



Annual Integrated Pest Management Notice For School Year 2023 - 2024

Dear Parent, Guardian, or Staff Member:

This notice is being distributed to comply with the New Jersey School Integrated Pest Management Act. Northfield Community School has adopted an Integrated Pest Management (IPM) Policy and has implemented an IPM Plan to comply with this law. IPM is a holistic, preventive approach to managing pests that is explained further in the school's IPM Policy included with this notice.

All schools in New Jersey are required to have an Integrated Pest Management Coordinator (IPM Coordinator) to oversee all activities related to IPM and pesticide use at the school.

The IPM Coordinator for Northfield Community School is:

Name of IPM Coordinator: Ed Bagnell

Business Phone number: 609-380-4000

Business Address: 2000 New Road, Northfield, NJ 08225

The IPM Coordinator maintains the pesticide product label, and the Material Safety Data Sheet (MSDS) (when one is available), of each pesticide product that may be used on school property. The label and the MSDS are available for review by a parent, guardian, staff member, or student attending the school. Also, the IPM Coordinator is available to parents, guardians, and staff members for information and to discuss comments about IPM activities and pesticide use at the school.

As part of a school pest management plan, Northfield Community School may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and the DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure.

The following items must be included with this annual notice:

- A copy of the school or school district's IPM policy.
- The date, time and place of any meeting if one is to be held for the purpose of adopting or modifying the school integrated pest management policy or plan.
- A list of pesticides that are in use or that have been used in the past 12 months on school property.

NORTHFIELD BOARD OF EDUCATION
Northfield, New Jersey

FILE CODE: 3510
 X Monitored
 X Mandated
 X Other Reasons

Policy

OPERATION AND MAINTENANCE OF PLANT

The Northfield Board of Education is responsible for providing school facilities that are safe from hazards; sanitary; properly equipped, lighted and ventilated; and aesthetically suited to promoting the goals of the district. School buildings and site accommodations shall include provisions for individuals with disabilities pursuant to law and regulations.

The superintendent shall ensure the development and enforcement of detailed regulations for the safe and sanitary operation of the buildings and grounds. The regulations shall be reviewed and adopted by the board, and provided to all staff annually at the beginning of each school year and when any revisions are formulated.

The superintendent and board administrator shall develop a multiyear comprehensive maintenance plan for board approval, to be updated annually.

The district shall ensure barrier free access for all students, staff and visitors to school facilities.

Maintenance and Repair

The Northfield Board of Education recognizes that the fixed assets of this district represent a significant investment of this community; their maintenance is, therefore, of prime concern to the board.

The board will develop, approve, and implement a comprehensive maintenance plan in accordance with the requirements of N.J.A.C. 6A:26-20.1 et seq.

- A. Required maintenance activities shall include but are not limited to the following:
 - 1. Periodic inspection, testing, and certification of building systems or components required to maintain system warranty or guaranty provisions performed in accordance with manufacturer instructions and owner manuals;
 - 2. Periodic service required to maintain system warranty or guaranty provisions performed in accordance with manufacturer instructions and owner manuals;
 - 3. Periodic replacement of consumable parts required to maintain system warranty or guaranty provisions performed in accordance with manufacturer instructions and owner manuals;
 - 4. Repairs or localized replacements of system components resulting from breakage, misuse, or vandalism;
 - 5. Refinishing of interior floors and walls, including preparation, stripping, painting, and refinishing;
 - 6. Consulting services needed to determine required maintenance; and
 - 7. Tests to monitor indoor air quality.
- B. The district shall develop a comprehensive maintenance plan to document prior-year required maintenance activities and expenditures, and the school district's planned required maintenance activities and budgeted costs for the filing year and one subsequent year. The plan shall not include activities for capital maintenance or routine maintenance. The comprehensive maintenance plan shall be submitted to the executive county superintendent by November 15 of every school year accompanied by a district board of education resolution approving the submission of the plan;
- C. The district school facility shall be included in the comprehensive maintenance plan. Other facilities shall not be included in the comprehensive maintenance plan. However, school districts are encouraged to maintain other facilities;
- D. The comprehensive maintenance plan shall contain the following information:
 - 1. For the year prior to the filing year, a list of the completed maintenance activities for each school

OPERATION AND MAINTENANCE OF PLANT (continued)

facility that corresponds to the actual expenditure for each school facility as reported in the school district's most recent comprehensive annual financial report (CAFR) on the schedule of required maintenance expenditures. A copy of the CAFR's schedules of required maintenance expenditures shall be attached to the activities list. The expenditures for required maintenance activities for the years prior to the filing year shall be reported by school facility in the school district;

