

CORONAVIRUS EMERGENCY PREPAREDNESS AND RESPONSE PLAN

BROOKFIELD SCHOOLS is committed to the health and safety of its students and employees. Upon welcoming everyone back following the extended closure necessitated by the ongoing COVID-19 pandemic, BROOKFIELD SCHOOLS is implementing a multi-phased plan to ensure that it remains prepared to address emergency situations that may arise in the event of potential exposure of students or employees to COVID-19, or in the event of an increase in community spread of the virus.

PREPAREDNESS PLAN

This Plan addresses ongoing preparedness and monitoring, irrespective of any present or potential threat of exposure to or spread of COVID-19. In this effort BROOKFIELD SCHOOLS will take the following actions:

- Establish a Pandemic Response Team¹ of diverse individuals to oversee BROOKFIELD SCHOOLS's COVID-19 response plans;
- A primary responsibility of the Pandemic Response Team will be to ensure routine monitoring of COVID-19 data² to help keep track of the level of community transmission locally and regionally;
- The Pandemic Response Team also will keep up-to-date contact information for the local health department, including after-hours contact information, and will, in conjunction with local health department, identify COVID-19 rapid testing resources (viral testing) for when staff and students develop COVID-19 compatible symptoms;
- Ensure that plans for remote and in-person instruction remain up-to-date and are implemented in accordance with all applicable guidance set forth by the New Jersey Department of Education;
- Require staff and students to self-monitor for and report signs and symptoms of COVID-19 and stay home if experiencing such symptoms. They currently include fever, chills, cough, shortness of breath, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea, or if they have been in close contact with someone diagnosed with COVID-19³;
- Require staff and students to self-monitor for signs and symptoms of COVID-19 during the school day, and immediately notify THE SCHOOL NURSE, if symptoms are detected. Staff and students who show signs of illness will be isolated until they are able to leave the premises. They will be sent home and asked to follow the applicable requirements in the Screening and Suspected Communicable Disease Policy. A clearance, or fitness-to-return, letter by medical

¹ Pursuant to New Jersey Department of Education August 3, 2020 Checklist for the Re-Opening of School 2020-2021, if establishing a new Pandemic Response Team, this team will include, where applicable, the school principal or lead person; teachers representing each grade band served by the school; a Child Study Team member; a school counselor or mental health expert; a subject area chairperson/director; the school nurse; school safety personnel; members of the school safety team; a custodian; and parents.

² In its August 13, 2020 guidance, the New Jersey Department of Health stated that it will be providing information on COVID-19 transmission at the regional level, characterizing risk as low (green), moderate (yellow), high (orange), and very high (red). This information will be posted online every week on the NJDOH CDS COVID-19 website, located at <https://www.state.nj.us/health/cd/topics/ncov.shtml>. Other steps the school will take to identify areas of low, high, and moderate risk may include consulting New Jersey's travel advisory list at [covid19.nj.gov](https://www.nj.gov/health/cd/covid19/), and contacting the local health department.

³ Symptoms list taken from the Centers for Disease Control and Prevention on July 20, 2020.

personnel may be requested to ensure that the staff member or student no longer is at risk of communicating the illness;

