

COVID-19

OFFICE OF HUMAN RESOURCES & SUPERINTENDENT OF SCHOOLS

Presenter: Glasshebra Jones, MPA, SHRM-CP

Executive Director of Human Resources/COVID-19
Manager

February 1, 2022



COVID MANAGEMENT

- Glasshebra Jones, Executive Director of Human Resources/COVID-19 Manager
- Gerald Fitzhugh, II, Ed.D, Superintendent of Schools

We collaboratively work with the Orange Health Department and School Nurse Practitioners within our district to ensure the safety of your children and staff.

AGENDA

- Introduction
- Center for Disease Control & Prevention, New Jersey Department of Education and NJ Health Dept. Update
- Our Stay-at-Home Order
- Mandatory Wearing of Mask
- COVID-19 Quarantine Protocol
- Reporting positive cases
- Contact Tracing
- Notification to Families
- Remote Learning

WHAT OUR ROLE?



- Our role is to work with school leadership to ensure that our students and staff are safe. Additionally, I conduct COVID-19 contact tracing across the district in partnership with the Office of the Superintendent and partnering health professionals.
- We conduct investigations based on confirmed cases
- Following the guidelines of the CDC and Local and State Health Departments we determine who meets the criteria of close contact, exposure and mandatory quarantine and notify accordingly.

DISTRICT UPDATES (January 2022)

- NJDOE has advised districts that we may now follow the recent guidance provided by the CDC reducing the quarantine period for asymptomatic staff/students from 14 days to **5 calendar** days.
- All cases are reported using a data portal
- Attachments: 1. Verification of Positive Diagnosis 2. Contact Tracing Information

OUR STAY-AT-HOME ORDER

Students and staff should stay home if they:

- Have tested positive for COVID-19.
- Are sick.
- Are not fully vaccinated and have had close contact with a person with COVID-19 in the past 14 days.

Mandatory Wearing of Facial Mask

The New Jersey Mask Mandate issued by our Governor in August of 2021 is still in place. Students must continue to wear facial masks when in school. Exceptions include:

1. When doing so would inhibit the individual's health, such as when the individual is exposed to extreme heat indoors; or

2. When the individual has trouble breathing, is unconscious, incapacitated, or otherwise unable to remove a face masks without assistance; or

3. When a student's documented medical condition or disability, as reflected in an Individualized Education Program (IEP) or Educational Plan pursuant to Section 504 of the Rehabilitation Act of 1973, precludes use of a face mask; or

4. When the individual is under two (2) years of age; or



Governor Murphy Announces Indoor Mask Requirement for Beginning of 2021-2022 School Year

08/6/2021

EAST BRUNSWICK – Joined by educators, medical professionals, parents, and school administrators, Governor Phil Murphy today announced that all students, educators, staff, and

Mandatory wearing of Mask

5. When the individual is engaged in activity that cannot physically be performed while wearing a mask, such as eating or drinking, or playing a musical instrument that would be obstructed by a face mask; or

6. When the individual is engaged in high-intensity aerobic or anaerobic activity; g. When a student is participating in high-intensity physical activities during a physical education class in a well-ventilated location and able to maintain a physical distance of six feet from all other individuals; or

7. When wearing a face mask creates an unsafe condition in which to operate equipment or execute a task.

HERE'S HOW THE DISTRICT IS MANAGING COVID-19



What is the incubation period?

Incubation period

- The incubation period is the time between exposure to a virus and the onset of symptoms.
- With COVID-19, symptoms may show 2-14 days after exposure.
- CDC indicates that people are most contagious when they are the most symptomatic.
- Several studies show people may be contagious before developing symptoms.

NOTIFICATION & REPORTING PROTOCOL (Parents)

Parents – Please report your child's diagnosis to your building principal and school nurse;

A copy of the positive diagnosis must be submitted as well

- Your child's principal will ask you questions such as:
 1. What day was your child last in school?
 2. Do you have any other children in district? *Siblings*
 3. Is your child symptomatic or asymptomatic?
 4. Is your child fully vaccinated?
- Contact Tracing will begin...

