



LEA Plan for Safe Return to In-Person Instruction and Continuity of Service Pursuant to the Federal American Rescue Plan Act, Section 2001(i)

Introduction and Background

As announced in the New Jersey Department of Education (NJDOE)'s [April 28, 2021 broadcast](#), in March 2021 President Biden signed the Federal [American Rescue Plan \(ARP\) Act](#), Public Law 117-2, into law. The ARP Act provides an additional \$122 billion in Elementary and Secondary School Emergency Relief (ARP ESSER) to States and school districts to help safely reopen, sustain the safe operation of schools, and address the impacts of the COVID-19 pandemic on the nation's students. As with the previous ESSER funds available under the Coronavirus Aid, Relief and Economic Security (CARES) Act, and the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA), the purpose of the additional funding is to support local educational agencies (LEAs) in preparing for and responding to the impacts of COVID-19 on educators, students, and families. Additional information on ARP ESSER may be found in the NJDOE's [funding comparison fact sheet](#).

Section 2001(i)(1) of the ARP Act requires each LEA that receives ARP ESSER funds to develop and make publicly available on the LEA's website, no later than 30 days after receiving ARP ESSER funds, a plan for the safe return to in-person instruction and continuity of services for all schools (Safe Return Plan) A Safe Return Plan is required of all fund recipients, including those that have already returned to in-person instruction. Section 2001(i)(2) of the ARP Act further requires that the LEA seek public comment on the Safe Return Plan and take those comments into account in finalization of the Safe Return Plan. Under the interim final requirements published in [Volume 86, No. 76 of the Federal Register](#) by the U.S. Department of Education (USDE), an LEA must periodically, but no less frequently than every six months through September 30, 2023, review and, as appropriate, revise its Safe Return Plan.

Pursuant to those requirements, **LEAs must submit to the NJDOE and post on their website their Safe Return Plans by June 24, 2021.** The NJDOE intends to make LEA ARP ESSER Fund applications available in EWEG on May 24, 2021 and LEAs will submit their Safe Return Plans to the NJDOE via EWEG. To assist LEAs with the development of their Safe Return Plans, the NJDOE is providing the following template.

This template incorporates the federally-required components of the Safe Return Plan. The questions in the template below will be included in the LEA ARP ESSER Fund application in EWEG. LEAs will submit responses to the questions within the LEA ARP ESSER Fund application in EWEG by June 24, 2021. The NJDOE hopes that this template will allow LEAs to effectively plan for that submission and to easily post the information to their websites as required by the ARP Act.

Note that on May 17, 2021, Governor Murphy [announced](#) that upon the conclusion of the 2020-2021 school year, portions of Executive Order 175 allowing remote learning will be rescinded, meaning that schools will be required to provide full-day, in-person instruction, as they were prior to the

COVID-19 Public Health Emergency. The NJDOE and New Jersey Department of Health will share additional information regarding State requirements or guidance for health and safety protocols for the 2021-2022 school year as it becomes available.

Template: LEA Plan for Safe Return to In-Person Instruction and Continuity of Services

LEA Name: College Achieve Greater Asbury Park Charter School

Date (mm/dd/yyyy): 06/09/2021

Date Revised (mm/dd/yyyy):

1. Maintaining Health and Safety

For each mitigation strategy listed below (A–H), please describe how the LEA will maintain the health and safety of students, educators, and other staff and the extent to which it has adopted policies, and a description of any such policies, on each of the following safety recommendations established by the CDC.

A. Universal and correct wearing of masks: To adhere to the guidelines in place for the 2020/2021 school year, College Achieve greater Asbury Park maintained the following practices. If such guidance is in place for the 2021/2022 school year, we will continue the policies outlined below:

- Everyone – staff, scholars, and families – will be required to properly wear a mask during arrival, dismissal, and while in the school building. Additional training on correct wearing and types of masks will be provided prior to the start of the school year and as needed.
- Provide masks and other appropriate PPE to staff and scholars

B. Physical distancing (e.g., including use of cohorts/podding): To adhere to the guidelines in place for the 2020/2021 school year, College Achieve greater Asbury Park maintained the following practices. If such guidance is in place for the 2021/2022 school year, we will continue the policies outlined below:

- All classrooms will be organized to allow for the greatest possible distances between desks.
- Allow for maximum distance in every possible classroom, with desks facing the same direction.
- All windows can and will safely remain open (barring extreme weather conditions).
- PE and Recess will be conducted outdoors, weather permitting.

- Visual aids will be used on the walls and floors to illustrate traffic flow and appropriate spacing to support social distancing.
- The use of community supplies and shared equipment and materials will be avoided to the greatest extent possible.
- A school-wide visual cue will be created to demonstrate physical spacing.
- All programming will be planned to minimize intermixing groups. All instruction of content, electives and breakfast will occur in the assigned room. In every reasonable case, teachers and staff will bring the lesson to the program space to reduce the movement of scholars.

