

# **PROCEDURES FOR THE 2021-2022 RE-OPENING OF SCHOOLS: PARENT MANUAL**

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Superintendent of Schools



Chancellor Avenue School  
Hubert Ato-Bakari Chase- Principal

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## Overview

Creating a connection with the Irvington School Community has never been more important. The past year has required us to work together and communicate to best serve our students and support their learning. Irvington Public Schools is committed to ensuring all students have the necessary resources to stay connected. 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 child's education.

To maintain a strong sense of family and to keep you updated, please make sure you update your most recent contact information, including your email address and cell phone number with your child's school.

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 family 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/Synchronous:** All students attend classes physically in-person.

**Hybrid:** Students attend classes at home, in real time, simultaneously with peers who attend in-person.

**Remote Instruction:** Where the students and teachers are not physically present in a classroom environment, rather instruction is through technology tools such as Chromebook.

**Asynchronous:** Students learn from home, 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 IPS 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. 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 child.

## **Prevention Measures**

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

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

Review health and safety expectations with your child.

Send your child in every in-person day with a clean face covering that securely covers the 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 Irvington 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 situations listed below. In all cases, appropriate three-six feet physical distancing is required:

- While drinking
- During physical education classes when outdoors, when activities can occur with proper social distancing between individuals.
- Eating
- Mask breaks

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 professional 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.

The district will provide 2 reusable masks to each student. A supply of disposable face coverings for individuals/students who arrive at a district building without one, or while boarding school transportation will be provided one by the district. In the event a mask is damaged during the day, one will be provided by the

school. **Gaiters, bandanas, and masks with one-way valves, and comparable items**, do not comply with this CDC guidance and are not permitted in district buildings or buses.

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 cover at school will be reviewed with the student. Every effort will be made to have students comply with these requirements so they may remain in school. ***If the student still refuses to comply, parents will be called and the student will be sent home.***

## **Visitor Policy**

Visitors will be limited from entering the school building except for contracted service providers and those deemed necessary by building administrators. All visitors must make appointments before entering any district buildings. 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
- Required to enter through the temperature scanner
- 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 or greeter. 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 area in the main entrance vestibule.

Please note that anything of value is not the responsibility of the school district.

## **Learning Expectations**

All students are expected to meet deadlines as set by their teachers. If there are special circumstances, please notify the teacher and/or administration.

Students will be expected to fully engage in learning for the entire duration of each school day.

## **Classroom Environment**

Classrooms are arranged to maximize space between seating and desks while maintaining compliance with the CDC guidelines. Clear desk shields have been placed on every teachers' desk, as well as students' desks, to increase safety between students and staff members.

Teachers will implement distance procedures into classroom routines.

## **Attendance Policy**

The IPS Attendance Policy is in accordance to the NJDOE Compulsory Attendance Law. The New Jersey Statutes, Title 18A: 38-25 states that; “Every parent, guardian or other person having custody and control of a child between the ages of 6 and 16 years, shall cause such child to regularly attend the public school. Such regular attendance shall be during all the days and hours that the public school is in session, unless it is shown to the satisfaction of the Board of Education...that the ...bodily condition of the child is such as to prevent his/her attendance... A parent...who shall fail to comply with any of the provisions...shall be deemed a disorderly person and shall be subject to a fine...”

As you already know, please call and/or email the school main office if your child will be absent. Always report your child’s absence daily. Call the main office at **(973)-399-6858 x 2802** between 7:05 and 9:45 a.m. Only parents/guardians may call the main office to report attendance.

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.

“When a child is absent from school, a note from the parent or legal guardian explaining the “excused” reason should be given to the scholar’s homeroom teacher. Excused absences are defined as follows:

- A.) Illness
- B.) Recovery from an accident
- C.) Required court attendance
- D.) Death in the family
- E.) Religious observance
- F.) Medical appointments.

Upon returning to school, scholars are responsible for making up any missed assignments in a reasonable amount of time as set forth by the teachers.

For three (3) or more consecutive days absent, a doctor’s note must be submitted to the school nurse. Parents and/or legal guardians, should make every effort to notify the school if a child is going to be absent for a prolonged period of time.

## **Entering School**

Please note the following entry points for your child.

All students will arrive at **8:27 a.m.** and enter through designated doors.

- Grades K and 1 will meet their teachers on the playground and enter Door #3 with their teachers.
- Grades 2 and 3 will enter through Door #2 (Park Place Middle Door)
- Grades 4 and 5 will enter through Door #1 (Chancellor Avenue main door)

### **Note: Inclement Weather Entry:**

**Grades K and 1 will enter Door #3 directly and go to the Gym to meet their teachers.**

Grades 2 and 3 will enter Door #1 as usual.