- Require employees and students to report any COVID-19 test results to the school. Reports will be treated confidentially and related information will be disclosed only in accordance with applicable law;
- Require employees and students to report travel outside New Jersey or their home state to the school;
- Train employees and teach students to follow appropriate personal hygiene standards, including covering coughs and sneezes, not touching their mouth, nose, or eyes, not sharing food or drink, and proper handwashing;
- Provide adequate supplies (such as antibacterial soap, hand sanitizer containing 60% ethanol, and wipes) to support healthy hygiene practices;
- 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 staff and students wash hands at regular intervals, upon arrival, before eating, after using the bathroom, and after coughing/sneezing/blowing noses;
- Ensure that all areas of the premises, especially high-touch and high traffic areas, are routinely cleaned and sanitized in accordance with the Cleaning and Disinfecting Policy;
- Ensure that all school buildings have proper ventilation, including operational HVAC systems, that recirculated air has a fresh air component, and that filters in systems are maintained according to manufacturer recommendations⁴;
- Monitor absenteeism to identify any patterns that would suggest a potential illness, and alert local health officials of any large increases in absenteeism, particularly if they appear to be associated with flu-like or respiratory symptoms;
- Cross-train faculty and staff to perform alternative job functions to prepare for potential increases in absenteeism;
- Ensure methods are in place to provide necessary make-up or remote instruction to students who are absent due to illness;
- Collaborate, as needed, with local health officials to evaluate potential public health concerns associated with any gatherings and events that might result in large numbers of students, employees, and/or guests being in close contact⁵ with one another;
- Evaluate the effectiveness of BROOKFIELD SCHOOLS communication systems to ensure that all parents and caregivers are receiving notices and emergency communications;
- Communicate regularly with parents regarding recommended measures to prevent the spread of illness, the importance of keeping students at home when ill, and the steps BROOKFIELD SCHOOLS is taking to promote a healthy environment;
- Provide reasonable accommodations to students and staff identified as being at higher risk for severe illness from COVID-19, including older adults and individuals with disabilities or serious underlying medical conditions;
- Facilitate employees' preparedness to provide instruction and other applicable services (therapy, food service etc.) remotely in the event of a closure related to a risk of transmission of COVID-19;

⁴ Operating Schools During COVID-19: CDC's Considerations (see "Maintaining a Healthy Environment": <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>)

⁵ The New Jersey Department of Health define "close contact" as being within six feet of a person with confirmed or suspected COVID-19 for a period of at least 10 consecutive minutes.

- Evaluate and update existing procedures and technology used for distance learning to ensure maximum accessibility, efficiency and effectiveness in continuity of instruction and other applicable services (therapy, food service etc.) in the event of possible future closures related to a risk of transmission of COVID-19;
- Ensure students' access to technology necessary for distance learning, and be prepared to support the continuity of instruction and other applicable services for such students in the event of possible future closures related to a risk of transmission of COVID-19, by taking action including but not limited to the following:
 - identifying students in need of educational technology;
 - identifying steps BROOKFIELD SCHOOLS will take to provide needed technology to students otherwise lacking access to such technology;
 - Documenting all steps taken;
 - prioritizing provision of school-issued technology to students who, in the absence of district-issued technology, may be unable to participate in remote learning; and
 - addressing 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 educational or family circumstances evolve.
- Conduct high school sports in accordance with NJSIAA protocols; and
- Flush and inspect the water systems when re-opening the school building after any prolonged closure.

PLAN TO ADDRESS MODERATE/HIGH RISK

This Plan will begin in the event there is moderate to high transmission of COVID-19 in the community. In this effort, BROOKFIELD SCHOOLS will take the following actions:

- **When there is a high risk of COVID-19 in the community, the school will communicate with local health officials to determine whether it safely can remain open. If it cannot, it will follow the Plan To Address High/Very High Risk.**
- Require all employees and students to abide by BROOKFIELD SCHOOLS COVID-19 policies, including its Social Distance Policy, Personal Protective Equipment (PPE), Travel, and Cleaning and Disinfecting Policies, and other applicable policies;
- Implement measures to screen and evaluate all employees and students for COVID-19 symptoms prior to entering the premises pursuant to BROOKFIELD SCHOOLS Screening and Suspected Communicable Disease Policy;
- Utilize signs and other markings to facilitate social distancing efforts;
- Restrict visitors from accessing the premises pursuant to BROOKFIELD SCHOOLS COVID-19 Visitor Policy;
- Cancel and/or postpone large gatherings in accordance with guidance provided by local health officials;
- Cancel or modify classes, such as physical education or music, and extracurricular activities, such as contact sports, where social distance cannot be maintained;
- Modify classroom layouts to maximize distance between students;
- In the event of Moderate Risk, minimize activities that involve interaction with multiple cohorts;
- In the event of High Risk, restrict activities that involve interaction with multiple cohorts;
- Close smaller common areas, such as employee break rooms;

