COVID-19 SCHOOL PREPAREDNESS PLAN
2019-2020

Central Office: 908-707-0070
School Address: 7 Finderne Avenue, Bridgewater, NJ 08807
Somerset Elementary Academy: 908-707-0070 x 100
Somerset Secondary Academy: 908-707-0070 x 200
Career Center: 908-707-0070 x 100
Upon consultation with the NJ Department of Health for school closure due to COVID-19, the Somerset County ESC will complete the following actions:

Administrative Team Communication

- Advise all Board members, district staff, parents, and students, as appropriate, that a pandemic threat exists. Explain how information related to the threat will be disseminated, utilize the school website, and Remind System to provide special communication with all stakeholders. Designate who is responsible for the communication of information.

- Alert District Safety Team, Central Office Personnel, and Administrative Staff to be prepared to receive communication and action steps. Include local township authorities, first responders, and health department officials.

- If appropriate, create a core team for a pandemic response for rapid response and communication, designate someone to maintain records of all communication.
  Team members: Superintendent, Assistant Superintendent, Principal, Assistant Principal, Special Education Supervisor, School Nurse, Building and Grounds Coordinator, Technology Services Manager and Transportation Director.

- Address cleaning/sanitizing protocols, including but not limited to: school facilities such as: cafeteria, large spaces, classrooms, and review school bus cleaning measures. Business Administrator works with the Building and Grounds Coordinator and transportation department.

- Establish guidelines for student and staff health monitoring and care and make recommendations regarding the opening or closing of school. Central Office personnel will work with local health departments, school nurse, and district physicians to collect information for dissemination.

- The Admissions Department and Central Office will determine a plan for enrolling new students during a pandemic threat.

- District safety and security staff raise awareness levels with respect to school visitors.

- Cancel or amend field trips and/or sports/co-curricular activities, professional development events, and non-school facility rentals.

- Test the connectivity to the servers from alternative school locations.

- Notify the janitorial company of additional services or actions that are required to reopen the school buildings.
Continuity of Central Office Operations

- The Central Office will be open if educational programs are not. Essential employees will be determined by the Superintendent as necessary.
- Payroll operation will continue as scheduled.
- Board of Directors’ meetings can be held through the Executive Committee and ratified at a later BOE meeting.
- Somerset County ESC has opted not to sign the waiver to provide food services during a COVID-19 school closing as per the United States Department of Agriculture. School secretaries will contact each sending district to notify their food services program.
- All Somerset County ESC staff will have 24 hour access to their work email.

Education Programming Instruction

Administration Prepares The School Community For School Closures And Distance Learning:

1) Create an instruction plan to provide instruction during a school closure event. Add an in-service half day to the school calendar. Create staff teams to collaborate and coordinate on lessons and packets to be sent home. Teachers will tailor instructional materials to meet IEP requirements for students. Subject matter teams and grade level teachers can work together (middle school teachers). Teachers will upload work to Google Drive and Google Classroom, and open sections in IXL if needed.

2) Prepare and order supplies in the event that work needs to be mailed home to students. (copier capacity)

3) Ensure that students have their Google login and passwords and the login information will be mailed home with school work.

4) Determine how to support students with special needs. (MD students/extraordinary services)

Expectations for Teaching and Learning:

- Workload expectation for staff
  - Staff are expected to create a full day of academic learning. This should include communicating with students and/or parents, planning with colleagues and updating technology platforms.
• Workload expectation for students
  ○ Courses and grade levels will collaboratively develop course packets and specific Google Sites and create learning plans for 14 days. For extended distance learning, this approach would be revisited.

• General guidance for each teacher; Provide students with reading materials related to the current unit with a weekly expectation to communicate with the teacher with feedback, i.e., summary, questions...

• Communication Guidelines.
  ○ Teachers will mail parents a general update, including new assignments at least once a week.
  ○ Teams will determine a consistent method for collaboration and include administrators. Share google classroom or site with appropriate administrators and parents. Teams will collaborate often to ensure a smooth roll out.

• Planning Guidelines
  ○ Grade level teachers of the same subject will offer consistency within reason. Teams may lesson-share to assist in workload.
  ○ Lessons should capitalize on the home environment. Reduce screen time and include physical activity as much as possible.
  ○ The linked Distance Learning Resource List includes approved resources for use with students, as well as a variety of additional resources that may be used with administrative approval.

• Most important of all:
  ○ Please maintain a healthy work/life balance. Keep lines of communication open between all departments and consult your administrators. if you are having any difficulty in this new frontier of learning. We are here to support you!

Recovery Actions

1. Develop a system to determine if students receive work mailed home or if they utilized online tools.
2. Create a system to evaluate student progress and work completion after the school closure to improve future plans.
3. Utilize the core team for a pandemic response to evaluate the plan to modify the plan.

