equipment
- Parent/guardian to be notified to have the student picked up
- Parent/guardian advised to call the pediatrician, and explain the child's symptoms
- Parent directed to follow the pediatrician's advice

- Staff members to be sent home and advised to seek medical advice as long as they are able to drive
- If awaiting a family member, staff may wait in an isolation room
- School administration to notify local health department with any questions or concerns about an ill student or staff member
- Public health department to provide notification guidance and follow up actions

### **If COVID-19 Test Results are Negative**

- Student or staff member may return to work or school after a confirmed negative test result after avoiding contact with others until **72 hours after their fever has resolved** (without fever reducing medication) and respiratory symptoms (such as cough and shortness of breath) have significantly improved

### **Contact with Someone who has COVID-19**

- Individuals have been in close contact with someone who has COVID-19 *when:*
  - They live with or care for someone with COVID-19
  - They have been within 6 feet of someone with COVID-19 for more than 15 minutes
  - They have been in direct contact with secretions from someone with COVID-19 (being coughed on, kissing, sharing utensils, etc.)

*If an individual has not been in close contact with a person with COVID-19, they are considered to be low-risk for infection. They can continue to go to work and school but should monitor their health for 14 days.*

### **If Exposed to Someone with a Confirmed COVID-19 and have symptoms should**

- Not go to work or school and avoid public places except to get medical care/call to discuss testing
- Wear a facemask when around other people or pets
- Separate themselves from people and pets in the home and avoid sharing household items
- Practice good hygiene habits: cover coughs and sneezes, wash hands often, clean all “high touch” surfaces daily
- Monitor symptoms and seek prompt medical attention if illness worsens

### **Exclusion from School**

- After an individual is diagnosed, they will be asked to isolate themselves at home until 10 days after they first developed symptoms AND 24 hours (1 day) after their fever has ended without the use of fever reducing medications and symptoms have significantly improved (whichever period is longer)
- Upon return to school the parent or staff member will check in with the nurse to ensure appropriate guidelines have been met (ie. fever free 24 hours after no fever reducing medications)

### **School Closure**

- The decision to close school is determined by school administration in collaboration with the local health department to determine if school closure is warranted due to COVID-19
- If the school has cases of COVID-19, or if the community is experiencing spread of COVID-19, short-term dismissals or closures for school may be implemented as needed (e.g., if cases in staff/students) for cleaning and contact tracing
- School closures and school dismissals are two recommended strategies to limit transmission within the community
- During school dismissals, schools may stay open for staff (if not ill) while students stay home
- If school closure is warranted Windsor Schools will implement Preparedness Biological Infectious Disease Plan (see Appendix) to continue services

### **Contact Tracing**

- The Windsor School will incorporate a contact tracing policy in consultation with the local health department and its school nurses
- The Contact tracing policy will incorporate the following anticipated minimum standards:
  - Be developed in consultation with the board's local health department and with school nurses employed by the board;
  - Identify the criteria an individual must meet in order to activate the board's contact tracing policy;
  - Clearly describe the school's responsibilities regarding notification of:
    - its local health department;
    - staff, families and public;
  - Identify the school's role in assisting its local health department conduct contact tracing activities, including ongoing communication with the identified individual and/or their contacts
  - Ensure adequate information and training is provided to school and district staff as necessary to enable staff to carry out responsibilities assigned to them under the policy; and
  - Adhere to all applicable federal and state requirements regarding privacy of educational records (e.g. FERPA)
  - Designation of a staff liaison or liaisons responsible for providing notifications and carrying out other components of the board's contact tracing policy could help ensure that notifications are carried out in a prompt and responsible manner.
  - Open communication systems that allow staff, students, and families to self-report symptoms and/or suspected exposure could assist school districts provide prompt notification



## Facilities Cleaning Practices

- Windsor Schools to follow standard procedures for routine cleaning and disinfecting with an EPA-registered product for use against SARS-CoV-2  
<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
- Implement cleaning and disinfecting schedule based on CDC recommendations (see Appendix)
- Purchase of Electrostatic Disinfection Sprayers for daily sanitization of school facility
- [Clean and disinfect](#) frequently touched surfaces within the school at regular intervals throughout the school day (for example, playground equipment, door handles, sink handles)
- Shared objects will be minimized
- Ensure [safe and correct application of disinfectants](#) and storage of products
- Service and update ventilation system with Electronic Fresh Air Damper Systems to increase circulation of outdoor/fresh air
- The school building remained operational with essential staff, so all systems have been working and cleaned including HVAC and water systems

## Meals

- Cafeteria will not be utilized
- Students to eat in homeroom class
- Individually plated meals will be served or students will bring meals
- Individuals are required to wash their hands with soap after removing their gloves or after directly handling used food service items

## Recess/Physical Education

Windsor Schools will incorporate the following to address the anticipated minimum standards for 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, Extracurricular Activities, and Use of Facilities Outside of School Hours

- There will be NO scheduled field trips
- Inter-group events and extracurricular activities will be minimized
- Windsor will limit student gathering to those that can maintain social distancing
- Facilities will not be utilized by external community organizations

## Academic, Social, and Behavioral Supports

Windsor Schools will be returning to full-time in-person learning. All services related to academic, social, and behavioral supports are available. Support services will be administered with social distancing and other mitigation measures in place.