- Stagger arrival and/or dismissal times;
- Limit cross-school transfers for special programs;
- Train employees and teach students to follow social distancing guidelines and properly wear PPE;
- Make reasonable efforts to accommodate the needs of students and employees who self-identify as disabled and/or "high risk" with respect to COVID-19. Accommodations will be evaluated on a case-by-case basis; and
- Cease or modify access by outside community groups that use school facilities, and ensure that they follow all protocols set forth in BROOKFIELD SCHOOLS's COVID-19 policies.

PLAN TO ADDRESS POSITIVE TEST FOR COVID-19

This Plan will commence in the event BROOKFIELD SCHOOLS receives notice that someone who has been on the premises has tested positive for COVID-19. In this effort, BROOKFIELD SCHOOLS will take the following actions:

- Immediately notify local health officials and the Occupational Health and Safety Administration ("OSHA") as required;
- Be prepared to close for a period of 2-5 days in the event that a person who has tested positive for COVID-19 was on the premises while potentially infected, before testing positive for COVID-19;
- School Administration will collaborate with local health officials to determine whether closure is necessary;
- In the event of **ONE** confirmed case:
 - If the individual was not on the premises while potentially infected, the school will remain open unless otherwise advised by local health officials;
 - The school will identify and notify students and employees who have been in close contact with the individual who tested positive. These students and employees will be informed of their potential exposure, advised to consult with a medical professional, and will be excluded from the premises for 14 days.
- In the event of **TWO OR MORE** confirmed cases:
 - If the cases are in the same classroom
 - If the individuals were not on the premises while potentially infected, the school will remain open unless otherwise advised by the local health department;
 - The school will identify and notify students and employees who have been in close contact with the individual who tested positive. These students and employees will be informed of their potential exposure, advised to consult with a medical professional, and will be excluded from the premises for 14 days.
 - School administration will consult with local health officials to determine whether it will be necessary to exclude all individuals who have been in the affected classroom.
 - If the cases occur within 14 days of one another, but are linked to a clear alternative exposure outside of school that is unlikely to be a source of exposure for the larger community
 - If the individuals were not on the premises while potentially infected, the school will remain open unless otherwise advised by the local health department;
 - The school will identify and notify students and employees who have been in close contact with an individual who tested positive. These students and employees will be informed of their potential exposure, advised to consult with a medical professional, and will be excluded from the premises for 14 days.
 - If the cases occur within 14 days of one another but involve individuals who are assigned to different classrooms
 - The school may close temporarily to permit an investigation by the local health department, the results of which will determine whether the school must close for a prolonged period;
 - The school will identify and notify students and employees who have been in close contact with an individual who tested positive. These students and

