

Elsinboro Township School District

DISTRICT HEALTH-RELATED PREPAREDNESS PLAN 2020



Elsinboro Township School District

631 Salem-Fort Elfsborg Road

Salem, NJ 08079

856-935-3817

**Elsinboro Township School District
Health-Related Preparedness Plan**

1. BACKGROUND.....	3
A. PURPOSE	2
B. GOALS	2
C. AUTHORITY	2
D. ASSUMPTIONS.....	2
2. PLAN MANAGEMENT	3
A. STEERING COMMITTEE.....	4
B. OPERATIONS.....	3
C. PLANNING.....	3
D. LOGISTICS.....	4
E. ADMINISTRATION	5
3. STRATEGIES.....	5
A. SURVEILLANCE.....	5
B. COMMUNICATION	5
C. INFECTION CONTROL.....	5
D. CONTINUITY OF LEARNING	5
E. CONTINUITY OF OPERATIONS.....	5
4. SCENARIOS.....	6
5. PLANS.....	6
6. DISTRICT DEMOGRAPHIS PROFILE.....	11
7. PLANNING FOR INSTRUCTION.....	11
A. Guidelines For Instruction	11
B. Delivery Formats.....	12
C. Special Education Accommodations and Modifications.....	12
D. Teacher Responsibilities and Parent Communication.....	12
E. Grading.....	13
F. Attendance.....	13
8. CONTINUITY OF SCHOOL OPERATIONS.....	13
A. Communication if a School Closing is Necessary	13
B. School District Business Operations.....	13
C. Protocol for Entering School Building.....	13
D. Special Education Services.....	14
E. Building Cleaning/Sanitizing Protocol.....	14
F. Food Service Protocol.....	14
G. Extended School Year Protocol.....	14
9. PLANNING NOTES.....	15

1. BACKGROUND

A. Purpose

This plan provides guidance to the school district to prepare and respond to pandemic outbreaks. The plan includes guidance for outbreaks ranging from endemics, to outbreaks of greater severity including a pandemic. Information in this plan supplements the school district's existing emergency plans.

B. Goals

- Minimize the spread of the pandemic organism.
- Maintain essential school services.
- Maintain continuity of learning for all students.
- Minimize social disruption for families and staff.
- Minimize economic losses for families and staff.
- Coordinate efforts with partners.

C. Authority

The school district will implement this plan under authority of the School Board and is subject to state laws.

D. Assumptions

- Susceptibility to the pandemic organism will be universal.
- Most likely a pandemic will be caused by a novel (new) virus.
- In an affected community, a pandemic outbreak may last several weeks. Depending on the organism multiple pandemic disease waves may occur. Following the pandemic, the new viral subtype is likely to continue circulating and to contribute to disease.
- During an outbreak of increased severity, absenteeism attributable to illness, the need to care for ill family members and fear of infection may increase during the peak weeks of a community outbreak, with lower rates of absenteeism during the weeks before and after the peak.
- Rates of absenteeism will depend on the severity of the pandemic.
- There may likely be significant disruption of public and privately owned critical infrastructure including transportation, commerce, utilities, public safety and communications, food supply, health care and fuel supplies.
- Risk Communication will be critical during all phases of planning and implementation of a pandemic response. The general public, health care system, response agencies, and elected leaders will need continuous updates on the status of the pandemic outbreak, impacts on critical services, the steps being taken to address the incident, and steps the public can take to protect themselves.

2. PLAN MANAGEMENT

Existing emergency plans and lines of authority should be applied during a pandemic outbreak. Our plan outlines operational priorities and responsibilities for making decisions necessary to manage an outbreak. This includes responsibility for preparing and maintaining the plan, making policy decisions, coordinating tasks, and mobilizing additional resources.

A. Steering Committee

The steering committee has primary responsibility for developing and managing the plan. Coordinate with external partners and manage public information. Serve as liaison with local health departments and key response partners. Coordinate the distribution of public information with the local health departments. Committee members shall include:

- CSA
- Business Administrator
- Teacher in Charge
- School board member
- Teacher
- School nurse

B. Operations

Responsible for the core operations necessary to support the school district's management of a pandemic outbreak. Coordinate surveillance activity with local health department. Implement infection control practices to prevent spread of disease.