## Scheduling

Windsor Schools will be returning to full-time in-person learning scheduled with social distancing and other mitigation measures in place.

## CDC Guidelines

- Continue communication with local and state authorities to determine current mitigation levels in community
- Hand washing with soap and water or alcohol-based hand sanitizer with at least 60% alcohol upon entering and throughout the day
- Use of Personal Protective Equipment including masks and face shields for all staff and students
- Physical distancing protocols throughout the building, supported by appropriate signage and visual reminders
- Daily Health Screening & Temperature checks for staff, students and visitors developed with assistance from local Health Department and CDC guidelines implemented prior to building entry
- Testing, isolating and contact tracing
- Sanitation and Hygiene: Use and disinfection of high traffic areas, and frequently touched services
- Accommodations made for staff who have identified as a higher risk for severe illness
- Limit outside visitors or any use of the building
- All students will enter and exit through the same door daily
- All staff will enter and exit through the same door daily

## Additional Preventative Measures

- Collaborated with Porzio Compliances Services and local Health Department to ensure oversight of entire reentry plan
- Physical barriers and guides installed in locations to help maintain Social Distancing and allow for mask breaks
- Installation of hand sanitizing stations throughout the school building
- Adjusted program scheduling to maintain static grouping
- Eliminate usage of cafeteria for lunch
- Staff contracts developed to stagger arrival times
- “Health & Safety” web page resource provided through [Windsorschoolsnj.com](http://Windsorschoolsnj.com)
- Regular notifications on reducing the spread of COVID-19 during school day
- Policies and procedures developed directly related to school program requirements (see Appendix)

## Procedures for Health Offices

### Nurse's Office

- Maintained as a CLEAN area for daily medications, screenings, injuries and students who do NOT HAVE communicable illness symptoms
- Nurse's to respond to student needs and health related requests in their instructional space
- Staff to contact nurse to report any of the following symptoms:
  - Confusion/ "doesn't seem to be himself"/disorientation
  - Decreased level of consciousness
  - Shortness of Breath/Respiratory Distress
  - Dizziness/Lightheadedness
  - Spinal Cord Injury/Head Injury complaining of neck pain - DO NOT MOVE POSITION
  - Vision impairment
  - Diabetic "Lows" or "Highs"
  - Hemodynamic compromise
  - Seizure activity suspected

### Isolation Room

- Developed to prevent potential exposure to infectious diseases and promote isolation
- Nurse to be contacted for any suspected health related concerns
- Nurse to determine the need to utilize Isolation Room
- Students with symptoms of communicable illness will be taken to the Isolation room  
NOT THE NURSE'S OFFICE

## Safety Actions and Infection Control Strategies

- Train all teachers and staff in the above safety actions and should update staff on new school policies and procedures, basic principles of emergency first aid, blood borne pathogens, infection control, hand washing practices, personal protective equipment (PPE) and COVID-19 signs and symptoms
- Training will be conducted through Safe Schools Online Training, and school developed virtual meetings prior to students entering the building
- Social distancing and appropriate PPE will be maintained throughout the training
- Maintenance department to participate in CDC sponsored training regarding cleaning practices
- All staff will be trained in CDC signs and symptoms for COVID along with the above Infection Control Strategies and Cleaning and Disinfecting
- Any student, staff or visitor presenting symptoms upon arrival will be denied access to the school facility
- Administration to coordinate with Transportation Companies to ensure appropriate policies and procedures
- Isolation areas have been identified outside of school facility to separate anyone who exhibits COVID-like symptoms for further evaluation

- Isolation space within the school facility has been identified
- Any student, staff or visitor that displays symptoms of COVID-19 while within the school facility will be relocated to the isolation space until they can be removed from the school program
- School Administration and Nursing Department will follow current Communicable Disease Service guidance for illness reporting <https://www.nj.gov/health/cd/>.
- Students identified as displaying symptoms will remain in the isolation space supervised by School Nurse until they are picked up by their parent/guardian
- School Nurse will monitor student and wear proper PPE equipment
- Windsor will notify local health officials, staff, and families immediately of a possible case while maintaining confidentiality as required by the [Americans with Disabilities Act \(ADA\)](#).
- Area used by a sick person will be closed off and not be used before cleaning and disinfection
- Area will remain vacant for 24 hours prior to cleaning and disinfecting
- If it is not possible to wait 24 hours, wait as long as possible prior to cleaning and disinfecting
- Ensure safe and correct application and storage of disinfectants and cleaning products
- Sick staff members will be advised not to return until they have met CDC [criteria to discontinue home isolation](#)
- Inform those exposed to a person with COVID-19 to stay home and self-monitor for symptoms, and follow [CDC guidance](#) if symptoms develop

