



Marcelino Trillo  
Vice Principal

**ROBERT TREAT ACADEMY**  
CHARTER SCHOOL  
*A 2008 NCLB BLUE RIBBON SCHOOL*  
[www.RobertTreatAcademy.org](http://www.RobertTreatAcademy.org)

Theresa Adubato  
Principal



Paul Parada  
Vice Principal

**REOPENING PLAN**  
**COVID-19 CARE AND HEALTH PROTOCOL**

**Health and Safety Procedures:**

Screenings are intended to determine if an individual has COVID-19 related symptoms. Prior to entering any of our school buildings and grounds, **everyone** must wear a mask and undergo a *three step process* which includes the following:

**Step 1: Symptoms Screening** – Parents and staff should screen at home for COVID-19 symptoms using the COVID-19 daily screening questionnaire. The questionnaire does not need to be submitted to the school. Each question on the questionnaire should be reviewed daily to ensure students and staff are COVID-19 symptom free before leaving their home for school.

**Step 2: Temperature Check** – Staff and students will have their temperature checked using a non-contact thermometer. Anyone with a temperature of **99.5 degrees Fahrenheit or higher** **will not be permitted** into the building.

**Step 3: Hand Sanitizing** – Staff and students will be provided gel hand sanitizer before entering the building.

**Symptoms Screening:**

Staff must complete a daily COVID 19 screening questionnaire at home prior to entering the building. Students and parents will be asked how their general health is during temperature check. Each morning before school, parents and/or guardian will complete a short health assessment at home with the student. The daily screening questionnaire does not need to be submitted to the school. The questions and COVID-19 symptoms list should be reviewed daily before arrival to school. **Parents and/or guardians must notify the school if the student has any one or more of the symptoms listed on the questionnaire and keep the student home, until symptoms are no longer present.** Any of the symptoms listed could indicate a COVID-19 infection and may put the student at risk for spreading illness to others. Any COVID-19 results must be reported to the school nurses.

**Temperature Check:**

Daily temperature screening is necessary (**no exceptions**) for **ALL** staff and students. Temperature checks will be taken at curbside before students get out of cars and if walking with parent, the temperature will be taken prior to entering the building. Parents are encouraged to check the students' temperature at home prior to coming to school on a daily basis. The rationale behind this is, to avoid students or staff who have **a temperature of 99.5 degrees Fahrenheit or higher** from leaving their home ill with a fever.

Any student who has a temperature of 99.5 degrees Fahrenheit or higher will be excluded immediately. If a student develops a fever while in school, the nurse will contact the parent or guardian to immediately pick up the student. The student will be directed to wait in the designated therapy area until the parent or emergency



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contact person arrives to the school. **The parent/guardian MUST pick – up their child within 30 minutes. The student is to remain home until they no longer have a fever for a minimum of 48 hours without the use of antipyretics medication such as Tylenol, Motrin or Advil before they can return to school. Always consult with your doctor before using any over-the-counter medication.**

If a student or staff member is out three (3) or more days consecutively from school, a physician's note will be required for them to return to school.

**\*\*\* If a student sees the doctor due to fever or any other COVID-19 related symptoms, the doctor may have the student swabbed for a COVID-19 test to rule out the virus. The student is to stay home regardless if symptom free while awaiting COVID-19 result, preferably by a PCR COVID 19 test. The nurse will follow up with parents for student's health status. Parents must notify student positive cases to the school.**

**Hand Washing/Sanitizing:**

One of the most effective practices for preventing exposure and reducing transmission of the infection is regular hand washing and the use of hand sanitizer. Everyone is required to wash hands with soap and water when necessary and if not available, an alcohol-based hand sanitizer with at least 60% alcohol must be used. Cleansing of visibly dirty hands must be washed with soap and water. If soap and water are not available, hand sanitizer is only acceptable until the student or staff member can get to soap and water to cleanse their hands appropriately. Each hand wash cycle should take 20 seconds. If hand sanitizer must be used, the liquid/gel must be expressed and massaged over the entire hand and between the fingers.

**Social Distancing**

To prevent the spread of the coronavirus, we must ensure social distancing. This will include limiting group sizes, creating cohorts and batches, individual desk dividers and keeping students **six feet apart** (whenever possible).

**The following procedures have been implemented at both campuses:**

- Desks have been rearranged in classrooms at 6 feet apart.
- Air purifiers have been installed in each classroom, gym. (These are brand new Wi-Fi smart air purifiers which will effectively and quietly clean the air).
- 3-sided clear desk partitions have been installed to help maintain social distancing.
- Signage, colorful floor decals have been installed to provide visual cues and to ensure procedures are followed.
- No more than 2 people may occupy the elevator at a time.
- No congregating of staff in school. Staff break room will only be used to store and prepare food.
- School may consider the use of alternate spaces to accommodate in-person learning.
- Breakfasts and lunches will be grab and go bags. Breakfast for the next day will be given with the current day's lunch so that the student will have their breakfast at home the next day.
- Water fountains have been turned off. **Newly installed touchless, sensor-activated water bottle and cup filling stations** for staff and students have been installed. Disposable paper cups will be provided.
- Cohorts and batches of students will be kept together throughout the school day.