NOTIFICATION & REPORTING PROTOCOL (Staff)

Staff - Please report your diagnosis to your immediate supervisor and school nurse;

A copy of the positive diagnosis must be submitted as well

- Your immediate supervisor will ask you questions such as:
 1. What day were you last in school?
 2. At anytime did you interact with any staff/students without a mask and/or without practicing social distancing?
 3. Are you symptomatic?
 4. Are you fully vaccinated?

Contact Tracing will begin...

Conducting Contact Tracing

CRITERIA FOR CLOSE CONTACT

A close contact is defined as someone who was less than 6 feet away from a person with infection (lab confirmed or clinical diagnosis) for a cumulative time of 15 minutes or more, over a 24-hour period.

In the K-12 indoor classroom setting or a structured outdoor setting where mask use can be observed (i.e., holding class outdoors with educator supervision), the close contact definition excludes students who were between 3 to 6 feet of an infected student (laboratory-confirmed or a clinical diagnosis) if both the infected student and the exposed student(s) correctly and consistently wore well-fitting masks the entire time.

Precautionary Principle - Severe Risk - *Ex. 1 class period of 45 minutes, possibly mandatory quarantine*

COVID-19 EXPOSURE:

Exposed close contacts who have no COVID-19 symptoms and are **not** fully vaccinated:

1. Should be tested **immediately** upon notice of exposure and if positive will be subject to contact tracing;
2. Retest **5- 7 days** post self-isolation; *Testing should be performed only if fever-free for 24 hours and other symptoms have improved (or if symptoms were not present).* If the test result is negative, isolation can end, but continue to wear a well-fitting mask around others at home and in public until day 10.

 ***If the test result is positive, continue to self-isolate until day 10. Student/staff would return on day 11.***

****If the student/staff completes a full 10-day isolation; testing is not required to return on-site.***

COVID-19 EXPOSURE

Exposed close contacts who have no COVID-19 symptoms and **ARE fully vaccinated**:

- Not required to quarantine or be excluded from school (Can return; no break)
- Should test 5-7 days following exposure to someone with COVID-19
- Should monitor for symptoms of COVID-19 for up to **10** days following an exposure
- Must wear a mask in other indoor public settings for up to **10** days or until they receive a negative test result.

COVID-19 EXPOSURE: Unvaccinated Persons

90 day Diagnosis:

- Do not need to quarantine or be excluded from school
- Should not be tested for COVID-19 but should still monitor for symptoms for 10-14 days following exposure

What does this mean? Individuals who recently tested positive will not be placed in quarantine in the event they are exposed within the next **90** days.

Example: Positive Test: February 1, 2022 **Non-Quarantine Period Expires:**
May 2, 2022

QUARANTINE GUIDANCE DUE TO SCHOOL EXPOSURE

Status	Quarantine/Self-Isolation	Testing Mandate	Return-to-Work
Vaccinated Staff/Students	Not Required to Quarantine	Testing Not Required Staff must monitor for symptoms	No break in service/school
Unvaccinated Staff/Students *PCR Test Required	Mandatory Quarantine If within 6 feet/no mask	1. Must test at time of notification (Contact tracing) 2. A second test (PCR) is required 5-7 days post exposure.	Must have PCR to return-to-work/school (Round II testing)
Unvaccinated Staff/Students 90 Day Positive (Any person that tested positive for COVID-19 within 90 days of exposure)	Not required to Quarantine Must monitor for Symptoms;	Testing is highly recommended	No break in service/school

Household/Family Exposure

In all risk levels, students and staff who are **not** fully vaccinated and are household members of a student/staff member with COVID-19 compatible symptoms **should be excluded from school until the symptomatic individual receives a negative test result.**

However, if there is an effective isolation plan in place, the negative family member may be permitted to report in district.