C. Handwashing and respiratory etiquette: To adhere to the guidelines in place for the 2020/2021 school year, College Achieve greater Asbury Park maintained the following practices. If such guidance is in place for the 2021/2022 school year, we will continue the policies outlined below:

- Everyone — staff, scholars, and families — will be required to properly wear a mask during arrival, dismissal, and while in the school building. Additional training on correct wearing and types of masks can be provided prior to the start of the school year and as needed.
- CAGAP will provide masks and other appropriate PPE to staff and scholars.
- The need for all scholars and staff to wash their hands is imperative. During the day scholars will follow the following protocol for handwashing and sanitizing. A regular cleaning routine will include hand washing and sanitizing demonstrations, signage and visual prompts to promote good hand hygiene practices.
 - Upon arrival all scholars must utilize hand sanitizer upon entering the building.
 - Before exiting the classroom to move to the bathroom or other common areas all scholars must sanitize their hands using hand sanitizer.
 - Before exiting the bathroom all scholars must wash their hands with soap for more than 30 seconds.
 - Before eating lunch or snack all scholars must wash (with soap) or sanitize their hands.
 - Staff members will provide guidance as necessary to reinforce that our youngest scholars utilize sanitizer or wash their hands before and after any activities that require the use of hand-held manipulatives, or if a scholar sneezes, coughs, etc.
 - A daily, end of the day protocol for cleaning up will be implemented in each classroom. This will include the wiping down of personal work areas, supplies and equipment.

D. Cleaning and maintaining healthy facilities, including improving ventilation: To adhere to the guidelines in place for the 2020/2021 school year, College Achieve greater Asbury Park maintained the following practices. If such guidance is in place for the 2021/2022 school year, we will continue the policies outlined below:

- Teachers and our operations staff will sanitize high-touch surfaces throughout the day. Rooms used by multiple classes will be wiped down between uses and at regular intervals during the day.
- Our school operation processes are rooted in health and safety best practices.
 - Provide hand soap and hand sanitizer with at least 60% alcohol, paper towels, and no-touch trash cans in all bathrooms, classrooms, and frequently trafficked areas
 - Post signage in classrooms, hallways, and entrances to communicate how to stop the spread. COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols.
 - Clean/disinfect frequently touched surfaces at least daily and shared objects after each use
 - Take steps to ensure all water systems and features are safe
 - Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, as long as this does not pose a safety or health risk to students or staff
 - Conduct deep cleaning of schools prior to students/staff returning; schedule additional cleanings during weekends or school holidays/breaks CDC Guidance

E. Contact tracing in combination with isolation and quarantine, in collaboration with the State, local, territorial, or Tribal health departments: To adhere to the guidelines in place for the 2020/2021 school year, College Achieve greater Asbury Park maintained the following practices. If such guidance is in place for the 2021/2022 school year, we will continue the policies outlined below:

- Contact Tracing:
 - Interview scholars or staff with COVID-19 to identify everyone with whom they had close contact during the time they may have been infectious;
 - Notify contacts of their potential exposure;
 - Refer contacts for testing;
 - Monitor contacts for signs and symptoms of COVID-19; and
 - Connect contacts with services they might need during the self-quarantine period.
- Quarantine Protocol:

- If a student, teacher, or staff member tests positive for SARS-CoV-2, those in the same cohort/group should also be tested and remain in quarantine per CDC guidelines prior to safe return to school.

F. Diagnostic and screening testing: To adhere to the guidelines in place for the 2020/2021 school year, College Achieve greater Asbury Park maintained the following practices. If such guidance is in place for the 2021/2022 school year, we will continue the policies outlined below:

- Staff member(s) assigned to temperature check and hand sanitation upon arrival
- Staff supervision to ensure students waiting for entry are social distancing/mask wearing, etc.
- Nurses available (not taking temperatures) for students who are identified as having symptoms, etc.

G. Efforts to provide vaccinations to educators, other staff, and students, if eligible:

- All reasonable and appropriate efforts will be made to ensure staff and scholars have access to opportunities to receive vaccinations.
- School leadership support(ed) teachers and staff in scheduling appointments, hosted a vaccination center in conjunction with the visiting nurses association offering times for staff to be vaccinated, and allow(ed) for accommodations to leave work for vaccinations.