### **In Order to Maintain Healthy Operations**

- Collaborated with Porzio Compliances Services and local Health Department to ensure oversight of entire reentry plan
- Service and update ventilation system with Electronic Fresh Air Damper Systems to increase circulation of outdoor/fresh air
- Physical barriers and guides installed in locations to help maintain Social Distancing and allow for mask breaks
- Installation of hand sanitizing stations throughout the school building
- Adjusted program scheduling to maintain static grouping
- Staff contracts developed to stagger arrival times
- Implement updated travel and sick leave policies and procedures
- Monitor absenteeism and Nursing Department traffic
- Staff surveyed to determine needed accommodations
- HR Specialist and school administration to respond individually to COVID-19 concerns and staff requests
- Employees have been notified to report all questions, concerns or needed accommodations to school administration
- Establish relationship with local public health officials:
  - Wayne Department of Health (includes Pompton Lakes)
    - Susan Marotta
    - 973-634-1800

- 973-809-6295 (cell)
- Coordinate with school districts and transportation companies to ensure open lines of communication and contact tracing
- Additional preventive measures include:
  - Continue to monitor students and staff who may exhibit respiratory symptoms
  - Adhere to exclusion recommendations from public health
  - For acute respiratory illness, staff and students must be fever free for 24 hours without fever-reducing medication
  - Doctors notes for return do not supersede public health recommendations
  - Provide adequate supplies, including clean and functional handwashing stations, soap, paper towels, and alcohol-based hand sanitizer
  - Encourage routine surface cleaning through education, policy, and the provision of supplies
  - Encourage students and staff to get a flu shot
  - Face coverings are required for all staff
  - Face coverings to be worn by students in times when Social Distancing is difficult to maintain
  - Policies developed requiring staff to report travel and quarantine for 14 days when returning from any state identified to have “Travel Restrictions”
  - Provide options for virtual learning for any student who is required to quarantine

### **Closing and Surveillance**

- Check [State](#) and [local](#) health department notices daily about transmission in the area and adjust operations accordingly
- In the event a person diagnosed with COVID-19 is determined to have been in the building and poses a risk to the community, Windsor Schools will consider closing for a short time for cleaning and disinfection per CDC and Health Department guidelines  
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html>.
- At a school level, the CDC currently recommends a short-term (2-5 day) dismissal of all students and staff for cleaning, disinfection, and coordination with local public health officials following confirmation of an infected person in the building
- Surveillance should seek to identify students, teachers, and staff who are likely ill or exposed by family/household members
- Virtual instruction will be addressed on an individual basis and provided during periods of quarantine for students

## Identified Phases

### **Phase 1: Schools Closed for In-Person Instruction (March – June 2020)**

- Preparedness Biological Infectious Disease Plan developed and implemented (see Appendix)

### **Phase 2: Hybrid ESY Program (July 6, 2020 - August 14, 2020)**

- Preparedness Biological Infectious Disease Plan implemented from July 6-24, 2020
- July 27, 2020 in-person instruction begins with updated policies, procedures and facility upgrades
- Families may opt to remain remote and participate in the virtual learning environment for the entire ESY program

### **Phase 3: 2020/ 2021 School Year (September 2020)**

- In-person instruction with updated policies, procedures and facility upgrades based on current CDC recommendations and government regulations
- Families may opt to remain remote and participate in the virtual learning environment

## Guidelines for All Phases

### **Prior to Entering School Facility**

- Temperature/ Symptoms checks (non-contact infrared thermometers) on all students, staff and visitors using screening questionnaire to determine any signs or symptoms
- Sanitize all hands before entering the building

### **Sick Day Guidelines**

#### Symptoms Requiring Absence:

- Active vomiting or diarrhea
- Fever/chills/generalized body aches
- Fever constitutes 100.4 degrees Fahrenheit or higher. However, evaluate the clinical picture. A temperature of 100.1 with body aches likely indicates acute illness
- Cough and runny nose
- The first 24 hours of various antibiotic treatments (i.e. strep throat, pink eye, etc.)
- Undiagnosed, new, and/or untreated rash or skin condition (i.e. generalized hives, wound with purulent drainage, etc.)
- Doctor's note requiring an individualized plan of care to stay home
- COVID positive test result

*Persons with laboratory-confirmed COVID-19 who have not had any symptoms may discontinue isolation when at least 7 days have passed since the date of their first positive COVID-19 viral test and have had no subsequent illness provided they remain asymptomatic. For 3 days following discontinuation of isolation, these persons should continue to limit contact (stay 6 feet away from others) and limit potential of dispersal of respiratory secretions by wearing a*

*covering for their nose and mouth whenever they are in settings where other persons are present. In community settings, this covering may be a barrier mask, such as a bandana, scarf, or cloth mask. The covering does not refer to a medical mask or respirator.*

### **School Support**

Staff will be highly encouraged to stay home if they are sick. If an individual arrives at school with the abovementioned “Sick Day Guidelines” symptoms, they will need to go home until clearance criteria for school return is met. Re-entry to the school is at the discretion of the school administration.