2. A worksheet in a Commissioner-provided format of total expenditures for required maintenance by school facility for 10 years prior to the filing year, compared to each school facility's required maintenance expenditure amount under N.J.A.C. 6A:26-20.4(d) and (e), as applicable;
3. For the filing year, the required maintenance activities planned for each school facility and estimated costs included in the filing-year budget;
4. For the year subsequent to the filing year the required maintenance activities planned for the school facility and estimated cost and the required annual maintenance budget amount for the school facility;
5. Asbestos abatement activities planned for the year, in conformance with the school district's asbestos management plan pursuant to Asbestos Hazard Emergency Response Act (AHERA), 15 U.S.C. §§ 2641 et seq.;
6. A schedule for required radon testing for each school facility specifying the spaces to be tested every five years pursuant to N.J.S.A. 18A:20-40 and safe drinking-water testing per N.J.A.C. 7:10; and
7. A plan to correct deficiencies identified in the approved long range facilities plan (see board policy 7110 Long Range Facilities Plan) regarding substandard spaces, temporary classroom units, and dual-use spaces approved by the executive county superintendent for use in the school.

Ventilation Systems

Schools and districts must ensure that their indoor facilities have adequate ventilation, including operational heating, and ventilation systems where appropriate. Recirculated air must have a fresh air component. Open windows must be available if air conditioning is not provided and filter(s) for A/C units must be maintained and changed according to manufacturer recommendations.

Facilities Cleaning Procedures to Reduce the Spread of Contagion

The building principal in consultation with the maintenance supervisor shall develop a procedure for increased, routine cleaning and disinfection. The procedure shall include cleaning/disinfecting schedules, targeted areas to be cleaned, and methods and materials to be used, and shall address:

- A. Routinely cleaning and disinfecting surfaces and objects that are frequently touched. This may include cleaning objects/surfaces not ordinarily cleaned daily (e.g., doorknobs, light switches, classroom sink handles, countertops). Examples of frequently touched areas in schools:
 1. Classroom desks and chairs;
 2. Lunchroom tables and chairs;
 3. Door handles and push plates;
 4. Handrails;
 5. Kitchens and bathrooms;
 6. Light switches;
 7. Handles on equipment (e.g. athletic equipment);
 8. Buttons on vending machines and elevators;
 9. Shared telephones;
 10. Shared desktops;
 11. Shared computer keyboards and mice;
 12. Drinking fountains;
 13. School bus seats and windows; and
 14. Playground equipment.

OPERATION AND MAINTENANCE OF PLANT (continued)

- B. Using all cleaning products in accordance with directions on the label. For disinfection most common EPA-registered household disinfectants should be effective. Whenever possible the list of products that are EPA-approved for use against the virus that causes COVID-19 (available on the EPA's website) shall be used. The manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.) shall be used.
- C. Sanitizing bathrooms daily, or between use as much as possible, using protocols outlined by the Environmental Protection Agency (EPA). Additional considerations regarding bathrooms include:
 - 1. Limiting the number of students who can enter at one in order to avoid crowds;
 - 2. Designating staff members to enforce limited capacity and avoid overcrowding;
 - 3. Installing no-touch foot pedal trash cans, if possible;
 - 4. Propping doors open to avoid touching handles; and
 - 5. Including appropriate signage about the benefits of handwashing.
- D. Cleaning and sanitizing drinking fountains and encouraging staff and students to bring their own water to minimize the use and touching of water fountains;
- E. Maintaining hand-sanitizing stations with alcohol-based hand sanitizers (at least 60% alcohol):
 - 1. In each classroom (for staff and older children who can safely use hand sanitizer);
 - 2. At entrances and exits of buildings;
 - 3. Near lunchrooms and toilets.
- F. Supervising children ages 5 and younger when using hand sanitizer;
- G. For classrooms with existing handwashing facilities, preparing stations with soap, water and alcohol-based hand sanitizers (at least 60% alcohol);
- H. Cleaning and sanitizing district vehicles including seats, rails and any highly touched surfaces before each run.
- I. Requiring contracted transportation providers to clean and sanitize seats, rails and highly touched surfaces touched before each run. The district shall collaborate with the contracted service provider to develop these procedures and ensure that they are consistently followed; a checklist may be developed to ensure compliance. The contracted service provider shall collaborate with the district in establishing cleaning/sanitation protocols that are consistent with social distancing practices. The contracted service provider shall ensure that employees are fully trained in the implementation of the established protocols:
 - 1. All personnel responsible for cleaning school buses shall document the cleaning/sanitizing measures taken. Personnel are required to:
 - a. Demonstrate an understanding of the established protocols that must be taken to properly clean and sanitize the bus; and
 - b. Provide a certification that, before the route commenced, the required was process completed as required.
 - 2. The procedures will identify sanitizing agents that may be used and will be limited to products included on the U.S. Environmental Protection Agency's list of products that have shown to be effective against COVID-19.
 - 3. These procedures will likely include two stages: cleaning, which removes dirt and germs from surfaces, and disinfecting, which kills germs on surfaces that remain after cleaning.
- J. Routinely cleaning and disinfecting furniture, recognizing the varying materials used in furniture in each

