



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

Burlington County Institute of Technology-District: 0610

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.

DRAFT

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

LEA Name: Burlington County Institute of Technology-District Code : 0610

Date (mm/dd/yyyy): June 9, 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:** BCIT faculty, staff, and students will follow all protocols, policies, and guidelines set forth by the CDC, BCDOH and in accordance with current recommendations from the Office of the Governor of New Jersey. BCIT faculty, staff, and students will bring their own masks and wear them at all times. Masks must cover the mouth and nose at all times while on campus, both inside and outside on district property. Proper guidelines for wearing masks is subject to change pursuant to the recommendations provided by the CDC, BCDOH, and the Office of the Governor of New Jersey. Gaitors and shields may not be used as a substitute or replacement for masks unless prior approval is received due to circumstances which may impact the health, safety, or medical condition of a BCIT faculty, staff, or student. BCIT students riding a bus to and from school which is owned and operated by a sending school district, or a third party provider, are subject to all policies and procedures regarding the requirement to wear masks, or if a relaxed or temporary procedure is established at any time during the 2021-2022 school year. All policies and procedures regarding the wearing of masks set forth by a sending district, or third party provider, are and are pursuant to all updates from the CDC, BCDOH, and the Office of the Governor of New Jersey must be followed consistently and all times throughout the 2021-2022 school year.

Additional PPE will be provided to BCIT faculty and staff when extenuating circumstances may impede the health and safety for staff and students. Consideration and temporary removal of masks may occur based on the recommendations of the CDC, BCDOH, and the Office of the Governor of New Jersey when applicable and in all instances such as those where prudent decision making would relax mask wearing procedures due to excessive heat or limited ventilation.

B. **Physical distancing (e.g., including use of cohorts/podding):** All BCIT students must come through the student entrance at the BCIT Medford and Westampton Campus locations. No one is permitted to enter or exit either building through any other door. BCIT faculty, staff, and students will continue to follow all 6ft social distancing guidelines when at all possible, and in accordance with the recommendations from the CDC, BCDOH, and the Office of the Governor of New Jersey. BCIT faculty and staff will ensure desks/chairs are facing the same way and not towards each other and refrain from moving furniture including all desks and workstations to keep social distancing protocols in place. Floor signs and markings will display “stay right and left” and will continue to guide travel in the hallways and throughout large common areas such as the gymnasium, the media center, or the cafeteria to maximize the space in between people. Additional and appropriate signage will display messages of health and safety for all applicable protocols and procedures to support social distancing guidelines and best practices.

C. Handwashing and respiratory etiquette: The faculty, staff, and students at BCIT shall utilize good hygiene techniques/practices. All BCIT faculty, staff and students are to use hand sanitizing stations frequently and practice the appropriate protocols for the use of proper handwashing techniques. No close contact with others will be allowed. BCIT policies and procedures will identify safety practices to limit the use of shared objects, including Career and Technical Education shop equipment, technology devices, and any other equipment that can be considered for more than one time use. Shared objects, such as universal tools must be wiped down with the appropriate cleaning agent provided by the district. All BCIT faculty, staff, and students should wash their hands after utilizing the cleaning agent and wear protective eyewear when applicable.

D. Cleaning and maintaining healthy facilities, including improving ventilation: In conjunction with the protocols identified by the CDC and in correlation with the guidance documents provided by the BCDOH, BCIT will consider the [type of surface](#) and how often the surface is touched. Generally, the more people who touch a surface, the higher the risk. BCIT will prioritize cleaning high-touch surfaces and practice frequent cleaning when needed and when the space is occupied by [young children](#) and others who may not consistently wear masks, wash hands, or cover coughs and sneezes (BCIT Child Care Program).

In most situations, regular cleaning (at least once a day) at BCIT will be sufficient to remove viruses that may be on surfaces. However, if certain conditions apply, disinfection may be used after cleaning. High-touch surfaces must be cleaned at least once a day or as often as determined is necessary. Examples of high-touch surfaces include: pens, counters, tables, doorknobs, light switches, handles, stair rails, elevator buttons, desks, keyboards, phones, toilets, faucets, and sinks (CDC, 2021).

The BCIT district has obtained all required and recommended cleaning supplies to ensure that rooms are disinfected properly and often. District administration has reviewed “The Road Back” document provided by the NJDOE and other updates regarding cleaning including best practices and minimum requirements. BCIT has ordered wipes, disinfectant cleaners, portable plexi- glass shields; gowns, booties, gloves, and masks for staff and student use. The use of a disinfectant mister will continue, as well as the other identified cleaning protocols included in the district’s Restart and Recovery Plan. The Restart and Recovery Plan document also provides custodial staff a guideline for cleaning and disinfecting the school campuses. The use of multiple cleaning products are needed to target the specific outcome we are trying to achieve. Some products and methods aim towards cleaning, while other products' primary focus is disinfection as outlined below:

- **Cleaning-** Removes germs, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.
- **Disinfecting -** Kills germs on surfaces or objects. Disinfecting works by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

Through proper cleaning and disinfecting practices, our staff can ensure the highest level of safety for our students, staff, and visitors. Areas in need of routine cleaning include, but are not limited to:

- Public/Staff/Student entrances, exits, hallways, water fountains, classrooms, faculty lounges, cafeteria/dining areas, kitchen areas, gymnasium, bathrooms, administrative offices, fitness rooms, nurse's office, and locker rooms.
- High Target Areas identified may need more routine cleaning. These areas are identified as: Public/Staff/Student entrances, exits, doorway handles, door knobs, panic bars, and railings. Hallway trash cans, water fountains, and vending machines. Classroom door handles, desk tops, chairs, light switches, and pencil sharpeners. Gang bathroom sinks, toilets, urinals, door handles, and soap dispensers. Cafeteria tables tops, door handles, railings, etc. Faculty lounge tables, door handles, microwaves, refrigerator handles, and vending machines. Visitor interaction areas such as the main office, guidance counselor office, CST office, and common areas.
- Ventilation systems will be monitored and the replacement of the Merve 13 Filters which are currently provided at each BCIT campus location.
- All HVAC repair and maintenance items reported to the BCIT Administration and the BCIT Buildings and Grounds Department will be assessed and repaired in a timely manner.