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**Face Masks**

**Students are required to bring their own masks/face coverings. The school will provide disposable face masks to students only when needed.**

**Protocol for wearing face masks include:**

- Wearing a **face mask is required at all times** for everyone while on school property regardless of social distancing.
- Students and staff must arrive to school and work with a mask. **No one will be allowed** to enter the building without a mask.
- Acceptable masks/face coverings include: disposable surgical masks and cloth mask. **Masks/face coverings that are NOT ALLOWED are gaiters, bandanas and any masks that have a vent or valve as these are the least protective types of masks or face coverings – these types of masks are unacceptable to be worn in school by students and staff.**

*There is an exception for those who find wearing a mask may inhibit their health:*

- extreme heat outdoors,
- a student's documented medical condition which prohibits mask-wearing, or disability reflected in a IEP,
- having trouble breathing or unconscious, or engaged in a rigorous high intensity activity.

If a student or staff member is unable to wear a mask all day or part of the school day, a doctor's note must be submitted to the nurse regarding the legitimate health concern.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html#print>

**\*\*\*\* See illustration of acceptable masks at the end of this document\*\*\*\***

**Nurse Office Visits:**

There will be a **two-student limit at any given time that** the nurse can accommodate in the nurse's office due to proper distancing. Teachers must first call the nurse prior to sending a student. Students are required to present their nurse's card for every nurse's office visit. If the capacity of students is at the maximum in the nurse's office, the nurse will ask the teacher to keep the student in the classroom until the nurse calls back for availability. This is necessary to reduce the potential exposures to students and staff due to limited space and strictly adhering to social distancing. The only exception to this rule is if the student is having a medical emergency.



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**Therapy Area and PPE:**

The nurse should assess students sent to the Health Office immediately. Students displaying any COVID-19 symptoms will be directed to the therapy room. The nurse will operate in personal protective equipment supplied by the school. The PPE will be replenished frequently to provide for the best safe environment for the nurse and the school environment.

**Pick-up of Students When Sick or Injured:**

If a student should become injured, ill, develops a temperature or any symptoms of COVID-19 during the course of the school day, **the parent or emergency designees are required to pick up the student within thirty (30) minutes**. The student will be escorted from the therapy room/area to the main entrance of the building to meet the parent or emergency designee upon their arrival. This requirement is necessary to reduce exposure and for the protection of students and staff.

**Asthma Treatments:**

Asthma treatments at school will be restricted to the use of **metered dose inhalers ONLY**. There will be **NO nebulizer treatments** given at school in order to prevent aerosolizing the environment with virus contaminants in the air. If a student is in need of any respiratory treatments, such as a nebulizer treatment, the student should be kept home from school that day. The use of nebulizers is reported to have a higher risk for droplet transmitting viruses, such as COVID-19.

Students experiencing acute asthma attacks should stay at home until asthma symptoms are no longer present. If a student is diagnosed with asthma and will require medication at school, an asthma action plan must be completed by the physician along with a parent consent form. The paperwork should always accompany the labeled inhaler before it is sent to the school nurse. In the event the student starts experiencing an asthma attack at school, he/she will be given their own prescribed bronchodilator inhaler treatment and parents/guardian will be immediately notified to pick up the student. **A responsible adult MUST pick up the student at school within thirty (30) minutes** from the time of the phone call. The pandemic requires the school to be diligent and strict with COVID-19 guidelines. This is to ensure the safety of all of the students and staff, including our community.

**COVID-19 Signs and Symptoms:**

Students and staff will be dismissed to home or directed to the designated therapy area until the parent/guardian or emergency pick up person arrives, should a student or staff member exhibits **one or more** of the symptoms of COVID-19 based on "CDC guidance".



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**Signs and symptoms for COVID-19 are as follows:**

- Fever of 99.5 degrees F or greater
- Cough and or sore throat
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- Fatigue
- Congestion or runny nose
- Nausea and vomiting
- Diarrhea
- They may also have conjunctivitis, skin rash or discoloration of fingers and toes.

**Doctor's Note:**

Any student or staff member sent home for possible COVID-19 symptoms, it is recommended to go to their doctor for evaluation. A doctor's note clearing the student or staff member to return to school must be emailed to the main office one day prior to returning to school.

- If a student or staff member is out three (3) or more days consecutively from school, a **physician's note** will be required for them to return to school.

**COVID-19 Testing:**

For the safety of our school community, all staff members are required COVID-19 testing prior to reopening. Staff **must submit** documentation of **negative** results of a COVID-19 diagnostic test (**PCR only – No Rapid Testing**) taken no earlier than **14 days prior** to their start date or return to work.