OPERATION AND MAINTENANCE OF PLANT (continued)

school building;

- K. Providing EPA-registered disposable wipes to teachers and staff so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down before use;
- L. On a regular basis, ordering and stocking adequate supplies to support cleaning and disinfection practices.
- M. Ensuring that cleaning and disinfection supplies are used and stored correctly and safely. This includes storing products securely away from children, while ensuring appropriate ventilation so students and staff are not exposed to toxins or fumes.
- N. Placing physical barriers, such as plastic flexible screens, in classrooms, school buses, restrooms and other areas where social distancing cannot be maintained.
- O. Cleaning and disinfecting a school building after a person has been identified as COVID-19 positive:

The district may need to implement short-term closure procedures in a school regardless of community spread if an infected person has been in a school building. If this happens, the CDC-recommended procedures shall be followed:

- 1. Close off areas used by a sick person and do not use before cleaning and disinfection;
- 2. Wait 24 hours before cleaning and disinfecting. If it is not possible to wait 24 hours, wait as long as possible;
- 3. Open outside doors and windows to increase air circulation in the area; and
- 4. Cleaning staff will clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.

Additional training shall be provided to the personnel responsible for cleaning and sanitizing school buses and facilities as necessary. Topics may include proper use of cleaning and disinfecting agents, the cleaning schedule for various surfaces, and safety precautions that need to be taken (e.g., ensuring adequate ventilation while cleaning and sanitizing).

Safe Drinking Water

The board of education shall assure the availability of potable drinking water through sanitary means in school facilities or upon school grounds in accordance with the Safe Drinking Water Act (N.J.S.A. 58:12A-1 et seq., N.J.A.C. 6A:26-6, and N.J.A.C. 7:10 et seq.). In accordance with law and board policy 3516 Safety, the board shall test all drinking water outlets, make the results publically available and notify parents/guardians and the New Jersey Department of Education

The board of education directs the superintendent to ensure the development of lead sampling plan with sample collection is consistent with the district's Quality Assurance Project Plan (QAPP) and to ensure that QAPP is signed by the laboratory certified to sample the district's water, the individual responsible for conducting the sampling and is presented to the board for signature.

Within 24-hours after the board has reviewed and verified the final laboratory results of the sampling, the superintendent shall ensure that test results are publicly available at the school facility and on the board's website. If any laboratory results exceed the permissible lead action level, the board shall provide written notification to the parents/guardians of all students attending that facility as well as to the Department of Education. The notice must include measures taken to curtail immediately the use of any drinking water outlet where lead levels exceed the permissible action level, measures taken to ensure that alternate drinking water is available to all students and staff, and information regarding the health effects of lead.

OPERATION AND MAINTENANCE OF PLANT (continued)

Within six years of the adoption of this policy, and within each six-year period thereafter, the board must test all drinking water outlets; sampling shall be prioritized in facilities previously identified with excessive lead results or identified as high risk in the sampling plan.

Annually, the board must submit to the Department of Education, a statement of assurance that lead testing was completed in accordance with existing Department of Education regulations and that where required, alternate drinking water is available to students and staff.

Integrated Pest Management

The New Jersey School Integrated Pest Management Act of 2002 requires schools to implement a school integrated pest management policy. As per this policy, the board and the superintendent shall implement Integrated Pest Management (IPM) procedures to control pests and minimize exposure of children, faculty, and staff to pesticides. The Northfield Community School shall develop and maintain an IPM plan as part of the school's policy.

Integrated Pest Management Procedures in Schools

Implementation of IPM procedures will determine when to control pests and whether to use mechanical, physical, cultural, biological or chemical methods. Applying IPM principles prevents unacceptable levels of pest damage by the most economical means and with the least possible hazard to people, property, and the environment.