Committee members shall include:

- School Nurse
- CSA
- Business Administrator
- Teacher
- Administrative Secretary
- Maintenance Supervisor
- Health department

C. Planning

Develop and maintain district plan. Update plan during outbreak as guidance changes and as situation requires. Coordinate training and exercise of staff on plan. Prepare alternative plans for providing instruction during periods of increased severity. Prepare staffing and curriculum options based on conditions. And plan for the special needs of all students throughout district. Special needs are considered those that will prevent a student or family from being able to respond to the outbreak without additional assistance. Committee members shall include:

- CSA
- 2 Teachers (including 1 special education teacher)
- Teacher in Charge
- School Nurse

D. Logistics

Manage delivery of services to support operations and goals during an outbreak. Includes services necessary to maintain school facilities, food services, transportation and communication. Committee members shall include:

- CSA
- Business Administrator
- Maintenance Supervisor
- Transportation service (William's Bus Company)
- Cafeteria Director

- Information Technology
- Administrative Secretary

E. Administration

Assure continuity of operations continue by managing personnel related issues, and review and manage school policies that directly support response to outbreaks. Also manage school finances. Committee members shall include:

- Business Administrator
- CSA
- Teacher

3. STRATEGIES

The district's efforts to manage a pandemic outbreak requires the close coordination of a variety of strategies. Each strategy is described below. The level and degree to which these strategies are implemented will vary by the unique circumstances and conditions of each outbreak.

A. Surveillance

Surveillance systems should be enhanced prior to the start of a pandemic to assure that demand for timely information can be met. Key surveillance priorities during a pandemic will fall in two main categories: 1) detection of the novel strain, and 2) disease monitoring.

B. Communication

Key activities include the preparation of materials and distribution of information. Information will be available from several sources including the CDC and NJDOE. This will likely include basic communication materials (such as question and answer sheets and fact sheets) on pandemic and general preventive measures. This material should be used whenever available. Specific needs and questions should be anticipated and addressed.

C. Infection Control

Vaccine has served as the primary preventive strategy during traditional influenza seasons. This strategy will be limited during a pandemic due to the number of people affected, time required to develop a vaccine and the limited supply capabilities. Vaccine will need to be manufactured and distributed throughout the country.

D. Continuity of Learning

Elsinboro Township School's Instructional Plan is addressed later in this document

E. Continuity of Operations

Unlike a typical natural disaster during which critical components of the physical infrastructure may be threatened or destroyed, a pandemic may also pose significant threats to the human infrastructure responsible for critical community services due to widespread absenteeism. This may impact distribution of supplies and resources, food, home meal deliveries, day care, garbage collection and other critical services. Planners will develop strategies to maintain essential school district operations during an outbreak.

4. SCENARIOS

The severity of a pandemic outbreak may vary depending on a number of factors. As an outbreak develops, planners may update their response based on the local severity. The level and degree to which a strategy is implemented will vary as the severity of an outbreak varies.

5. PLANS

Committee	Function	Tasks
Steering Committee	Management	<ul style="list-style-type: none">• Provide training on plan.• Exercise plan.• Communicate with neighboring school districts to plan how to work together and share information.• Participate in updates and coordinate information with the NJDOE.• Review and recommend implementation of new guidelines as released. <p>Recovery</p> <ul style="list-style-type: none">• Evaluate the effectiveness of the district's pandemic plan and modify as needed based upon lessons learned.
	Community Relations	<ul style="list-style-type: none">• Identify lead person for two-way communication with community stakeholders.• Implement plan to suspend co-curricular and other building use activities in the event of a school closure. <p>Recovery</p> <ul style="list-style-type: none">• Refer students and families as well as staff to community resources to support long term physical and mental health support.
	Public Information	<ul style="list-style-type: none">• Contact Health Department to set up public communication procedures during a pandemic.• Provide education to families about pandemic and the school's pandemic plan.• Develop media releases and family communications utilizing Face Book and Blackboard Connect. <p>Recovery</p> <ul style="list-style-type: none">• Provide education to families about pandemic recovery and return to school.