Grades 4 and 5 will enter Door #1 as usual.

\*Times and locations are subject to change. Families will be notified of any changes.

In order to expedite the arrival process, please make sure your child is wearing a mask prior to arriving at the

building and approaching the temperature scanner machine.

Floors and hallways are marked for safe student and staff movement. These markings should be followed during entrance to school, exit from school, and walking through the hallways.

Students must properly wear masks while on school grounds. ***No student should enter the building without properly wearing a mask.***

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 main entrance and check in at the security desk.

Lockers will not be utilized in the building. Please have your child(ren) wear a coat or layered clothing due to cold classrooms for ventilation purposes.

## **Exiting School**

**Students will dismiss through designated doors.**

- Grade 5 will exit through Door #5(Nesbit Terrace Middle Door)
- Grade 4 will exit through Door #4(Nesbit Terrace Rear Door)
- Grade 3 will exit through Door #3 (Park Place Rear Door)
- Grade 2 will exit through Door # 2(Park Place Middle Door)
- Grades K and 1 will exit from the playground

### Parent Sign-Out Procedures:

1. Grades K and 1 will be brought to the playground by their teachers.
  - a. Each class will have a designated color to denote grade and section
  - b. Parents will also have the corresponding color and will line up in an orderly fashion observing social distancing protocols.
  - c. Parents **must show proper ID** to retrieve their children.
  - d. Teachers will check-off the parent for the day and dismiss the student to that parent
2. In the case of inclement weather, student will be dismissed using the following procedure.
  - a. Grade K and 1 will be brought to the Gymnasium and instructed to sit in designated areas observing social distancing protocols.
  - b. As parents (or designee) arrive for pick-up, teachers will check-off the student to denote proper dismissal.
3. A daily sign-out sheet showing the parent/guardian or pickup sibling's name, date and time will be provided by each teacher. Parents or designee will sign-out the student using the daily sign-out sheet.
4. Parent/guardian or designee must show ID (State Issued) before retrieving the student.



Note: Parents should complete an updating form to state which family members will be picking up the student.

\*Times and locations are subject to change. Families will be notified of any changes.

### **Early Dismissal**

Parents requesting an early dismissal must contact the building main office prior to arrival at (973) 399-6858. Students being dismissed early by a parent must sign out at the security desk in the lobby 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.

### **Late Pick-up of Students**

Students are expected to be picked up on time at their designated pick-up location. All late pick-ups will be from Door 1/Chancellor Main Door.

### **Student Travel Within Building**

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 will take the most direct route to their destination.

### **Classroom Expectations**

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

- Students will not be permitted to share any textbooks, computers, snack, or any other materials. When applicable students will receive individualized resources for classroom use.
- All teachers will 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 the school students must go directly to their classroom.

## **Water Fountains**

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.

## **Bathroom Procedures**

No more than two students can leave the classroom at a time for any reason that does not involve the main office, nurse's office, or counseling office. All hallway travel, and time out of the classroom, will be recorded by the teacher to help with contact tracing. Each teacher will have a log for this purpose. Students will use hand sanitizer before leaving, and after re-entering their classrooms. This will be in addition to handwashing.

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

## **Physical Education**

Physical Education (PE) 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. All PE activities will take place outside weather permitted.

## **Specials**

### **Music, Art, World Languages, Computers, and Health**

PE will be the only class in which students will travel to the gym. For all other specials, the students will remain in the classroom and the teacher will travel to the class.

## **Support Services**

School counselors, Health and Social Services Coordinators, and Parent Coordinators will continue to support and remain available for all remote and hybrid students. Our support personnel will work with parents, teachers and students to create a supportive environment that will help each student achieve to the best of his/her ability. The counselor, Ms. Vanessa Jean Louis is also available to speak and meet virtually with any parent to discuss concerns and can be reached at **973-399-6858 x: 2811**. The Health and Social Services Coordinator and Parent Coordinator can be reached by calling the schools main office.

## **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**

Contact tracing is the process used to identify persons who have come into contact with someone who has tested positive for COVID-19.

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 next steps the student’s family should take.

It’s 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 Irvington 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 FACTORS:**

If the IPS becomes aware that an individual who has spent time in a district facility tests positive for COVID-19, district officials must immediately notify local health officials, as well as staff and families as appropriate, of a confirmed case while maintaining confidentiality.