## **Nonpharmacological Intervention (NPI) Recommendations for Communicable Disease**

**Staff to participate in training and school facility updated with signage reinforcing the following:**

### **Individual**

- Avoid close contact with people who are sick
- Stay home when you are sick
- Cover your cough or sneeze into your elbow or a tissue, then throw the tissue in the trash
  - Follow with hand hygiene
- Avoid touching your eyes, nose, and mouth
  - If you do, wash your hands afterwards
- Wash hands often with soap and water (20 seconds)
- If you don’t have soap, use hand sanitizer (60–95% alcohol based)
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe
- Ensure all vaccines are up to date of self and household members
- Promote non-contact methods of greeting

### **Community**

- Promote up-to-date vaccinations, including the flu vaccine, in accordance with New Jersey state law
- Plan interventions proactively for communicable disease outbreaks
- Social Distancing measures implemented during a communicable disease outbreak
- Evaluate ways to decrease community congestion utilizing outdoor areas
- Alternate plans for recreational and extracurricular activities
- Clear protocols for communicating with students, parents and staff who have come into close/sustained contact with confirmed cases
- Mental Health Supports for Students
  - The collective response to COVID-19 requires much more than limiting the spread of the virus

- o Prolonged physical distancing, death and illness in our families and communities, and economic dislocations, will leave many students and faculty with ongoing trauma and mental health issues
- o Training on how to identify students struggling with trauma and refer them to mental health professionals for additional support

### **Non-Respiratory Condition**

#### Gastrointestinal (GI)

- Use gowns, mask, face shield if in contact with person
- Move the student to a separate isolation area in the case of active emesis

#### Miscellaneous

- Use clinical judgement to evaluate the risk of exposure and implement appropriate PPE

### **Upper Respiratory Condition**

#### Respiratory Condition and Afebrile

- Mask use during assessment to prevent droplet transmission during close contact
- If lung sounds auscultated clear, secretions are clear or absent, and cough is intermittent or absent in nature teach students proper respiratory hygiene etiquette
- Evaluate clinical picture if appropriate to remain in school
- If lungs sounds are auscultated other than clear and/or secretions are yellow or green, and cough is persistent refer student out for further evaluation
- Move the student to an isolation room

#### Respiratory Condition and Febrile

- Per the CDC and NASN, “The use of facemasks for persons with respiratory symptoms and fever over 100.4 is recommended if available and tolerated by the person and developmentally appropriate”
- Depending on the clinical picture, consider use of protective eyewear, facial shield, gown, and shoe covers if assessing within close proximity and risk of droplet transmission
- Isolate the student in a separate area
- Must be sent home and follow up with a medical provider with a clearance note prior to returning to school
- Have the parent/guardian call DOH Hotline 609-588-7500 for guidance regarding presenting symptoms if testing for COVID-19 is warranted
- Encourage televisits and telephone calls first to prevent potential community transmission of infectious disease if stable and clinically appropriate referral at time of assessment



## Communicable Disease Monitoring

### Internal

- Nursing Department to collaborate with main office to confidentially record symptoms when students are called in for sick days
- Students and staff who are absent more than 3 days are required to submit a doctor's note to return to school on admission to school to the school nurse
- Nurse Office to contact students with an unverified absence
- The Nurse Office will monitor community illness for communicable disease trends
- If a significant amount of the school, staff and students, call out sick for similar symptoms it will be reported to the Department of Health
- If a Covid-19 case is positive in our school, report in accordance with Department of Health guidance

### External

Method of Reporting and content of report N.J.A.C.8:57 - 1.6

*(a) Health care providers and administrators shall immediately report by telephone the information set forth at (c) and (d) below on confirmed and suspected cases of immediately reportable communicable diseases set forth in N.J.A.C. 8:57-1.5(a) to the health officer of the jurisdiction where the ill or infected person lives, or if unknown, wherein the diagnosis is made, except that health care providers and administrators shall report ill or infected persons in State-owned institutions, such as State correctional facilities, directly to the Department.*

1. If the health officer is unavailable, the health care provider or administrator shall make the report to the Department by telephone to 609-588-7500, between 8:00 A.M. and 5:00 P.M. on non-holiday weekdays or to 609-392-2020 during all other days and hours.