ILLNESS WHILE ON THE SCHOOL SITE

Children and staff with COVID-19 symptoms should be separated away from others until they can be sent home. Students who are sick and not already wearing a mask should be provided one to wear unless the student has a contraindication to doing so. If a mask is not tolerated by the ill student or staff member, other staff should be masked and follow maximum physical distancing guidelines (at least 3 feet away).

Ask ill student (or parent/guardian) and staff whether they have had potential exposure to COVID-19 in the past 14 days meeting the definition of a close contact. Individuals should be sent home and referred to a healthcare provider. Persons with COVID-19- compatible symptoms should undergo COVID-19 testing.

Schools with testing capacity should test ill students and staff, consistent with any federal and state requirements, including requirements regarding parental consent. Ill individuals who test positive should be reported to the LHD and contact tracing should begin. Ill individuals that test negative should be referred to a healthcare provider, who may consider additional COVID-19 testing.

UNVACCINATED STAFF – Weekly Testing

- Unvaccinated staff are required to upload their weekly testing results or test onsite -no exceptions.
- Principals must support the district in ensuring that these individuals test weekly.
 - School Nurses are also responsible for ensuring the health and safety of all staff & students; relative tasks will be assigned accordingly as per the job description.*
- Staff who fail to submit their weekly test results shall be denied entry into the building, resulting in a charge of their accrued personal time (sick/pers/vacation days). Continued failure will result in disciplinary action. You will be notified in writing of any person who has not submitted their weekly testing results.

Weekly Testing
Onsite

REGISTRATION
REQUIRED

OPS COVID-19 TESTING SCHEDULE		
2021-2022		
SCHOOL	DAYS OF WEEK	TIME(S)
Elementary Schools		
Central	Wednesday	7:45am-9:45am
Cleveland St.	Tuesday	7:45am-9:45am
Forest Street Community School	Monday	7:45am-9:45am
Heywood Avenue	Tuesday	7:45am-9:45am
Lincoln Avenue	Tuesday	7:45am-9:45am
Oakwood Avenue Community School	Wednesday	7:45am-9:45am
Park Avenue	Tuesday	7:45am-9:45am
Rosa Parks Community School	Wednesday	7:45am-9:45am
Other Programs		
John Robert Lewis Early Childhood Center	Monday	7:45am-9:45am
Orange Early Childhood Center	Wednesday	7:45am-9:45am
Scholars Academy	Monday	7:45am-9:45am
Secondary Schools		
Orange Preparatory Academy	Monday	M 7:45am-9:45am/T 3:30pm-4:45 pm
Orange High School	Monday	M 7:45am-9:45am/T 3:30pm-4:45 pm
STEM Academy of the Oranges	Wednesday	7:45am-9:45am
Twilight Program	Tuesday	3:30pm - 4:45pm
District Office Testing	Wednesday	10:00 AM
Makeup Testing for All School Sites	Thursday	7:45am-9:45am
Please note: Testing times are approximate and will be adjusted due to enrollment.		

POST TRAVEL – Students/Staff

- Fully vaccinated travelers are not required to quarantine or be tested before or after domestic travel unless the travel destination requires such.
- If traveling internationally, fully vaccinated individuals do not have to be tested to leave the U.S. unless the destination country requires it. However, unvaccinated individuals are required to PCR test before returning to district.

WHAT ACTIVITIES CAN A STUDENT OR STAFF MEMBER PARTICIPATE IN WHILE IN QUARANTINE?

A student or staff member should participate in only online or virtual school activities during their [quarantine](#) period. They may complete work or assignments from home during this time, depending on how well they feel. They can engage with other students, teachers, or staff through phone conversations, online meetings, or fully virtual engagement.

