



# **Union High School**

# **COVID-19 Reopening Handbook**

Union High School  
2350 North 3rd Street  
Union, NJ 07083

## Overview

Creating a connection with the Union High School Community has never been more important. The past year has required us all to work together and communicate with one another to best serve our students and support their learning.

Union High School is committed to taking every step necessary to ensure all students have what they need to stay connected to their lessons, teachers, peers, and resources. We will continue to update you with information as we progress through the school year. It is important that you feel part of this process and confident in your student's education.

To maintain a strong sense of community and keep you updated, please make sure you update your most recent contact information, including your email address and cell phone number in the Genesis Parent Portal.

Although the COVID-19 pandemic continues to create uncertainty, we remain committed to working with local and state health partners to develop a layered set of safety measures and protocols to help keep our community safe. The district may need to shift between learning models based on direction from our local and state public health officials and real-time health data. Therefore, it is important to understand some basic terminology found in this plan.

### **COVID-19 Terminology**

**100% In-person:** All students attend classes physically in-person.

**Hybrid/In-person:** Students attend classes in-person and virtually.

**100% Virtual/Synchronous:** Students attend classes at home, in real time, simultaneously with peers who attend in-person.

**Asynchronous:** Students learn from home at their own pace, using a variety of tools, when other learning options are not available due to outbreaks and/or quarantining.

**Quarantine:** Used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent the spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their doctor and state and local health departments.

**Isolation:** Used to separate people infected with COVID-19 (those sick and those with no symptoms) from people who are not infected. People who are in isolation should stay home until it is safe for them to be around others. In the home, anyone sick or infected should separate themselves from others by staying in a specific "sick room" or area and use a separate bathroom (if available).

**Confirmed Positive Case:** An individual case of COVID-19 that has been verified/confirmed by public health or another healthcare provider.

## **Goals**

1. Implement protocols and structures that protect the health and safety of students and staff.
2. Develop sound educational learning options for students and parents.
3. Maximize academic and social emotional growth opportunities for students.

## **Health & Safety**

For Union High School's Hybrid model to be successful, it is imperative that staff members, students, and families continue to follow the social distancing guidelines set by the State of New Jersey and the CDC outside of school hours and on weekends. In-person learning is dependent upon our school community following the guidelines with regularity and attentiveness. We must continue to do our best to support one another in adhering to these guidelines and we ask that families emphasize the importance of these procedures through discussion with your student.

## **Prevention Measures**

### **Parents and Guardians - Daily Health and Safety Expectations**

Parents MUST complete the COVID form for their student daily BEFORE 7:15am. Failure to do so will result in your student being denied entry to their classes until the form has been completed. An automated call will be made to those who have not completed the daily form by 7:15am.

Take your student's temperature before they leave for school to ensure they do not have a fever.

Review health and safety expectations with your student.

Send your student in every day with a clean face covering that securely covers their nose and mouth.

### **Student - Daily Health and Safety Expectations**

**All students must practice proper [CDC infection control measures](#):**

If coughing or sneezing, students must cover their mouth and nose with a tissue, or the inside of their elbow, and immediately discard the tissue.

Avoid touching their eyes, nose, or mouth.

Avoid touching any surfaces unnecessarily.

Refrain from physical contact, including hugs and hand-shakes.

## Face Coverings

Face coverings are required for all students and staff in all Township of Union Public Schools. In accordance with guidance from the CDC, the NJDOH and the NJDOE, the following requirements are in place until further notice.

A multi-layer cloth face covering that covers the nose and mouth and secures with ear loops must be worn at all times by all individuals in school buildings, on school grounds, and on school transportation, except in the following situations:

- while drinking
- during physical education classes when outdoors, when activities can occur with proper social distancing between individuals
- while outside - if seated 6 feet from other individuals

Exceptions to mask/face covering requirements may be made for those for whom it is not possible due to medical conditions, disability impact, or other health or safety factors. A medical note must be signed by your child's primary care provider. The exemption must be approved by the building principal in consultation with the school nurse. Face shields or physical barriers may be utilized as an alternative in some instances.

A student's mask/face covering is to be provided by the student's family. Face coverings should not contain inappropriate pictures or language, etc. In certain instances, the school may supply a disposable face covering for individuals that require one. Gaiters, bandanas, and masks with one-way valves and comparable items do not comply with this CDC guidance.

If the student is not willing to comply with the mask/face covering policy, they will be sent to the main office. Appropriate support and education on the importance of wearing a mask/face covering at school will be attempted. Every effort will be made to work with the student and keep them in school. If the student still refuses to comply, parents will be called and the student will be sent home.

Students who willingly fail to comply with the mask/face covering policy will be prohibited from in-person learning. Please refer to the [COVID-19 ADDENDUM TO THE STUDENT CODE OF CONDUCT](#) for additional information.