2. Health care providers and administrators may use the Directory of Local Health Departments in New Jersey to locate health officers and local health departments in New Jersey.

i. The Directory of Local Health Departments in New Jersey is written and published by the New Jersey Department of Health and Senior Services, Office of Public Health Infrastructure and is available by written request to the Office of Public Health Infrastructure, New Jersey Department of Health and Senior Services, PO Box 360, Trenton, NJ 08625-0360 or online through the Department's web page at <http://www.state.nj.us/health/lh/lhdirectory.pdf>.

*(b) Health care providers and administrators shall report by mail or by electronic reporting within 24 hours of diagnosis, the information set forth in (c) below on confirmed cases of reportable communicable diseases set forth in N.J.A.C. 8:57-1.5(b) to the health officer of the jurisdiction where the ill or infected person lives, or if unknown, wherein the diagnosis is made, except that health care providers and administrators shall report persons with hepatitis C,*

sexually transmitted diseases and tuberculosis and all persons in State-owned institutions, such as State correctional facilities, directly to the Department.

1. If the health officer is unavailable, the health care provider or administrator shall make the report to the Department by telephone to 609-588-7500, between 8:00 A.M. and 5:00 P.M. on non-holiday weekdays or to 609-392-2020 during all other days and hours.
  2. Health care providers and administrators may use the Directory of Local Health Departments in New Jersey to locate health officers and local health departments in New Jersey.
  3. Health care providers and administrators may mail reports to the Department at the following address: Communicable Disease Service, New Jersey Department of Health and Senior Services, PO Box 369, Trenton, NJ 08625-0369.
- (c) The disease report set forth at (a) and (b) above shall include:
1. The name of the disease;
  2. The name, age, date of birth, gender, race, ethnicity, home address and telephone number of the person who is ill or infected with such disease;
  3. The date of onset of illness;
  4. The name, address, institution, and telephone number of the reporting health care provider or administrator;
  5. Clinical laboratory data, which support the diagnosis;
  6. Any treatment provided (for sexually transmitted diseases only); and
  7. Such other information as the Department requires concerning a specific disease.
- (d) In addition to the information set forth at (c) above, outbreak reports shall include:
1. The name, municipality, and telephone number of the location where the outbreak occurred;
  2. The number ill;
  3. A description of symptoms;
  4. Pertinent medical history and available diagnostic confirmation; and
  5. Such other information as may be requested by the health officer or the Department concerning a specific disease.
- (e) Health care providers and administrators shall immediately report to the Department all cases of persons who harbor or are suspected of harboring any illness or health condition that may be reasonably believed to be a potential cause of a public health emergency as set forth in the Emergency Health Powers Act, N.J.S.A. 26:13-4.
1. Health care providers and administrators shall make reports to the Department by telephone to 609-588-7500, between 8:00 A.M. and 5:00 P.M. on non-holiday weekdays or to 609-392-2020 during all other days and hours.

Note: The policies referenced throughout this Plan shall be subject to regular update based upon the most recent available CDC, state, and/or local guidance.

## RESOURCES

World Health Organization rolling updates on COVID-19

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/events-as-they-happen>

Centers for Disease Control and Prevention, Coronavirus Disease 2019 (COVID-19)

<https://www.cdc.gov/coronavirus/2019ncov/about/transmission.html>.

Handwashing and Hand Sanitizer Use at Home, at Play, and Out and About,

<https://www.cdc.gov/handwashing/pdf/hand-sanitizer-factsheet.pdf>

Return to Work/School after COVID19 diagnosis with/without test and/or symptoms:

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/dispositionin-home-patients.html>

Social Distancing:

<https://www.washingtonpost.com/graphics/2020/world/coronasimulator>

Mayo Clinic Guidance on non-COVID19 Fevers:

<https://www.mayoclinic.org/diseases-conditions/fever/symptomscauses/syc-20352759>

New Jersey DOH Reportable Conditions:

<https://www.nj.gov/health/cd/reporting/>

<https://www.nj.gov/health/cd/topics/ncov.shtml>

CDC Guidelines Return After Illness:

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>

## Appendix

### Preparedness Biological Infectious Disease Plan

#### Preparation

- Administration meets to prioritize Infectious Disease response
- Order supplies such as masks, gloves, anti-bacterial and waterless hand soap & dispensers, etc.
- Distribute to parents, staff, and Districts information regarding “the infectious disease” resources as provided by the Center for Disease Control and the schools’ action plan
- Plan for equitable access to instruction for all students
- Technology survey distributed to staff and students
- Teachers begin to research and develop web based instructional assignments
- Teachers will prepare lessons that will be adapted to be delivered electronically
- Teachers prepare work packets for those students whose needs would be best met utilizing paper/consumable based assignments
- Substitute Teacher list generated
- Maintenance department to prioritize the cleaning of door knobs, railings, desks, copy machines, etc. throughout the day
- Plan for the provision of school nutrition benefits or services for eligible students
- School Nurses conduct additional training related to universal hand washing precautions

The next steps are identified as **Stage responses**:

**Stage One** - This stage would be initiated if/when the infectious disease mutates to person-to-person transmission and arrives on the East Coast of the US.