Operations	Surveillance	<ul style="list-style-type: none"> Monitor student and staff absences in conjunction with the Health Department. <p>Recovery</p> <ul style="list-style-type: none"> Continue surveillance of student and staff illnesses.
	Infection	<ul style="list-style-type: none"> Educate students on prevention strategies – including
Committee	Function	Tasks
	Control	<p>hand washing, cough etiquette, staying home when sick.</p> <ul style="list-style-type: none"> Educate families, students, and staff on when to go home ill. Develop a plan for isolation of identified ill students prior to release of the student to the parents. Send ill students and staff home as necessary.
Planning	Staffing	<ul style="list-style-type: none"> Provide cross training to staff in preparation for a potential change in roles. Assure staffing levels are available to provide instruction in a safe learning environment. <p>Recovery</p> <ul style="list-style-type: none"> Evaluate staffing needs.
	Instruction	<ul style="list-style-type: none"> Develop a plan for continuity of learning during a prolonged school closure. Create a plan to assess student learning following a prolonged closure. Update plans for continuity of learning during a prolonged school closure. Implement continuity of learning plan in the event of a prolonged school closure. Update plan to assess student learning following a prolonged closure. <p>Recovery</p> <ul style="list-style-type: none"> Assess current learning level of students. Assess need to adjust length of school day/year. Dialogue with post secondary education representatives to determine any changes in admission standards, etc. Accept students and staff back in accordance with Health Department recommendations.

	Special Needs	<ul style="list-style-type: none"> • Review and update existing school district plans to assure they can be implemented during a more severe outbreak. • Identify staff member to assist with translating information and serving as an interpreter for non-English speaking students/families. • Implement plans to address the special needs of students in the district.
Committee	Function	Tasks
Logistics	Facilities	<ul style="list-style-type: none"> • Supply rooms with alcohol-based hand washing products. • Develop and implement facility disinfection procedures. • Maintain an inventory of supplies for disinfection procedures and handling of ill students and staff, hand sanitizers, tissues, soap, face masks. • Utilize building to assist with community pandemic efforts such as a vaccination site. <p>Recovery</p> <ul style="list-style-type: none"> • Develop and implement facility disinfection procedures. • Maintain an inventory of supplies for disinfection procedures and handling of ill students and staff, hand sanitizers, tissues, soap, face masks.
	Health Services	<ul style="list-style-type: none"> • Review and update existing school district plans to provide mental health services using school and community resources. • Implement plans to provide mental health services as necessary. Utilize school and community resources. • Utilize school and community resources to provide mental health counseling services for students, families and staff. <p>Recovery</p> <ul style="list-style-type: none"> • Establish “safe room” for counseling services to be provided as needed. • Provide counseling support services to students and staff.

	Food Services	<ul style="list-style-type: none"> • Maintain food and nutrition services. Consider unique circumstances and commitments in community beyond school operations. • Connect with community agencies to assist families through community resources if necessary.
	Transportation	<ul style="list-style-type: none"> • Meet with transportation providers to assure continued operations during outbreak. • Assure transportation services are following appropriate infection control practices.
Committee	Function	Tasks
	Communications	<ul style="list-style-type: none"> • Develop a plan for communicating with families, staff, and community stakeholders in the event of a pandemic including a possible school closure. • Share pandemic information on the district's web site. • Share information using Blackboard Connect. • Prepare scripted messages for front line staff to share with families and others. <p><i>Recovery</i></p> <ul style="list-style-type: none"> • Communicate with students, families, and staff regarding the return to regular school routine, actions taken to make the environment safe, and any changes in district procedures. • Provide students, families, and staff with health and grief service provider information. • Provide educational materials to students and families, including recovery from pandemic and common symptoms of loss and grief and constructive ways to cope with stress. • Provide information to students, families, and staff on possible reoccurring waves of illness.

Administration	Personnel	<ul style="list-style-type: none"> • Review student and staff absence policies and guidelines. • Meet with staff union representatives to discuss issues that might be involve in a school closure such as sick leave options, alternative work schedules, alternative assignments. • Review policies on sick leave options, alternative work schedules, and alternative assignments. <p><i>Recovery</i></p> <ul style="list-style-type: none"> • Provide training for school staff regarding grief and possible mental health problems.
	Finances	<ul style="list-style-type: none"> • Evaluate whether or not additional financial resources may be necessary to support response to the outbreak.
	Legal	<ul style="list-style-type: none"> • Address requirements for days and hours of instruction.

