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EDUCATIONAL SERVICES  
COMMISSION OF NEW JERSEY



PANDEMIC  
MANAGEMENT PLAN

March 2020

## Background

### New Jersey Department of Health

### COVID-19 Guidance for Child Care and K-12 Schools – March 4, 2020

Many childcare centers, school administrators, teachers and parents within New Jersey are concerned about how the current outbreak of the 2019 Novel Coronavirus (COVID-19) will impact their communities and wish to take appropriate steps to mitigate any risks. The word “novel” means new. The Centers for Disease Control and Prevention (CDC) is working hard to learn as much as possible about this new virus so that they can better understand how it spreads and its associated illness. The New Jersey Department of Health is also working hard by developing guidance and education materials should this new virus impact our residents.

Imported cases of COVID-19 in travelers have been detected in the United States. More cases are likely to be identified in the coming days, including more cases in the United States. It is likely that person-to-person spread will continue to occur, including in the United States. Widespread transmission of COVID-19 in the United States would translate into large numbers of people needing medical care at the same time. Schools, childcare centers, workplaces, and other places for mass gatherings may experience more absenteeism. Public health and healthcare systems may become overloaded, with elevated rates of hospitalizations and deaths. Other critical infrastructure, such as law enforcement, emergency medical services, and transportation industry may also be affected. Health care providers and hospitals may be overwhelmed. At this time, there is no vaccine to protect against COVID-19 and no medications approved to treat it. Personal protective measures including good hygiene habits and use of non-pharmaceutical interventions will be the most important response strategy.

Though the CDC considers COVID-19 to be a serious public health concern based on current information, the immediate health risk to the general U.S. public is considered low at this time. The CDC and the World Health Organization are closely monitoring the national and global situation and providing ongoing guidance. At this time, the CDC recommends avoiding nonessential travel to China, Iran, Italy, and South Korea. There are additional countries with travel alerts. Updated travel information specific to COVID-19 can be found at <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>.

#### **What is the difference between seasonal and novel coronavirus?**

Coronaviruses are a family of viruses and there are different types of coronavirus within that family, much like there are different types of influenza viruses. Coronaviruses in general are not new and are a frequent cause of respiratory illnesses such as the common cold. Coronaviruses tend to circulate in the fall and winter months, similar to influenza. Most people get infected with these viruses at some point in their lives.

The type of coronavirus that has recently emerged in Wuhan, China **is a new type** of coronavirus and is infecting people for the first time (which means that people do not have any immunity to it). This newly discovered virus is called SARS-CoV-2 and is causing a disease named COVID-19.

#### **What are common symptoms of COVID-19?**

Information to date suggests this virus is causing symptoms consistent with a respiratory illness such as cough, fever, and shortness of breath.

### **How is COVID-19 spread?**

At this time, it's unclear how easily or sustainably this virus is spreading between people. Typically, with most respiratory viruses, people are thought to be most contagious when they are most symptomatic (the sickest). Chinese officials report that sustained person-to-person spread in the community is occurring in China. Similar spread has been reported in other countries. Person-to-person spread in the United States has been detected but the risk to the general public remains low. Cases in healthcare settings, like hospitals, may also occur.

### **What measures can be taken to prevent COVID-19?**

There is currently no vaccine to prevent COVID-19 infection. The best way to prevent infection is to avoid being exposed to this virus. However, as a reminder, CDC always recommends everyday preventive actions to help prevent the spread of respiratory viruses.

### **How is COVID-19 treated?**

Currently, there is no specific antiviral treatment recommended for the coronavirus. There is no vaccine to prevent this virus, and the CDC advises that the best way to prevent infection is to avoid being exposed to this virus.

### **How should schools prepare for the potential of a coronavirus outbreak in their community?**

To prepare for possible community transmission of COVID-19, the most important thing for schools to do now is **plan** and **prepare**. Interim Guidance for Administrators of US Childcare Programs and K-12 Schools to Plan, Prepare, and Respond to Coronavirus Disease 2019 (COVID-19) can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/guidance-for-schools.html> .

- Review and update or develop your outbreak response/pandemic plan and share with stakeholders before an outbreak occurs.
- Establish procedures to ensure students and staff who become sick at school or arrive at school sick are sent home as soon as possible.
- Prepare for the potential of school closures or dismissals or cancellation of school events.
- Prepare to offer home instruction to students.
- Implement flexible attendance and sick leave policies.
- Establish relationships with local public health officials and identify points of contact.
- Create emergency communication plan and maintain up to date contact information for everyone in your communication chain.
- Establish leadership team, identify essential staff functions, assign tasks and responsibilities.
- Plan workshops and trainings to educate staff on prevention measures.
- Continue to monitor current information from health officials.