- Custodians change cleaning duties to emphasize classroom disinfecting, as well as, active areas in the school
- Staff professional development day(s) dedicated to the implementation of web-based instruction
- Teachers prepare appropriate templates for web based instructional units
- Computer technology staff begin modifying Chromebooks for check-out to students
- Online resources distributed and shared between staff to support web-based instruction
- Initiate an outreach plan to evaluate individual needs of families in regard to on-line delivery of instructional, therapeutic services, and related services
- Ongoing communication of the plan with sending school districts and parents
- Implement the provision of school nutrition benefits or services for eligible students
- Access to school facility limited to staff and students only
- Cancel all assemblies, field trips, community based instruction / structured learning experiences, and limit outside visitors
- Begin “Social Distancing”

- Required technology, paper student packets and provisions for meal program distributed via parent pick-up and/or overnight mail delivery
- Parents/Guardians informed of Google Classroom login credentials

**In the event that the Windsor Learning Center and Windsor School's Board of Directors is given a written directive by the NJDOE or the Health officer of the jurisdiction to institute a public health-related closure, Windsor Learning Center & Windsor School may utilize remote learning services to enrolled students. Under N.J.S.A. 18A:7F-9, any day in which students impacted by a public health-related closure have access to remote learning services will count as a day in which the Board of Directors has provided public school facilities toward its compliance with the 180-day requirement.**

**Stage Two**— This stage would be initiated when directed by the NJ Department of Health and/or the NJ Department of Education instructs the schools to close, or a seminal event occurs involving a student, staff member or a relative of close proximal distance.

- Schools are closed for students
- Inform Parents/Guardians, transportation and sending school districts through email and the Honeywell system
- When applicable, update parents/guardians of any additional information regarding the health related closure, and updates from government offices and health departments
- Protect the privacy of individuals under HIPAA laws
- Teachers provide web based lessons for their students
- Students provided access to Windsor Google Classroom and additional online resources
- Google form implemented to collect student daily attendance
- Deliver work packets via mail for those students whose needs would be best met utilizing paper/consumable based assignments
- Chromebooks are “checked out” to families when appropriate or as necessary
- Implement our outreach plan to provide therapeutic and related services
- IEP and Annual Review meetings will take place through Windsor Google Platform, conference calls or any form of communication that benefits all participants
- Implement Google Hangouts for staff, interdisciplinary, and classroom team meetings
- Develop and record communication logs
- Provide opportunities for staff professional development
- Implement Classroom Support and Technical Assistance email address and phone line
- Essential staff that enter building provided with daily reminders of “social distancing”
- Implement web-hosted weekly staff meetings and daily team meetings

**School Day Lesson Planning and Instruction:**

- Staff Information repository created through Google Classroom
- Certified teachers will create and post lessons for daily instruction in all core subjects
- Staff will be available during the school day to assist students through Google Suite

- Students will be assessed and graded on assessments and classwork or projects as deemed appropriate by teacher and administration
- Administration will be actively monitoring lesson planning and student engagement
- Teachers and Instructional Paraprofessionals will be available during the school day to assist students with assignment completion
- Support Staff will be assigned to follow up with students and families regarding incomplete class assignments
- Administration assigned to Google classroom(s) as co-teachers to monitor daily interactions
- Staff work logs created to track workflow and processes
- Actively share online resources, tools and professional development between staff

#### Food Service Plan

- Identify all students participating on the National School Lunch Program
- Purchase breakfast and lunch meals in two-week increments
- Package meals for students
- Make arrangements for each students guardian to pick up meals at our school location
- If meals cannot be picked up by the guardian, they will be mailed overnight to the home address
- Pick-up/ delivery schedule shared with families for planning purposes

#### **Recovery Stage** – This stage begins when schools are reopened

- Continue web based lessons when applicable
- Resume instruction in the classrooms
- School reopens using recommendation from NJ State and Local government's guidance

This initial plan will be reviewed and modified as new information and guidelines become available.

Submitted To: Passaic County Superintendent's Office  
March 16, 2020

## Daily Employee Screening for COVID-19

Employees must always disclose to the administration if at any time they have been exposed to someone who is COVID-19 positive or are caring for someone who is COVID-19 positive

Since your last day of work have you:

Been exposed to someone who has been diagnosed with COVID- 19 ?
Traveled outside of the United States? If so, to what country?
Traveled outside of New Jersey ? If so, to what state ?

Since your last day of work have you had any of these symptoms that is not attributable to another condition?