It is important for a student or staff member in [quarantine](#) to remain at home, separated from other people as much as possible, during the entire quarantine period. They should not attend other extra-curricular or social activities while they are in quarantine. They should not participate in activities like sporting events, play dates, parties, social and family gatherings, music or theater performances, and other events where they may come into contact with other people. To prevent other people from possibly getting COVID-19, make every effort to limit the person's contact with other people, including members of their household, while they are in quarantine, even if the person is wearing a mask.

NOTICE to All Staff & Positive Employee



Office of the Superintendent



January 12, 2022

Good Day Orange Township Public School District Community,

I write to address recent information received today regarding the current COVID-19 pandemic and its impact on our school community. We have been informed that students/staff at the following schools have tested positive or been directly exposed to COVID-19 and are required to quarantine. Please note, any persons deemed to have been in close contact with the staff/student will receive direct communication from either the Orange Health Department or the District.

1. Orange Early Childhood Center

Please understand that due to state and federal privacy laws, we will not be able to share specific information with you. The local health department will handle any notifications. In accordance with state laws, we expect the health department will perform a disease investigation to identify where the individual lives and close contacts that may be at additional risk and recent places of travel. When close contacts are identified, they will be contacted under separate cover.

Below is an outline of the quarantine mandates for vaccinated and unvaccinated staff and students.

Status	Quarantine/Self-Isolation	Testing Mandate	Return-to-Work
Vaccinated Staff/Students	Not Required to Quarantine	Testing Not Required Staff must monitor for symptoms	No break in service/school
Unvaccinated Staff/Students *PCR Test Required	Mandatory Quarantine	1. Must test a time of notification 2. A second test (PCR) is required 5 days post exposure.	Must have PCR to return-to-work/school (Round II testing)
Unvaccinated Staff/Students 90 Day Positive (Any person that tested positive for COVID-19 within 90 days of exposure)	Not required to Quarantine Must monitor for Symptoms;	Testing is highly recommended	No break in service/school

We are in this together as a school community. Your continued resilience during this pandemic has been noticed and certainly appreciated. In Orange, we are one team and are certainly built strong. In closing, please stay safe and know we are here for you.

Educationally yours,

Gerald Fitzhugh, II, Ed.D.

Gerald Fitzhugh, II, Ed.D.
Superintendent of Schools

MEMORANDUM

CONFIDENTIAL - This matter is highly confidential and must not be disclosed for your protection and others.

To: **Employee**

Location: **Lincoln Avenue**

From: **Glasshebra Jones, Executive Director**

Date: **January 12, 2022**

Re: **COVID-19 Diagnosis / Mandatory Quarantine Required**

Our records indicate that you tested positive for Covid-19 on approximately **January 5, 2022**. Because of this diagnosis, you are not permitted to **return to work until January 18, 2022**. You must enter your sick days into the Absence Management portal and inform your building administration immediately. If you do not have any days remaining, you will be placed on unpaid FMLA leave during this self-isolation period.

Return to Work Protocol

Following your self-quarantine period, you may return-to-work so if you are no longer exhibiting symptoms. If you continue to exhibit symptoms, medical clearance is required by your treating physician. Your doctor may use the [Return-to-Work](#) form available on our website or submit a medical script with original signature.

It is crucial that you comply with this alert regarding self-quarantine. Your health (and the health of others) depends on it. Thank you for your cooperation and help during this public health emergency. For quarantining guidance, please refer to the Center for Disease Control (CDC) website at <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>.

We are in this together as a school community. In Orange, we are one team and are certainly built strong. In closing, please be assured that we are committed to facilitating an optimal learning experience and ensuring the safety of our students and staff.

If you have any questions, please do not hesitate to contact me at 973-677-4020. Wishing you a speedy recovery.