- employees will be informed of their potential exposure, advised to consult with a medical professional, and will be excluded from the premises for 14 days.
 - If the cases occur within 14 days of one another, in different classrooms, and a connection to one another or to a suspected or confirmed case cannot be identified easily
 - school will close for 14 days;
 - The school will identify and notify students and employees who have been in close contact with an individual who tested positive. These students and employees will be informed of their potential exposure, advised to consult with a medical professional.
- Where there has not been a positive test for COVID-19 in the school, but circumstances in the community may indicate that closure is necessary, the school will take the following steps:
 - In the event of a recent or ongoing outbreak in the community (e.g., an outbreak connected to a large local event or large community employer)
 - The school will consult with local health officials to determine whether it is necessary to close for 14 days.
 - In the event that state or local health officials have identified a Very High Risk of community transmission
 - The school will close until levels of community transmission decrease.
- The school will notify parents and caregivers of any closure and any attendant cancellations by way of the school's emergency communication system. (**NOTE:** *The identity of the individual who has tested positive will be kept confidential, except as to the local health office, and unless disclosure is required by law. Any communications regarding a positive test result will comply with the Americans with Disabilities Act ("ADA"), and the Family Educational Rights and Privacy Act ("FERPA"), and such notifications will include reminders that BROOKFIELD SCHOOLS does not tolerate discrimination against or stigmatization of employees or students due to any actual or perceived health status related to COVID-19.*);
- All parts of the premises where a person infected with COVID-19 may have been present will be closed off and, following a 24-hour waiting period, cleaned and disinfected in accordance with the Cleaning and Disinfecting Policy;
- In the event of closure, depending on the length of the closure, the school will evaluate whether to utilize distance learning and remote instruction procedures; in the event the decision is made to implement these procedures, BROOKFIELD SCHOOLS will undertake the following:
 - Implement existing plans made in Preparedness Plan to ensure continuity of education and other necessary services (e.g., therapy, food service) remotely, or by way of distance learning;
 - Ensure that adequate technical support is available to address any technology-related interruptions;
 - Communicate regularly with parents regarding the importance of adult supervision and support during distance learning;
 - Seek feedback frequently from employees, students, and parents regarding the effectiveness of BROOKFIELD SCHOOLS efforts to provide distance learning, remote instruction and other services and modify plans and procedures as needed in accordance with the feedback; and
- Collaborate with local health officials to determine the timing of re-opening, and to determine whether re-opening will happen at once, or in phases.

- *[OPTIONAL LANGUAGE: The school will notify all employees and students/parents/caregivers that a member of the school community has tested positive for COVID-19, that the individual has or has not been on the premises while infected, and that the school is seeking guidance from local health officials.]*

PLAN TO ADDRESS SUSPECTED CASE OF COVID-19

The school will notify local health officials immediately upon identifying an increase in the number of persons with COVID-19 compatible symptoms⁶, or when an individual with COVID-19 symptoms reports

- Having been in close contact with an infected person or a person whose symptoms and history of potential COVID-19 exposure suggest that they may be infected with COVID-19; or
- Having been in a high risk area (including but not limited to the area where the school is located).

The school will clean and disinfect all areas of the premises where any ill person has been present.

[OPTIONAL LANGUAGE: The school will notify all employees and students/parents/caregivers that it has reason to suspect that individuals with COVID-19 have been on the premises and that it is seeking guidance from local health officials.]

REPORTING, CONTACT TRACING, AND NOTIFICATION

In the event that someone who has been on the premises of BROOKFIELD SCHOOLS tests positive for COVID-19, or has a probable case of COVID-19, a member of BROOKFIELD SCHOOLS administration will report the situation to local health officials and, taking the steps set forth in BROOKFIELD SCHOOLS's Contact Tracing Policy, will collaborate with local health officials to coordinate contact tracing and notification efforts.

PLAN TO ADDRESS HIGH OR VERY HIGH RISK

This Plan will begin in the event of a High or Very High risk of transmission of COVID-19 in the community. At the commencement of this Plan, in consultation with local health officials, BROOKFIELD SCHOOLS likely will close the premises for two weeks or longer, will cancel all extracurricular activities, after school programs, events, and gatherings, and will utilize distance learning and remote instruction and provide services remotely, as outlined above. At such time as the community spread has mitigated, BROOKFIELD SCHOOLS will collaborate with local health officials to determine the timing of re-opening, and to determine whether re-opening will happen at once, or in phases.

LAST UPDATED: August 27, 2020

⁶ An individual is considered to have COVID-19 symptoms when he or she displays or reports two or more of the following symptoms: fever (measure or subjective), chills, rigors (shivers), myalgia (muscle aches), headache, sore throat, nausea or vomiting, diarrhea, fatigue, congestion or runny nose, or at least one of the following symptoms: cough, shortness of breath, difficulty breathing, new olfactory disorder, new taste disorder.