This addendum will remain in place until the Township of Union Public Schools Board of Education deems schools to be safe from the current Covid-19 Pandemic .

## **Visitor Policy**

Visitors will be limited from entering the school building except for contracted service providers and those deemed necessary by building administrators. To keep our students and faculty safe, visitors who are permitted to enter the building must adhere to the following safety protocols:

- Enter and exit only through the front entrance of the school.
- Verify that they are symptom-free.
- Wear a mask/face cover at all times.
- Apply hand sanitizer upon entry.
- Maintain all social distancing guidelines while in the building.

A visitor log will be maintained by security personnel. The log will include the date of visit, contact phone number, arrival/departure times, and the areas visited within the building.

Parents dropping off items for students during the school day can leave a clearly labeled item in the designated drop box in the main entrance vestibule.

## **Learning Expectations**

Students are expected to meet teaching deadlines as directed by teaching staff. Since deadlines may occur online and not necessarily during a class or session, a student's absence would not excuse the student's responsibility to meet the deadline. Students will be expected to engage in learning during the regularly scheduled hours of the school day.

### **Classroom Environment**

Classrooms are arranged to maximize space between seating and desks.

Teacher and other staff desks are at least six feet away from student desks. Clear desk shields have been placed on every teacher's desk to increase safety between students and staff members.

Teachers will implement social distance procedures into classroom routines.

### **Cohorting**

To assist with contact tracing and minimize contact, grade levels will be divided into two cohorts based on the first letter in their last name. **See daily building operating schedule on page 12.**

#### **Cohort 1 - A to K / Cohort 2 - L to Z**

Cohort 1 will receive in-person instruction at the school on Monday and Tuesday of each week and continue with remote learning Wednesday, Thursday, and Friday facilitated by both synchronous and asynchronous learning. Cohort 2 will receive in-person instruction at the school on Thursday and Friday of each week and receive remote learning on Monday, Tuesday, and Wednesday facilitated by both asynchronous and synchronous learning. Wednesday of each week will be 100% virtual learning for all students and staff.

## **Virtual Learning Guidelines**

- During virtual learning sessions the following guidelines will be in effect:
- Students must attend the entire class/virtual session, and return digitally when directed, and/or complete the asynchronous learning activity.
- Students are expected to bring their chromebooks fully charged, as well as their charger.
- Students will be required to have their video on and be visible on camera during whole-class sessions, break out sessions, and support sessions unless approved by building administration.
- Students will have their first and last names as identifiers during each live session and use their Township of Union school account.
- Students may be denied access to class if they do not login with their district email account.
- Students will have blank or non-descript backgrounds. Students with distracting backgrounds will be asked to remove them.
- Students will set up a workspace and commit to a location for the entire session. The workspace should have all materials needed set up and ready for use.
- Recording of live lessons is prohibited. Any use of a teacher or other students' image is always inappropriate.
- Students may use the chat feature to communicate with the class when "mute all" is on. Expectations for conduct extend to the chat feature.
- Students will abide by the class rules and expectations their teachers have outlined.

## **Attendance Policy**

The Township of Union Attendance Policy applies to both In-person and Virtual learning classes. All students are to be present at all times during a live lesson. Staff will take attendance utilizing Genesis for both In-person Hybrid and Virtual students. We understand this is an unpredictable time and attendance may be challenging for some students. To assist us in preventing learning loss to the best of our ability, it is important that students are actively engaged in the learning process as much as possible.

## **Entering School**

Students must wear a mask/face covering when entering the building.

The students may enter the building through:

- **Exit 1** - Main Entrance
- **Exit 9** - Gruber Avenue (*bus students only*)
- **Exit 10** - Gruber Avenue
- **Exit 23** - Rock Entrance

Students should maintain a proper social distance when they are in the parking lot, on a sidewalk, entering the building, and walking through the hallways.

Students who arrive late must enter through the Attendance Office entrance and check in with Attendance Office personnel.

## **Exiting School**

Students will exit the building immediately upon the completion of their last class. Grab and Go lunches will be available at the main entrance, "Rock" door and Library door beginning at 11:35am.

### **Early Dismissal**

Parents requesting an early dismissal must send an email referencing the student's name, grade and reason to Mr. DeBellonia, Attendance Coordinator ([adebellonia@twpunionschools.org](mailto:adebellonia@twpunionschools.org)).

Students being dismissed early by a parent must sign out in the Attendance Office before exiting the building. Parents must wait in the vestibule for their student. Verification of ID and student information will be conducted through the vestibule intercom.

## **Student Travel Between Classes**

Students are expected to meet the social distancing guidelines at all times while entering, exiting, and moving throughout the building. Students are not permitted to gather in the hallways, cafeteria, library or common areas at any time. Students will walk on the right side of all hallways and staircases and take the most direct route to class.