H. Appropriate accommodations for children with disabilities with respect to the health and safety policies:

- School officials will ensure students who are at higher risk for severe illness, or in need of accommodations that cannot be safely provided within the school are protected and supported through appropriate accommodations such as home instruction.
- Reasonable accommodations will be provided for individuals that the CDC identifies as having a higher risk for severe illness from COVID-19.
- We are invested in ensuring all scholars achieve academic mastery, and we have plans in place to support scholars who are struggling. We will regularly assess scholar learning to identify and support any scholars who are struggling; there will be dedicated time for those who need additional academic support to receive it. In addition, we will continue to deliver special

education services to scholars with IEPs and refer scholars who would benefit from academic services. All mandated services will be offered either in person.

2. Ensuring Continuity of Services

A. Describe how the LEA will ensure continuity of services, including but not limited to services to address students' academic needs and students' and staff's social, emotional, mental health, and other needs, which may include student health and food services. (1000 character limit)

To adhere to the guidelines in place for the 2020/2021 school year, College Achieve greater Asbury Park maintained the following practices. If such guidance is in place for the 2021/2022 school year, we will continue the policies outlined below:

- Academic Programming
 - For the 2021/2022 school year, all academic programming will be full time and in person. This follows the 2020/2021 model that has been in place since 10/5/2020.
- Technology
 - All scholars and staff will be assigned a one to one chromebook and hotspot. Technology support will include a help-tracker form and dedicated tech support staff.
- Meal Services
 - Grab and Go breakfasts and individually packaged lunches will be served.
 - Staggered times and seating will allow for social distancing as much as possible in the cafeteria.
 - Tables/surfaces will be cleaned and sanitized between each service.
 - If needed, we will consider serving meals in classrooms and ensure meals are not shared.
 - We will encourage proper hand washing before eating meals.
- Scholar Services
 - We are invested in ensuring all scholars achieve academic mastery, and we have plans in place to support scholars who are struggling. We will regularly assess scholar learning to identify and support any scholars who are struggling; there

will be dedicated time for those who need additional academic support to receive it. In addition, we will continue to deliver special education services to scholars with IEPs and refer scholars who would benefit from academic services. All mandated services will be offered in person.

- Family engagement
 - Family engagement in our schools will continue to be a shared responsibility in which we will partner with community agencies and organizations to reach out to engage parents in meaningful ways. CAGAP will adhere to all of the events as listed in the school calendar. Additional activities such as content nights, orientation, back to school night, parent-teacher conferences and periodic community meetings will be hosted in person and virtually so that parents can continue to actively support their child's learning and development.
- Academic enrichment/expanded after-school learning
 - The school's goal is to offer safe spaces for scholars to involve themselves outside of the school day. Via expanded learning opportunities students can express themselves, supplement and support their education. These extracurricular programs offer more personalized learning opportunities for general academic support and ability to participate in associations based on student interest in areas such as the arts, civic engagement, and STEM.
- Quality Child Care
 - CAGAP partners with the Asbury Park Boys and Girls Club to coordinate quality care and programming for scholar before and after care.
- Social-Emotional Care for Scholars, Families and Employees
 - Counselors are responsible for addressing topics involving social-emotional health and wellbeing through virtual school counseling as well as Trauma informed learning. School counselors will visit classrooms to teach lessons on social emotional skills and development.
 - School counselors will host group meetings that target specific skills and issues. These scholars will have the opportunity to join these groups with parent permission. Scholars, families and staff also have the ability to meet privately with their school counselor as well.
 - Educator Well-Being
 - CAGAP will consider allowing time for staff to process traumatic events, promote healing and create opportunities to practice reflection on social emotional competencies and prioritize self-care and support

educators with mental and behavioral resources. We will do so with monthly community-building events and activities as well as weekly staff check-ins.

3. Public Comment

A. Describe how the LEA sought public comment on its plan, and how it took those public comment into account in the development of its plan. Note, the ARP requires that LEAs seek public comment for each 60-day revision to the plan. (1000 character limit)

- The CAGAP Safe Reopening Plan is posted on the school website.
- The CAGAP Safe Reopening Plan was shared with participating members of the school community including parents and other stakeholders in a format that allowed for public comment and questions.
- CAGAP maintained the 2020/2021 Safe Reopening committee to include stakeholders in the drafting and revisions of the plan.

B. Describe how the LEA ensured that the plan is in an understandable and uniform format; is to the extent practicable written in a language that parents can understand or, if not practicable to provide written translations to a parent with limited English proficiency, will be orally translated for such a parent; and upon request by a parent who is an individual with a disability as defined by the ADA, will be provided in an alternative format accessible to that parent. (1000 character limit)

- The CAGAP Plan was developed in a user-friendly format that includes clearly marked sections for each component of the plan.
- The Safe Reopening Plan was posted in English, Spanish ([here](#)), and Hatian Creole ([here](#)) which covered all home languages for our scholars and families.
- CAGAP offers oral translation for Spanish and Hatian Creole during all information sessions.