Each school shall consider the full range of management options, including no action at all. Non-pesticide pest management methods are to be used whenever possible. The choice of using a pesticide shall be based on a review of all other available options and a determination that these options are not effective or not reasonable. When it is determined that a pesticide must be used, low impact pesticides and methods are preferred and shall be considered for use first.

Development of IPM plans

The school IPM plan is a blueprint of how Northfield Community School will manage pests through IPM methods. The school's IPM plan states the school's goals regarding the management of pests and the use of pesticides. It reflects the school's site-specific needs. The IPM plan shall provide a description of how each component of the school IPM policy will be implemented at the school. The superintendent, in collaboration with the school building administrator, shall be responsible for the development of the IPM plan for this school.

IPM Coordinator

The superintendent shall designate an integrated pest management coordinator, who is responsible for the implementation of the school integrated pest management policy.

Education/Training

The school community will be educated about potential pest problems and IPM methods used to achieve the pest management objectives.

The IPM coordinator, other school staff and pesticide applicators involved with implementation of the school IPM policy will be trained in appropriate components of IPM as it pertains to the school environment.

Students, parents/guardians will be provided information on this policy and instructed on how they can contribute to the success of the IPM program.

Record Keeping

OPERATION AND MAINTENANCE OF PLANT (continued)

Records of pesticide use shall be maintained on site to meet the requirements of the state regulatory agency and the school board.

Records shall also include, but are not limited to, pest surveillance data sheets and other non-pesticide pest management methods and practices utilized.

Notification/Posting

The principal is responsible for timely notification to students' parents or guardians and the school staff of pesticide treatments pursuant to the School IPM Act.

Re-entry

Re-entry to a pesticide treated area shall conform to the requirements of the School IPM Act.

Pesticide applicators

The IPM coordinator shall ensure that applicators follow state regulations, including licensing requirements and label precautions, and must comply with all components of the School IPM Policy.

Evaluation

The superintendent will report annually to the board on the effectiveness of the IPM plan and make recommendations for improvement as needed. The board directs the superintendent to develop regulations/procedures for the implementation of this policy.

Adopted: October 20, 2008
 NJSBA Review/Update: October 2009; December 2010; August 2017; July 2020
 Readopted:

Key Words

Operation and Maintenance of Plant, Buildings and Grounds, Maintenance

Legal References: N.J.S.A. 13:1F-19
 through -33
N.J.S.A. 18A:17-49
 through -52
N.J.S.A. 18A:18A-1 et seq.
N.J.S.A. 18A:18A-37
N.J.S.A. 18A:22-8
N.J.S.A. 34:5A-1 et seq.
N.J.S.A. 34:6A-25 et seq.

N.J.S.A. 58:12A-1 et seq.
N.J.A.C. 5:23-1 et seq.
N.J.A.C. 6A:23A-1 et seq.
 See Particularly:
N.J.A.C. 6A:23A-6.9

N.J.A.C. 6A:26-12.1 et seq.
 See particularly:
N.J.A.C. 6A:26-12.2(a)1, 2
N.J.A.C. 6A:26-12.4

School Integrated Pest Management Act

Buildings and grounds supervisors to be certified
 Public schools contracts law
 Award of purchases, contracts, agreements
 Contents of budget; format
Worker and Community Right to Know Act
New Jersey Public Employees Occupational Safety and Health Act

Safe Drinking Water Act

The uniform construction code
 Fiscal accountability, efficiency and budgeting procedures
 Facilities maintenance and repair schedule and accounting
 Operation and Maintenance of Facilities

Safe drinking water

OPERATION AND MAINTENANCE OF PLANT (continued)

<u>N.J.A.C. 6A:26-20.1 et seq.</u>	Comprehensive Maintenance Plan
<u>N.J.A.C. 6A:30-1.1 et seq.</u>	Evaluation of the Performance of School Districts
<u>N.J.A.C. 7:10-1 et seq.</u>	Safe Drinking Water Act
<u>N.J.A.C. 7:30-13.1 et seq.</u>	Integrated Pest Management

20 U.S.C.A. 4071 et. seq. Equal Access Act

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Possible

<u>Cross References:</u>	*1410	Local units
	*2240	Research, evaluation and planning
	*3000/3010	Concepts and roles in business and noninstructional operations; goals and objectives
	*3516	Safety
	*5141	Health
	6161	Equipment, books and materials
	*7110	Long-Range facilities planning
	*9130	Committees

*Indicates policy is included in the Critical Policy Reference Manual.