<b>Cough</b>
<b>Shortness of breath or difficulty breathing</b>
<b>Fever (&gt;100.4)</b>
<b>Chills</b>
<b>Muscle or Body Aches</b>
<b>Fatigue</b>
<b>Headache</b>
<b>Sore Throat</b>
<b>Congestion or runny nose</b>
<b>New loss of taste or smell</b>
<b>Nausea or vomiting</b>
<b>Diarrhea</b>

Staff temperature taken and recorded with non-contact thermometer

## Daily Student Screening for COVID-19

Since your last day of school have you:

Is anyone in your home sick at this time? Or have recently been sick in the past couple of weeks?
Have you traveled outside of New Jersey?

Since your last day of school have you had any of these symptoms that is not attributable to another condition?

<b>Cough</b>
<b>Shortness of breath or difficulty breathing</b>
<b>Fever (&gt;100.4)</b>
<b>Chills</b>
<b>Muscle or Body Aches</b>
<b>Fatigue</b>
<b>Headache</b>
<b>Sore Throat</b>
<b>Congestion or runny nose</b>
<b>New loss of taste or smell</b>
<b>Nausea or vomiting</b>
<b>Diarrhea</b>

Student temperature taken and recorded with non-contact thermometer



**Windsor Schools**

**DAILY CLEANING SCHEDULE**

Date: \_\_\_\_\_

Tasks	8 am	9	10	11	12 pm	1	2	3
<b>Bathrooms</b>								
<b>WS - Upper Level - Boys Room</b>								
<b>WS - Upper Level - Girls Room</b>								
<b>WS - Lower Level - Large Room</b>								
<b>WS - Lower Level - Small Room</b>								
<b>WLC - Lower Level - Girls Room</b>								
<b>WLC - Lower Level - Boys Room</b>								
<b>WLC - Outside Reception - Girls Room</b>								
<b>WLC - Outside Reception - Boys Room</b>								
<b>WLC - Main Office - Women's Room</b>								
<b>WLC - Main Office - Men's Room</b>								
<b>WLC - Main Hallway - Boys Room</b>								
<b>WLC - Main Hallway - Girls Room</b>								
<b>WLC - Room 11</b>								
<b>WLC - Room 12</b>								
<b>WLC - Room 13</b>								
<b>WLC - Room 14</b>								

<b>Classroom Door Knobs - Outside</b>								
<b>Stairway Bannisters</b>								
<b>Swing door touch plates</b>								
<b>Entrance door handles</b>								
<b>Exit door handles</b>								
<b>Hallway light switches</b>								
<b>Copy Machines</b>								
<b>Elevator buttons</b>								



Consumer, Environmental and Occupational Health Service  
Public Health and Food Protection Program  
P.O. Box 369 | Trenton, NJ 08625  
ph: (609) 826-4935 | [youthcamps@doh.nj.gov](mailto:youthcamps@doh.nj.gov)  
<https://nj.gov/health/ceohs/sanitation-safety/youthcamps.shtml>

## YOUTH CAMPS COVID-19 ATTESTATION FORM

The following are the minimum requirements for each Youth Camp Operator/Director **and** Health Director to document and attest that their facility has developed, prepared, and is ready to implement a COVID-19 Youth Day Camp Standards policies and procedures. Completion of this form is required by Executive Order 149 and must be completed in full and mailed or emailed to the Department at least 24 hours prior to the anticipated opening date of the camp.

Save this form and email it as an attachment to: [youthcamps@doh.nj.gov](mailto:youthcamps@doh.nj.gov)

Youth Camp Certification No.	# of Single Sport locations under this certification:
Name of Youth Camp	Windsor Learning Center Extended School Year Program
Name of Youth Camp Operator/Director	Camille Cerciello, Ed.D.
Name of Youth Camp Health Director	Robert M. Palacios, M.D.
Location Address	230-234 Wanaque Ave.
Location City/State/ZIP	Pompton Lakes, NJ 07442
Email Address	<a href="mailto:ccerciello@windsorlearningcenter.com">ccerciello@windsorlearningcenter.com</a>
Camp Type (select all that apply)	<input checked="" type="checkbox"/> Indoor <input checked="" type="checkbox"/> Outdoor

**Questionnaire:** The following questions must be answered Yes or No. Please check "Y" for yes and "N" for no. All "No" answers must be followed by a detailed explanation. (refer to New Jersey COVID-19 Youth Day Camp Standards Guidelines document for more details posted at <https://www.nj.gov/health/ceohs/sanitation-safety/> )

<input checked="" type="radio"/> Y <input type="radio"/> N	Has your youth camp developed COVID-19 Youth Day Camp Standards policies and procedures?
	Do your youth camp COVID-19 policies and procedures meet the following minimum standards?
<input checked="" type="radio"/> Y <input type="radio"/> N	appropriate social distancing and/or face coverings
<input checked="" type="radio"/> Y <input type="radio"/> N	hygiene practice, i.e. hand washing and face touching
<input checked="" type="radio"/> Y <input type="radio"/> N	enhanced cleaning and disinfection
<input checked="" type="radio"/> Y <input type="radio"/> N	other public health prevention strategies such as but not limited to: cohort groups of campers, staggering of arrival/dismissal, isolation of campers and staff, signs, PPE's, daily health surveillance, temperature screening at entry
<input type="radio"/> Y <input checked="" type="radio"/> N	Do you receive any grants or subsidies from the NJDHS? If Yes: <input type="checkbox"/> \$2,000 Emergency Child Care Assistance Program Grant <input type="checkbox"/> CCR&R Child Care Subsidy Program
<input type="radio"/> Y <input checked="" type="radio"/> N	Are you a Local Education Agency, including school district, charter school, renaissance school, Educational Services Commission, or joint commission?