Upon notification that a student or staff member has tested positive for COVID-19, the local health department will work in conjunction with the District Contact Tracer and building principal to determine the close contacts of the individual.

All close contacts will be contacted and health department recommendations to quarantine will be advised.

- A close contact is defined as being within 6ft for a period of at least 15 minutes with or without a mask.

**District Contract Tracer** will be provided with the following information when collaborating with the Health

## Department

- Identity of person
- Date the person with COVID-19 was last in the building(s) and what type(s) of interactions the person may have had with other people, how long their interactions were with other people in each building, and if other persons in the buildings have developed symptoms.

## Nursing Plan

- Students and staff are highly encouraged to stay home if they are sick. If an individual arrives to school with COVID-19 symptoms, they will be sent home until CDC clearance criteria for return to school is met.
- Updated sick day rules to adhere to CDC guidance outline when students are allowed to return to school after an illness-time (extended to 72 hours).
- Isolation room will be made available for students and staff with symptoms of COVID-19 while waiting to be picked up from school. Plexiglass will be installed in the isolation room.
- Plexiglass barriers will be installed in the nurse's office.
- Hand sanitizer dispensing units will be placed at each health office entrance.
- Students and staff must clean hands before entering and leaving nurse's office.
- The school nurse will notify the custodian when the isolation room has been used-must be sanitized between each use.

## Elementary Schedule

### Full Day: 8:27am – 2:50pm

Period.	Bell Schedule
Convocation	8:27am-8:40am
1	8:41am-9:26am
2.	9:27am-10:12am
3	10:13am-10:58am
4	10:59am-11:44am (Grades K &1 Lunch)
5	11:45am-12:30pm (Grades 2 & 3 Lunch)
6	12:31pm-1:16pm (Grades 4 & 5 Lunch)
7	1:17pm- 2:02pm
8	2:03pm-2:48pm
Homeroom	2:48pm-2:50pm

**Half Day: 8:27am - 12:30pm**

<b>Period.</b>	<b>Bell Schedule</b>
Convocation	8:27am-8:40am
1	8:42am-9:08am
2	9:10am-9:36am
3	9:38am-10:04am
4	10:06am-10:32am
5	10:34am-11:00am
6	11:02am-11:28am
7	11:30am-11:56am
8	11:58am-12:24pm
Homeroom	12:26pm-12:30pm

**Delayed Opening: 10:00 am – 2:50pm**

<b>Period.</b>	<b>Bell Schedule</b>
Convocation	10:00am-10:05am
1	10:05am-10:40am
2	10:40am-11:15am
3	11:15am-11:50am
4	11:50am-12:25pm (Grades K & 1 Lunch)
5	12:25pm-1:00pm (Grades 2 & 3 Lunch)
6	1:00pm-1:35pm (Grades 4 & 5 Lunch)
7	1:35pm-2:10pm
8	2:10pm-2:45pm
Homeroom	2:45pm-2:50pm

## Student Symptom Screening Checklist

**Have any of the students 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 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 stay home, be quarantined, 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 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.

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### Daily Procedures At-A-Glance

#### Arrival:

1. Students may be dropped off no earlier than 8:27am.
2. All students will enter through their designated entrances, wearing a mask and a temperature check.
3. All students and staff will use hand sanitizer when entering and leaving the building.
4. Students will proceed directly to their assigned classroom.

#### Lunch:

1. Students will be escorted to the cafeteria and observe entrance and exit procedures
2. Students will sanitize hands before entering and upon exiting the cafeteria
3. All students will sit facing the same direction.
4. Students will remain seated until dismissal from the cafeteria.
5. Students will exit cafeteria in an orderly fashion.

#### Visiting the Nurse:

1. Limit visits to 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 nurse's office door and wait for a temperature check.

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 degrees Fahrenheit 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.

#### Bathroom:

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

#### Hallway Movement:

1. Students will sanitize their hands upon leaving, and entering any office or classroom.
2. Please try to bring essential supplies and materials only, as storage space is limited.
3. Students and staff will always stay to the right when moving through the building. There will be no passing in the hallways.
4. There will be signage in the building indicating the flow of pedestrian traffic. Teachers will review these procedures with students.

#### Dismissal:

1. Parents, and authorized adults, will legally park their cars and follow all local municipality parking enforcement laws.
2. Students should not loiter after dismissal and should depart the school grounds as quickly as possible.
3. Staff will be monitoring dismissal procedures to ensure that all safety protocols are being followed.

## **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](#)
- <https://www.njmentalhealthcares.org/>
- <https://www.nj211.org/mental-health-resources>