E. Contact tracing in combination with isolation and quarantine, in collaboration with the State, local, territorial, or Tribal health department: BCIT faculty, staff, and students will be required to complete a COVID-19 Screening Form . All faculty, staff, and students will be responsible to report a change in medical status or as a result of increased symptoms related to COVID-19. Faculty, staff, students and families should report all changes to their health conditions, stay home if they are sick, and report all potential or positive cases of COVID-19 to the BCIT School Nurse or BCIT Administrator when applicable. BCIT Administration and the BCIT School Nurse will work in collaboration with the parents or guardians, and all faculty and staff to contact trace and report all instances of COVID-19 that occur on campus, or which may impact the health and safety of others outside of the BCIT learning community.

BCIT will continue to monitor visitors involving external groups or organizations as much as possible especially with people who are not from the local geographic area (for example, not from the same community, town, city, county). Require all visitors to wear masks and remain physically distanced 6 ft apart from others whenever possible. Visitors should sign in at the main office at both BCIT locations, will be required to fill out a paper COVID-19 Screening Form, and have a temperature check performed before entering the building. BCIT Isolation Rooms will be collapsed to accommodate the needs of classroom space upon the full return of the faculty, staff, and students at both BCIT campus locations in the fall of 2021. BCIT students will be monitored for reported symptoms and increased levels of symptoms. Parents and guardians will be contacted and required to pick up their student from the campus if necessary. When COVID-19 symptoms occur at school, students and staff will be monitored in a secure and distanced location under the supervision of the school nurse, school administration, and those trained and properly fitted with N95 Masks to supervise isolation areas and potential COVID-19 cases.

F. **Diagnostic and screening testing:** Pre-Screening/Symptom Monitoring/Mandatory Reporting to Parents/guardians, students, and to staff are required in all potential case instances. All faculty, staff, and students are required to complete a COVID-19 Screening Form at home before reporting to school or work. Employees and parents/guardians of students must complete a COVID-19 Screening Form before entering the building. Employees and students will not be allowed into the building until this form is completed and verified by a BCIT School Administrator or designee.

G. **Efforts to provide vaccinations to educators, other staff, and students, if eligible:** BCIT administration will continue to provide educators, other staff, and students with information from the CDC and the BCDOH regarding updates on health and safety protocols and information regarding vaccination options and distribution locations throughout Burlington County. <https://www.co.burlington.nj.us/1889/COVID-19-Vaccinations>. <https://covid19.nj.gov/pages/finder>. <https://www.nj.gov/health/>. For assistance, please reach out to NJ COVID vaccine hotline at: 1-855-568-0545. You may also find more information here (<https://acl.gov/COVID-19>) for individuals with disabilities.

H. **Appropriate accommodations for children with disabilities with respect to the health and safety policies:** The Director of Pupil Personnel will work with BCIT faculty, staff and administrators to monitor the academic, as well as the social, emotional, and intellectual needs of all students with disabilities. Child Study Team Members, Case Managers and other appropriate BCIT faculty and staff will monitor student progress and maintain the highest level of communication with all parents and guardians to ensure student safety and success during the 2021-2022 school year. Annual IEP Meetings and periodic progress reports will also continue to be utilized to monitor student progress and needs for intervention when applicable and as aligned to the BCIT policies and procedures for IR & S screening and services.

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):** BCIT is leading the charge for student remediation opportunities and to combat various levels of learning loss by providing push in supports for math and language arts, in addition to additional remediation programs for all other subject areas when applicable. Students are provided with organized, after school support groups and small classes, as well as additional learning opportunities which include one to one or small group academic support during scheduled office hours with BCIT instructors. Futuristic plans to increase remediation and academic support opportunities are further designed to analyze additional academic needs for a diverse population of learners. The use of ESSER II Funds and other grant offerings ongoing during the 2021-2022 school year will continue to support the additional financial needs and support for academic remediation, and to support all social, emotional, and intellectual needs of BCIT students. Training and professional development opportunities will continue to drive meaningful and relevant experiences for all educators to provide educators with the resources and support to guide needed to improve academic performance and the SEL needs of all learners, their families, and the BCIT faculty, staff, and administration.

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 LEA has posted the BCIT NJDOE Safe Reopening Plan on the district website for review and feedback from our valued community stakeholders. Continuous updates and communication to the community will be available via blackboard and through the Genesis Parent Portal. The BCIT Learning Community is welcome to attend and speak at monthly Board of Education Meetings. The opportunity for public comment and discussion will also be listed on the Superintendent's Agenda at the June 17, 2021 Board of Education Meeting. Central office administration will continue to work with all local and state organizations to ensure the most current information regarding COVID-19 health and safety practices and protocols is available to all students, families, and the community. Members of the BCIT Learning Community are also welcome to email their comments and suggestions to BCITSafereturn@burlcoschools.org.

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):** BCIT will utilize a plan that is written in easily understandable language along with a format that has bullets, titles, subtitles, and a table of contents to assist readers. The plan is available via social media and our ADA compliant district website.

Hardcopies may be requested. Parents with limited English proficiency may request a copy of their native language. All hardcopy requests should be sent to BCITSafereturn@burlcoschools.org