## **Classroom Expectations**

Teachers must maintain assigned seating to assist with contact tracing in the event that a student is identified as being diagnosed with COVID-19. All seating should maintain guidelines for distance, face in the same direction, and be six feet from where the teacher's desk is located.

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Students are encouraged to wipe down their learning area prior to the start of instruction. Disposable sanitizer wipes will be provided by the classroom teachers.

All teachers should maintain a bathroom sign out form to assist with contact tracing should a student be diagnosed with COVID-19.

Seating should not be moved by students at any point unless directed by the teacher.

When entering a classroom, students must go directly to their assigned seats.

When leaving a classroom, students will be dismissed starting with the seat closest to the door. No student should leave their seat until dismissed.

Many **hallways** have been clearly marked with **one-way arrows**. Students must adhere to the direction specified in each of these areas when passing between classes.

All shared spaces will be disinfected nightly. Students should bring in their own materials whenever possible to avoid sharing. In the event a school item is used, the student should clean the item before it is returned.

Students interested in receiving extra assistance from teachers will make an appointment with their teacher during the allocated virtual afternoon support time.

Lockers will not be utilized. Students will be permitted to travel to classes with a backpack containing their belongings.

No student is permitted to eat in class unless deemed medically necessary. Approval and further instructions will be provided by the school nurse for approved cases.

### **Water Fountains**

All Union High School water fountains will not be used until further notice. Students are encouraged to bring their own water. To drink from their desk with minimal risk, students should be encouraged to use a bottle that they can sip from while pulling the mask up to expose their mouths while still covering their nose, rather than pull it down completely. Hydration is important in maintaining proper health. Please encourage your students to be mindful of maintaining proper hydration and to not deprive themselves unintentionally of drinking enough water.

### **Bathroom Procedures**

No more than one student can leave the classroom at a time for any reason that does not involve the main office, nurse's office, or Counseling/SAC offices. All hallway travel and time out of the classroom will be recorded to help with contact tracing.

Students must practice good hand hygiene by washing with soap and water for more than twenty seconds.

## **Physical Education**

During in-person learning, Physical Education teachers have been tasked when possible to create activities, games, and exercises that allow for social distancing and minimal usage of equipment while keeping their students active and safe.

## **Elective Courses**

### **Music & Art**

Classes will be reorganized to emphasize social distancing and may require reductions in typical class sizes. This will potentially include alterations to traditional class expectations. Playing instruments and singing may only happen in small groups while other students complete virtual course activities and work until they can meet with the teacher. Students will use their own equipment to avoid sharing.

## **Counseling**

School Counselors and Student Assistance Counselors (SACs) are available to meet via Zoom or Google Meet with 100% Virtual students and Hybrid students (on home-learning days). The physical counseling offices are open to Cohort 1 and 2 students on their In-person days. Students should schedule an appointment with their Counselor using the Google calendar. Staff will call the Counseling Office to ensure availability before sending a student. Students will not be permitted into offices without a pass. Students will maintain proper social distancing with all persons and keep masks on at all times.

## **Athletics**

The Township of Union Public Schools believes that it is essential to the physical, mental, and social-emotional well-being of Union students to safely re-engage in extracurricular experiences, physical activity, and athletic competition. Returning to play does not mean a return to "normal." While re-socializing to an activity, we are still responsible for doing our part in preventing the spread of COVID-19. Any consideration of returning to physical activity and athletic competition must adhere to all requirements set forth under the executive orders of NJ Governor Phil Murphy, account for the health and safety of all participants, and abide by the recommendations made by the NJSIAA.

## **Busing**

Students will be required to wear a mask the entire time they are on the school bus. A mask will be provided for students who do not have one.

The driver will load the bus rear to front. The driver will unload the bus front to back to ensure physical distancing. School bus drivers will make sure the bus is set up and labeled for proper social distancing.

Students are to remain in the same seat during the entire ride. As weather permits, windows will remain open to increase air circulation. Buses will be cleaned after each transportation run is complete.

## **Contact Tracing**

The school nurse will notify parents/guardians whose students have been identified as being in “close contact” of a person with a positive case. Public health officials will also contact those individuals to outline the next steps the student’s family should take.

It is important to note that not all families will be notified of every case related to a school community. Families whose children are directly affected by the cases (such as if their child was a close contact of the person with the positive test result or if the impact of the case or cases is more extensive) will be notified.

Contact tracing is a confidential and private process. The Township of Union Public Schools and public health employees cannot and will not release the name or other private information about a student or staff member who may have come in contact with someone at school with a verified/confirmed case of COVID-19.

If the impact is widespread or if a cluster is identified by public health officials, parents and staff members at the affected school will be notified by the Principal via the district's mass notification system.