Link to access Return-to-Work form: [OPS- COVID-19 RETURN TO WORK CERTIFICATION FORM.pdf \(orange.k12.nj.us\)](#)

Notice to Parents/Community

January 12, 2022

Good Day Community School Parents, Guardians, and Caregivers,

I write to address recent information received regarding the current COVID-19 pandemic and its impact on our school community. Firstly, we have been informed that a student/staff member has tested positive for COVID-19. If you are receiving this letter, you are a parent/guardian of a student who has been identified as a close contact of a case of Coronavirus Disease 2019 (COVID-19) at **Rosa Parks Community School**. With that being said, your child has been identified as part of the homeroom/grade band (Gr. 4) and therefore must quarantine or monitor for symptoms. Only close unvaccinated students are required quarantine.

Due to this exposure, **students who are not fully vaccinated will need to stay home from school for 5-7 days** depending upon testing. The last date of exposure was **Thursday, December 9, 2021**. Students are permitted to return on **Monday, January 3, 2022**, depending on testing and time frame. Please adhere to the below chart to determine your child's action steps.

Status	Quarantine/Self-Isolation	Testing Mandate	Return-to-Work
Vaccinated Students	Not Required to Quarantine	Testing Not Required Staff must monitor for symptoms	No break in service/school
Unvaccinated Students	Mandatory Quarantine	1. Must test a time of notification 2. A second test (PCR) is required 5 days post exposure.	Must have PCR to return-to-work/school (Round II testing)
Unvaccinated Students 90 Day Positive (Any person that tested positive for COVID-19 within 90 days of exposure)	Not required to Quarantine Must monitor for Symptoms;	Testing is highly recommended	No break in service/school

If your child is unvaccinated, please scan your negative **PCR not RAPID** result to the school principal **Ms. Debra Joseph-Charles** at josephde@orange.k12.nj.us and school nurse **Ms. Ijeoma Ayanwu** at anywanwi@orange.k12.nj.us. **Be advised that showing proof of testing is mandatory and that students who do not provide a negative test result will be denied admittance. NO EXCEPTIONS.**

If your child is required to quarantine based on the guidance above, virtual instruction will be made available via synchronous instruction as we conducted last school year. Information will be found on the teacher's website of your child. Please visit www.orange.k12.nj.us and select Our District to Our Schools. Once there, select **Rosa Parks Community School** Faculty. Last, select your child's teacher. The links for live instruction will be evident there for your child to use.

Given the nature of this pandemic, we continue to trust that the Orange Health Department will guide the community through whatever processes are necessary at this time. The Orange Township Public School District will continue to work closely with public health officials, assist in any manner possible, and keep our school community well informed.

We are in this together as a school community. In Orange, we are one team and are certainly built strong. In closing, please be assured that we are committed to facilitating an optimal learning experience and ensuring the safety of our students and staff.

Educationally yours,
Gerald Fitzhugh, II, E.D.



Office of Human Resources
Glashebra Jones, MPA, SHRM-CP
Executive Director of Human Resources
COVID-19 Manager



Gerald Fitzhugh, II, E.D.
Superintendent of Schools

CONFIDENTIAL - This matter is highly confidential and must not be disclosed for your protection and others.

January 12, 2022

Dear Community School Parents, Guardians, and Caregivers:

Re: (Insert Child's name)

[Insert School Name] considers the health and well-being of our students and staff a priority. With that in mind, we are sending this letter home to provide you and your student who has symptoms of COVID-19 or has tested positive for COVID-19 with information on how to isolate and how to continue classwork during isolation, if possible; and when to safely return to school. **We estimate that your child's return date will be Monday, January 25, 2022 based on a 10 school-day mandatory quarantine.** Medical clearance is required to return to in-person learning. Should your child continue to test positive following the mandated quarantine period, clearance from a treating medical physician is required. Please scan your negative **PCR not RAPID** result to the school principal **Mr. Frank Iannucci** iannucfr@orange.k12.nj.us and school nurse **Ms. Lisa Farrar** at farrarli@orange.k12.nj.us.