**COVID-19 Positive and Exposures:**

If a student or a staff member has had close contact with a positive COVID-19 case as defined by CDC, they are not allowed to attend school. **It is required that the staff member or parent/guardian contact the school to advise of such exposure or illness immediately.** They must follow CDC guidance and stay home until **14 days** after last **exposure** and maintain social distance (at least 6 feet) from others at all times. Symptoms should be monitored and their doctor should be contacted. **Before a student or staff member can return to school a negative Covid-19 test result 14 days after the initial positive test must be forwarded to the school.**

- If a student or staff member tests positive for COVID-19, the student and siblings may be excluded and the batch/cohort group will be notified to self-quarantine. A close contact is considered anyone being within 6 feet for a period of 15 minutes over a 24 hours period. Cleaning staff will clean and disinfect all areas used by the ill person such as offices, classrooms, bathrooms, common areas, and



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shared electronic equipment (like tablets, touch screens, keyboards, remote controls), focusing especially on frequently touched surfaces. Open outside doors and windows to increase air circulation in the area. Wait 24 hours before cleaning and disinfecting area (classroom, etc.) If 24 hours is not feasible, wait as long as possible, according to CDC guidelines. Once the area has been appropriately disinfected, it can be re-opened for use after 24 hours.

**Contact Tracing:**

All COVID-19 positive student or staff information will be handled with care and privacy. The local Newark Health Department will be notified by the school nurse to begin contact tracing and to provide direction as far as class/cohort exclusion.

**IMPORTANT TELEPHONE NUMBERS:**

**Newark Department of Health Offices:** You will be directed to either a Health Officer or Inspector. This department will guide you through the necessary steps when reporting a COVID-19 case.

TELEPHONE #: 973-733-7600

**New Jersey Department of Health 24 hour Public Hotline** 800-222-1222 or 1-800-962-1253 if using out-of-state phone line. This hotline is in multiple languages, trained healthcare.

**Travel Advisory:**

Traveling any time while school is in session requires testing and quarantine. The CDC recommends being tested 3-5 days after travel. If travelers **test positive** they should self-isolate for at least **10 days**, if travelers **test negative** they should quarantine for a full **7 days** after travel. If **testing is not available** or if results are delayed, travelers should **quarantine for 10 days** after travel.

<https://covid19.nj.gov/faqs/nj-information/travel-and-transportation/are-there-travel-restrictions-to-or-from-new-jersey>





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## COVID-19 Face Coverings for the Public



### Acceptable Face Coverings

- Surgical Mask



- Dust Mask



- Cloth Face Covering



- Clear Mask



### Unacceptable Face Coverings

- Neck Gaiters



- Bandanas



- Cloth Mask with vent



- N95 with vent



### Masks Reserved for Health Care Workers

- N95 without vent



- N95 without vent



For more information on each mask visit:

1. <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>
2. <https://advances.sciencemag.org/content/early/2020/08/07/sciadv.abd3083>
3. <https://www.cdc.gov/coronavirus/2019-ncov/hcp/respirator-use-faq.html>



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**COVID-19 Daily Screening for Students/Staff/Visitors**

Name: \_\_\_\_\_ Grade \_\_\_\_\_ Date: \_\_\_\_\_

**Parents/Guardians:** Please complete this short health assessment at home for your child each morning before school. You must call the school if your child has any one of the symptoms listed below.

**Staff Members:** Please complete this short check each morning and report per the school reporting instructions.

**Section 1: Symptoms**

Any of the symptoms below could indicate a COVID-19 infection and may put you at risk for spreading illness to others. Please note that this list does not include all COVID-19 possible symptoms and may experience any, all, or none of these symptoms. Please check daily for these symptoms:

<input type="checkbox"/>	Fever (Temperature of 99.5 degrees Fahrenheit or higher)	<input type="checkbox"/>	Cough
<input type="checkbox"/>	Chills	<input type="checkbox"/>	Shortness of Breath
<input type="checkbox"/>	Rigors (shivers)	<input type="checkbox"/>	Difficulty Breathing
<input type="checkbox"/>	Myalgia (muscles aches)	<input type="checkbox"/>	New loss of smell
<input type="checkbox"/>	Headache	<input type="checkbox"/>	New loss of taste
<input type="checkbox"/>	Sore Throat	<input type="checkbox"/>	Conjunctivitis
<input type="checkbox"/>	Nausea or vomiting	<input type="checkbox"/>	Skin rash
<input type="checkbox"/>	Diarrhea	<input type="checkbox"/>	Discoloration of fingers and toes
<input type="checkbox"/>	Fatigue		
<input type="checkbox"/>	Congestion or runny nose		

Students/Staff/Visitor who are sick (e.g. fever, vomiting, diarrhea) should **not** attend school in - person. **If you checked off AT LEAST ONE field in the list above, your child must stay home and the parent should notify the school.**

**Section 2: Close Contact/Potential Exposure**

Please verify if in the last 14 days:

<input type="checkbox"/>	The student/staff member/visitor had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19
<input type="checkbox"/>	Someone in your household is diagnosed with COVID-19 or being tested for COVID-19
<input type="checkbox"/>	You travelled to an area of high community transmission OR you have been in a gathering of more than 10 people.

If **ANY** of the fields in Section 2 are checked off, the student/staff must remain home for 14 days from the last date of exposure (if the student had close contact of a confirmed COVID-19 case) or date of return to New Jersey. Contact your primary healthcare provider or your local health department for further guidance. **Please notify the school office immediately.**

Parent/Guardian/Staff Signature \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_