## IMPORTANT LINKS

### Federal

[CDC guidance for schools](#)

[CDC Guidelines on Cleaning and Disinfecting](#)

### CDC Training Videos

[How to Wear a Mask](#)

[Handwashing](#)

[Social Distancing](#)

[COVID-19 Stop the Spread of Germs](#)

[11 Symptoms of COVID 19 \(Coronavirus disease\) - Updated CDC guidance](#)

[Taking Care of Your Daily Health During COVID-19](#)

### State

[New Jersey COVID-19 Information Hub](#) - Testing & Vaccination Information

[New Jersey Department of Health](#)

[New Jersey Department of Education COVID-19 Guide](#)

### Local

[Township of Union Public Schools](#)

TUPS Contact Tracing Protocols

[Genesis Parent Portal](#)

[Policies](#)

[Athletics](#)

**Note: The sections of this COVID-19 Handbook Insert supersede sections of the Student Handbook for 2020-2021 until rescinded.** Please understand that knowledge about the COVID-19 virus and the best practices to respond to the pandemic still continue to evolve. For this reason, guidance, plans and policies related to returning to school will also evolve. Union High School will adapt to those changes and update this guide as needed in an effort to maintain a safe and healthy environment. The content in this handbook is not inclusive of all procedures and protocols.

**Union High School  
Hybrid and 100% Virtual Schedule**

Time	A Day	B Day
7:35am - 7:55am	Homeroom	Homeroom
8:00am - 8:50am	Period 1	Period 2
8:55am - 9:45am	Period 3	Period 4
9:50am - 10:40am	Period 7	Period 6
10:45am - 11:35am	Period 9	Period 8
11:35am - 12:35pm	Lunch	Lunch
12:35pm - 2:35pm	Student Support Time (Asynchronous)	Student Support Time (Asynchronous)

## Student Symptom Screening Checklist

**Have any of the students you are dropping off had close contact (within 6 feet for at least 15 minutes) in the last 14 days with someone diagnosed with COVID-19, or has any Health Department or Health Care Provider been in contact and advised you to quarantine?**

**No contact.** Your student can be at school if they are not experiencing symptoms.

**Yes, contact.** Your student should not be at school. The child can return 14 days after the last time the child came in contact with someone with COVID-19, or as listed below.

**Do any of the students you are dropping off have any of these symptoms?  
*Fever, Chills, Shortness of Breath/Difficulty Breathing, New Cough, or New Loss of Taste/Smell, Nausea, Upset Stomach, Diarrhea, Headache, Dizziness.***

**No, symptoms.** Your student can be at school.

**Yes, symptoms.** If yes, your student should go home, stay away from other people, and a family member should call the child's healthcare provider or public health.

**Since they were last at school, have any of the students you are dropping off been diagnosed with COVID-19?**

**No, diagnosis.** Your student can be at school if not experiencing symptoms.

**Yes, diagnosis.** If your student is diagnosed with COVID-19 based on a test, their symptoms, or does not get a COVID-19 test but has had symptoms, the student should not be at school.

# Union High School

## Daily Procedures

### Arrival:

1. Parent drop off will be no earlier than 7:15am.
2. Parents must remain in their vehicle.
3. All students will enter through the designated entrances and wear a mask.
4. All students and staff will use hand sanitizer when entering and leaving the building.
5. Students will proceed directly to their assigned homeroom.

### Lunch Distribution:

1. Bagged lunches will be distributed at the main entrance, "Rock" door and Library door for any student wishing to receive a lunch beginning at 11:35am.

### Visiting the Nurse:

1. Limit visits to the nurse's office for non-medical conditions.
2. Staff will call the nurse's office when a student is in need of assessment. The staff member will provide the following information over the phone. Students will stop at the nurses office door and wait for a temperature check. The student will provide the nurse with a pass completed by the teacher.
3. Students will stand in the appropriate social distancing floor markings outside of the office.
4. If the student has a temperature of 100.4 or greater, or displaying any of the identified COVID-19 symptoms he/she will be instructed to go directly to the isolation room where parents will be notified and children will be monitored.
5. The parents should pick up the children within 60 minutes once notified by the nurse.
6. If the student does not have a temperature, he/she will be seen by the nurse for further assessment.

### Bathrooms:

1. Bathrooms should have no more than 2 students at a time.
2. Use the bathroom with their mask on, and thoroughly wash their hands after finishing.

### Hallway Movement and Class Changing:

1. Students will sanitize before leaving a classroom and when entering their next classroom.
2. Students will not have lockers. All belongings and supplies will need to be carried in student backpacks. Please try to bring essential supplies and materials only, as space is limited.

### Dismissal:

1. Dismissal is at 11:35am.
2. Parents must remain in their cars and follow all local municipality parking enforcement laws.
3. Students should not gather and must depart the school grounds as quickly as possible.
4. Security/Staff will be monitoring dismissal procedures to ensure that all safety protocols are being followed.