Precautionary measures to limit exposure risk

• When and if possible, schedule phone conferences rather than face to face meetings.
• Work closely with sending districts to minimize exposure back and forth.

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● Limit the use of facilities to allow proper cleaning before and after events/activities (some of the students may be more vulnerable to becoming infected and risk of severe symptoms).

● Create a list of students who are medically compromised and limit the risk of exposure while in school.

● The school nurse will provide in class training for students/staff on how to best protect ourselves and educate on proper hand washing etc.

● Half days for students: Monday, Tuesday, Wednesday – March 16-18, 2020

● March 19th and 20th as Emergency Closing Days - no staff or students, except administrators are expected to be at work.

● School is closed to students from March 19-April 3

   o During the school closing (March 23-April 3) the following people are expected to be at work unless you are ill:
     
     o Central Office

     o Special Education Transportation

     o Transportation Office and Mechanics

     o Administrators, Supervisors Buildings and Grounds

     o Technology Services Manager

     o Secretaries-to be in with administrators

     o Food Services Program Assistant

     o Teacher Aides, Teachers, Counselors -expected to be at work a staggered schedule as assigned by administrator: 3 days during March 23-27, and 2 days during March 30-April 3.

   o On the 19th and 20th the school will be completely cleaned and disinfected by the custodial staff.

● Teachers are expected to prepare 3 weeks of lesson packets due to be mailed to each student by the following dates:

   o March 18 – week 1

   Students will receive the first week of materials prior to the commencement of the plan period. A backup copy will be mailed home.

   o March 25 – week 2

   o March 27 – week 3 (this packet may not be mailed out – this is just in case we are closed after Spring Break)
• The packets sent to each student are to contain required course work from each of their subjects. Teachers are to upload packets to Google drive.

• Teachers are responsible for making copies for each student – copy machines to be used are those in the secretary’s office as well as the copier in Graphic’s Arts & Design classroom.

• Homeroom teachers are responsible for verifying each student’s address by telephone so that the packets are sent to the proper household. Once the correct address is on file secretaries will create 3 address labels per student.

• Teacher aides will be responsible for the collating of completed student packets.

• School secretaries are responsible for coming to the Central Office to post and scan posted packets (as proof of mailing) and taking them to the Bridgewater post office to be mailed.

- The Assistant Superintendent will create a letter to parents and case managers informing them of our school closure.

- The Assistant Superintendent will direct the appropriate staff members to inform our sending district of which students will need to be added to their rosters for Free Breakfast and Lunch while our school is closed.

- We urge people to stay home if they are ill.

- When staff members are in the building, please sign in and out and let Mr. Rotola know which room you’re in so it can be thoroughly cleaned and disinfected afterward.

- PLEASE- during this shut down the ONLY PEOPLE ALLOWED IN THE BUILDING ARE STAFF MEMBERS. No family members allowed.

- Remember – this period of time is considered work time. You are on call. If this situation resolves itself before April 3, 2020 you will be expected to return to work.
CONTACTS

New Jersey Office of Emergency Management
Box 7068 River Road
West Trenton, NJ 08628-0068
24 Hrs - (609) 963-6900
FAX - (609) 530-3620
njeoc@gw.njsp.org

NJDOH - Somerset County
Lisa Gulla- Acting Health Officer
908-231-7155 Lisagulla66@gmail.com

Hal Dunsavage, Superintendent Somerset County ESC
732-620-6055 hdunsavage@somersetcountyesc.org

Dan Kerr, Assistant Superintendent
908-255-9150 dkerr@somersetcountyesc.org

Jeff Siipola, School Business Administrator
732-522-0135 jsiipola@somersetcountyesc.org

Karen Myrick, Principal
732-853-6445 kmyrick@somersetcountyesc.org

Dr. Sherriese Anderson, Assistant Principal
908-801-5725 sanderson@somersetcountyesc.org

Christine Monteiro, Supervisor of Special Education and Nonpublic/Public Programs
908-707-0070 ext.555 emonteiro@somersetcountyesc.org

Philomena Moeller, Transportation Director
908-255-8144 pmoeller@somersetcountyesc.org

Rich Heywood, Technology Services Manager
908-227-3479 tech@somersetcountyesc.org

John Rotola, Buildings & Grounds Coordinator
732-522-9220 bldgandgrounds@somersetcountyesc.org

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GENERAL INFORMATION RE: COVID-19

These are the websites most frequently used and updated when looking for current information.

1. CDC COVID19 Interim Guidance for Administrators of US Childcare Programs and K-12 Schools-

2. Somerset County Department of Health-
   https://www.co.somerset.nj.us/government/public-health-safety/health-department


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