6. District Demographic Profile 2019-2020

A. Students

- Current student total – 125
 - State funded Pre-school – 0
 - Homeless – 0
 - ELL – 0
 - Migrant LSE – 0
 - Low Socioeconomic – 60
 - Students with Disabilities – 13 IEPs, 3 Speech only

B. Staff

- Essential Staff
 - CSA – Constance McAllister
 - Business Administrator – Lauren Granate (Alloway office)
 - Administrative Assistant – Robin Stepler
 - Maintenance Supervisor – Karl Schenk
 - Cafeteria Director – Rachel Watson
- School Nurse – Laura Gallagher
- Instructional Staff
 - 12 Full Time
 - 4 Part Time
 - 2 Paraprofessionals

7. Planning for Instruction – Virtual Learning

A. Guidelines for Planning

- Assignments should be focused on continuing with current instruction.
- It is okay to write general plans that could be applied to more than one class (special area subjects)
- Assignments should be easily understood by parents so that they can help their students.
- Assignments should be manageable in length.
 - For elementary school, each assignment should not take more than 15-20 minutes to complete.
 - For middle school, each assignment should not take more than 30-40 minutes to complete.
- Teachers have the discretion to determine the number of assignments to be completed. For younger students, teachers may want to do short assignments each day. For older students, teachers may want to do 1-2 longer assignments to be split over the week.
- For elementary students, Special Areas and World Language areas need to be included in plans, but the assignments can be brief and focused on enriching. Content may be embedded in Reading and Math activities.
- Materials to complete assignments should be limited to general school supplies.
- If students do not complete the assignments over the shutdown, we will ask students to make them up.
- Students will be instructed in major subjects such as ELA, Mathematics, Social Studies and Science on Monday through Friday. Special area subjects will be covered as follows: PE and Health on the first Friday and Art and Music on the next Friday. This schedule will continue as long as school is closed.

B. Delivery Formats

- Live streaming using formats such as Skype, Zoom, Google Hangouts, etc, and all others in this category are permitted. Schedules for class instruction should be determined by the classroom teacher with considerations for the other subject areas.
- Any student not having a device that can connect to the internet will be provided a school issued Chrome book. Parents/Students will be required to sign a user agreement.
- K-5th Grade: Please provide paper-based assignments when needed. Be aware that not all students will have internet access.
 - Please provide a master copy to me (CSA). Packets will be sent home if the call is made to close school.
- 6th Grade – 8th: Please provide paper-based assignments when needed. Be aware that not all students will have internet access.
 - Please do not require anything that needs to be printed at home.
 - Please make general notes about what students should do if they do not have/lose internet access.

Resources to Help You Plan - use online resources you are currently familiar with. Below are suggestions.

- Google Classroom
- IXL.com
- Zoom
- NewsELA.com
- Flocabulary.com
- Think Central
- Khan Academy
- Kahoot - [Free Access Details](#)
- BrainPOP - [Free Access Details](#)
- Etc.

C. Special Education Accommodations and Modifications

- Please address special education accommodations as outlined in individual IEPs with extra time, modified work, shortened assignments, extra notes, scaffolding, etc.
- Leverage technologies that will adapt to student need - IXL, NewsELA, etc. allow students to access content aligned to their ability.
- Google Classroom allows you to target assignments to groups of students.
- Zoom virtual meetings allow for students to join their Special Education teacher in a separate “area” for individualized instruction.

D. Teacher Responsibilities and Parent Communication

- Communication through email is preferred. Teachers must check their school email at least once per day and respond to parent communication within 24 hours.
- Remind.com is also a great, free service to communicate with students and parents. <https://www.remind.com/teachers>
- If you are making a phone call to a parent/student from your personal phone, dial *67 BEFORE you dial the phone number. This will block your number from displaying on their caller ID.
- Phone calls can also be made from Google Hangouts. [Link to Directions](#). (Currently this works from your personal Gmail account. Sadly, it isn't available to Google for

Education. Making calls this way does hide your personal Gmail account address though. It shows up as "No Caller ID.")