Virtual Instruction

Virtual instruction will be made available to students via synchronous instruction as we conducted last school year. Information will be found on the teacher's website of your child. Please visit www.orange.k12.nj.us and select Our District to Our Schools. Once there, select **Rosa Parks Community School** Faculty. Last, select your child's teacher. The links for live instruction will be evident there for your child to use. If your child is unable to participate in virtual instruction, support will be provided upon their return to in-person learning at the end of the isolation period.

Please be assured that we are committed to facilitating an optimal learning experience for our students and are here to support you during this time.

Quarantine and Self-Isolation guidance pursuant to the CDC:

- Staying home from school and other settings, including all extra-curricular activities, for 10 days starting the day after their symptoms started, or if they do not have symptoms, 10 days starting the day after the date of their positive test, using the date the test was collected. People can spread SARS-CoV-2, the virus that causes COVID-19, for a full 10 days from when they get infected, even if they don't have symptoms or are feeling better. More specific information on the duration of isolation is provided in this [overview of isolation](#).
- It is important for a student or staff member in isolation to remain at home, separated from other people as much as possible, even if they do not have symptoms. They should not attend in-person school or other extra-curricular or social activities while they are in isolation. They should not participate in activities like sporting events, play dates, parties, social and family gatherings, music or theater performances, and other events where they may come into contact with other people. To prevent other people from possibly getting COVID-19, make every effort to limit contact between the person in isolation and other people, including other household members, during the

- Emergency warning signs include trouble breathing, persistent pain or pressure in the chest, new confusion, the inability to wake up or stay awake; and pale, gray, or blue-colored skin, lips, or nail beds (depending on skin tone).
- Avoiding contact with other members of the household and pets by staying in a separate room and using a separate bathroom if possible.
 - Avoiding sharing personal household items, like cups, towels, and utensils.
 - Wearing a mask when around other people, including others within their household.

If the student requires a caregiver, please consult CDC's advice on [caring for someone sick](#) to protect the caregiver and others.

A person diagnosed with COVID-19 can be around others when

- at least 10 days have passed since their symptoms began, or since the date of their initial positive test (use the date the test was collected) if they did not develop symptoms; and
- if they had a fever, at least 24 hours have passed since the resolution of their fever without the use of fever-reducing medications; and
- other symptoms have improved.*

*Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation

These recommendations **do not** apply to people with severe COVID-19 or with weakened immune systems (immunocompromised). Consult with a healthcare provider for their recommendations.

Given the nature of this pandemic, we continue to trust that the Orange Health Department will guide the community through whatever processes are necessary at this time. The Orange Township Public School District will continue to work closely with public health officials, assist in any manner possible, and keep our school community well informed.

We are in this together as a school community. In Orange, we are one team and are certainly built strong. In closing, please stay safe and know we are here for you.

If you have any questions, please do not hesitate to contact me at 973-677-4020.

Professionally yours,
Glashebra Jones
Executive Director of Human Resources

Enclosure:
C: Personnel Medical File
Gerald Fitzhugh, II, E.D., Superintendent of Schools

Staff - Reporting Absences

- Staff members that test positive outside of the district will be required to use their personal accrued time. (Sick, Personal or Vacation Days)
- All absences must be reported to Frontline - Absence Management.

Contact Tracing

- Staff members placed in quarantine as a result of contact tracing **will not** be charged their accrued time.

Remote/Hybrid Learning

Hybrid - Remote Learning is available to all students in placed in quarantine and acknowledged by the district.

Remote learning will not be extended for any other reason other than mandatory quarantine/illness due to COVID-19. Parents must provide a medical certification to the building principal/school nurse.

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WHAT IS HYBRID LEARNING?

Hybrid learning implements synchronous lessons taught simultaneously in-person and online.

Questions?

If you have any questions related to COVID-19, please contact Ms. Shebra Jones at 973-650-7235 or 973-677-4020. Email: jonesshe@orange.k12.nj.us

**Thank
You**