Please explain any "No" responses in the space below. Attach additional sheets if necessary:

State approved private school for students with disabilities, operating a 30 day extended school year program to meet Individualized Education Plan requirements.

**ATTESTATION:** I certify that the information is true and to the best of my knowledge. I have read and will comply with the COVID-19 Youth Day Camp Standards policies and procedures. My submission of this form constitutes an attestation of compliance with the COVID-19 Youth Day Camp Standards policies and procedures.

Print Name Camille Cerciello Title Director  
Signature *Camille Cerciello* Date 7/2/20

A COPY OF THIS COMPLETED FORM MUST BE MAINTAINED ONSITE







# Windsor Learning Center

*Inspiration Happens Here*

## 2020 - 2021 School Year Calendar

Sept. 7 ... *School Closed for Labor Day*  
 Sept. 8 ... *Staff Development Day*  
 Sept. 9 ... *First Day of School for Students*  
 Oct. 9 ... *Staff Development Day*  
                   *School Closed for Students*  
 Nov. 5 & 6 ... *School Closed for N.J.E.A*  
                   *Teacher's Convention*  
 Nov. 25 ... *Early Dismissal*  
 Nov. 26 & 27 ... *School Closed for*  
                   *Thanksgiving Holiday*  
 Dec. 22 ... *Early Dismissal*  
 Dec. 23 - Jan. 1 ... *School Closed for*  
                   *Holiday Recess*  
 Jan. 4 ... *School Reopens*  
 Jan. 18 ... *School Closed for*  
                   *Martin Luther King, Jr. Day*  
 Feb. 15 - 19 ... *School Closed for*  
                   *Winter Recess*  
 Feb. 22 ... *School Reopens*  
 March 12 ... *Staff Development Day*  
                   *School Closed for Students*  
 April 2 ... *School Closed for Good Friday*  
 April 19 - 23 ... *School Closed for*  
                   *Spring Recess*  
 April 26 ... *School Reopens*  
 May 31 ... *School Closed for*  
                   *Memorial Day*  
 June 28 ... *Last Day of School for Students*  
                   *Early Dismissal*

Windsor Learning Center  
 230-234 Wanaque Ave.  
 Pompton Lakes, NJ 07442  
 (973) 839 - 4050  
[windsorschoolsnj.com](http://windsorschoolsnj.com)

### Sept. (Total Days in Month: 16)

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

### Oct. (Total Days in Month: 21)

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

### Nov. (Total Days in Month: 17)

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

### Dec. (Total Days in Month: 16)

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

### Jan. (Total Days in Month: 19)

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

*School Hours:*  
 8:10 AM - 2:00 PM

### Feb. (Total Days in Month: 15)

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

### March (Total Days in Month: 22)

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

### April (Total Days in Month: 16)

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

### May (Total Days in Month: 20)

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

### June (Total Days in Month: 20)

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

*Total School Days: 182*  
*(Total includes 2 potential snow days)*



# Windsor School

Inspiration Happens Here

## 2020 - 2021 School Year Calendar

**Sept.** (Total Days in Month: 16)

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

**Oct.** (Total Days in Month: 21)

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

**Nov.** (Total Days in Month: 17)

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

**Dec.** (Total Days in Month: 16)

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

**Jan.** (Total Days in Month: 19)

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

**School Hours:**  
8:00 AM - 2:00 PM

Sept. 7 ... School Closed for Labor Day

Sept. 8 ... Staff Development Day

Sept. 9 ... First Day of School for Students

Oct. 9 ... Staff Development Day  
School Closed for Students

Nov. 5 & 6 ... School Closed for N.J.E.A.  
Teacher's Convention

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April 19 - 23 ... School Closed for  
Spring Recess

April 26 ... School Reopens

May 31 ... School Closed for  
Memorial Day

June 28 ... Last Day of School for Students

Windsor School  
226 Wanaque Ave.  
Pompton Lakes, NJ 07442  
(973) 697 - 4191  
windsorschoolsnj.com

**Feb.** (Total Days in Month: 15)

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

**March** (Total Days in Month: 22)

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

**April** (Total Days in Month: 16)

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

**May** (Total Days in Month: 20)

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

**June** (Total Days in Month: 20)

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

**Total School Days: 182**  
(Total includes 2 potential snow days)