- Go Guardian can also be used to communicate directly with students.

E. Grading

- Grading is outlined in Elsinboro Township School Policy 5122.

F. Attendance

- Verbal attendance is taken by teachers during their Zoom meetings. Attendance is reported in the OnCourse Student Management System.
- If a student does not participate in a Zoom meeting and/or complete work for two consecutive days, the teacher contacts the parent/guardian.
- If a student does not participate in a Zoom meeting and/or complete work for more than three consecutive days, and the teacher has not been able to establish contact with the parent or guardian, the CSA will contact the parent/guardian.

G. Learning Loss

- Virtual Summer Reading and Math program for grades K-8 will continue as it has in previous years (BOE approve 5/18/2020)
- MAP tests are given during the first full week of school in September in the following areas: ELA, mathematics and science. Historically, test results from both the NJSLA and the MAP tests are analyzed at our October in-service and used to inform instruction.

8. Continuity of School Operations

A. Communication if a School Closing is Necessary

- Administrative call to the Salem County Office of Education
- Administrative Call with Salem County Health Department
- Blackboard Connect Alert to Parents.
- Elsinboro Township School District Website (<https://www.elsinboroschool.org/>)
- Elsinboro Township School District Face book Page (<https://www.facebook.com/elsinboroschool/photos/a.191195594252158/3024987630872926/?type=1&theater>)
- Staff will have access to email.
- Zoom will be utilized for all scheduled IEP meetings (CST will be contacting parents via email or telephone).

B. School District Business Operations

- Payroll will continue on schedule.
- Board of Education Meetings will be conducted as normal or run remotely via Zoom/Google Hangouts. Elsinboro Business Administrator will conduct meeting and make arrangements that allow for community participation.
- Essential personnel will work as needed in person or remotely as feasible to their role and current circumstances. All essential personnel will be utilized to ensure continuity of school operations, and student, staff, and community safety. Daily sign-in is required and completed forms will be faxed to the Elsinboro Township OEM.

C. Protocol for Entering School Building

- All staff members must check with CSA to schedule entrance to the building. This assures that no more than five staff members are in the building at a given time.
- Staff members must sign in and sign out whenever they enter the building. Times must be recorded.
- Social distancing must be practiced at all times (6 feet apart).
- Staff members must wear a mask when in the company of another staff member. You do not have to wear a mask if you remain in your room/area.
- No children are allowed in the building during a school closure.
- Please continue to practice safe hygiene by washing hands, sanitizing hands, etc.
- If you are not feeling well, please stay home.

D. Special Education Services – SCSSSD

- Students will receive related services based on the parent’s preferences (through video conferences or virtually)
- Case manager will follow up with teachers, parents and students weekly to ensure services are being implemented in accordance with IEPs.
- District will conduct virtual IEP meetings using the ZOOM format.
- Any evaluations that can be done verbally or through video conferencing will be completed in this manner.

E. Title I

- There is no intention of reallocating Title I funds.

F. Building Cleaning/Sanitizing Protocol

- Building will be closed to all non-essential personnel until all areas of the building have been cleaned and sanitized.
- Teachers and other staff will not be permitted in the building unless directed by the CSA. Sign-in is required and completed forms will be faxed to the Elsinboro Township OEM.
- Masks must be worn by all staff when they are in common areas of the building.

G. Food Service Protocol

- SFA Name: Elsinboro Township School District
- Agreement #: 03301350
- Date Meal Distribution will begin: TBD
- Date Meal Distribution will end: TBD
- Free and reduced students have been notified that they can currently access meals for the week at the Salem County Vocational Technical School, 880 NJ-45, Pilesgrove, NJ 08098, from 9:00 am – 11:00 am every Monday that the school closure is in effect.
- Meals to be claimed for reimbursement per day: TBD
- All free and reduced students received a phone call from the Cafeteria Director with this information.

H. Extended School Year Protocol

- Elsinboro Township School contracts with other districts for all ESY placements.

Planning Notes