### **What should a school do when a student or staff presents with symptoms of COVID-19?**

- COVID-19 presents with signs and symptoms that may be indistinguishable from much more common respiratory viruses. At this time, respiratory illnesses are much more likely to be due to common viruses (e.g., influenza, common cold) than COVID-19. If a community (or more specifically, a school) has cases of COVID-19, local health officials will help identify those individuals and will follow up on next steps. Schools are not expected to screen students or staff to identify cases of COVID-19.
- Students with fever, cough, or difficulty breathing should be placed away from others and asked to wear a face mask until they can be sent home.
- Staff members should be sent home and advised to seek medical advice.

- Notify your local health department with any questions or concern about an ill student [www.localhealth.nj.gov](http://www.localhealth.nj.gov) .

**Will schools be asked to close if there is a COVID-19 outbreak in the community?**

- Non pharmaceutical interventions (NPIs) are strategies that can be used when other measures like treatment or vaccines are not available to combat an emerging illness with pandemic potential. School closures and school dismissals are two recommended strategies to limit transmission within the community.
- During school dismissals, childcare programs and schools may stay open for staff (if not ill) while students stay home. This allows teachers to develop and deliver lessons remotely and for other staff to continue to provide services.
- Schools may be asked to close preemptively or reactively, therefore schools should be making plans for what to do if there are recommendations for closing schools or cancelling events.
- Childcare and school administrators should work closely with local health officials when making decisions on dismissals or closures.

**What if a student/staff recently returned from travel to a country (other than China) where a travel alert has been issued?**

CDC has issued travel advisories for several countries <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html> . Students and staff returning from the countries with widespread sustained transmission should follow recommendations provided by CDC at <https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html> .

**If there is a student or staff member who recently returned from China in the past 14 days, should they be excluded from work or school?**

- Travelers returning from mainland China will undergo a health screening and up to 14 days of self-quarantine with health monitoring to ensure they have not contracted the virus and do not pose a public health risk.
- All asymptomatic (without symptoms) students/staff under monitoring must be excluded from work and school for 14 days from their last date in China.
- Travelers will be asked to self-quarantine and self-monitor as directed by public health recommendations and to seek care if ill.
- Schools should be prepared to offer alternate instruction while student is quarantined. Please consult NJDOE regarding home instruction.

**When can a student or staff member return to school/work after being quarantined or self-isolated?**

Travelers who have been quarantined for 14 days and have remained asymptomatic may return to school unless they meet other criteria for school exclusion (see link to exclusion list below).

**Is a physician letter required for the student to return to school after their monitoring period is complete?**

Returning travelers under monitoring are not being monitored by their healthcare provider. If a letter is requested, the monitoring agreement the individual or guardian signs would serve as proof that the monitoring period is complete.

### **Students are going for spring break; can they still go?**

Prior to traveling, individuals should consider the potential risks that may be involved in visiting their destination, including risk of transmission as well as the risk of quarantine upon returning. Destinations experiencing sustained community transmission should be avoided. Any person or group planning a trip outside of the United States should consult the CDC website for current travel advisories regarding any restrictions on travel. The situation is evolving. Stay up to date with CDC's travel health notices related to this outbreak at: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html> . These notices will be updated as more information becomes available.

### **Do school events need to be canceled?**

At this time, there is no need to cancel school. Should that need arise, the school closure portion of this plan will be put in place. Please note, there are COVID-19 cases in New Jersey, and there have been restrictions on public gatherings. Students should be reminded that part of good respiratory hygiene is staying home from events when they are ill. If COVID-19 is occurring in your community, public health officials may recommend modifying, postponing, or cancelling mass gatherings.

### **What preventive measures should a school take to help reduce the spread of respiratory illness including COVID-19 and the flu?**

NJDOH recommends that schools and childcare settings increase education on respiratory hygiene. Staff and children (as developmentally appropriate) should all be taught and asked to follow these steps that prevent the transmission of respiratory infections:

- Cover your coughs and sneezes with a tissue or into your sleeve, not your hands.
- Avoid touching your eyes, nose and mouth.
- Wash hands often for at least 20 seconds, especially after coughing or sneezing. Use alcohol-based hand sanitizer if soap and water are not available.
- Stay home if you're sick, especially with a fever.
- Avoid people who are sick.
- Clean and disinfect frequently touched surfaces and objects.

### **Additional preventive measures include:**

- Continue to monitor students and staff who may exhibit respiratory symptoms.
- Adhere to exclusion recommendations from public health offices. For acute respiratory illness; fever free for 24 hours without fever-reducing medication. Doctors notes for return do not supersede public health recommendations.
- Separate sick students and staff from others until they can be picked up to go home.
- Provide adequate supplies, including clean and functional handwashing stations, soap, paper towels, and alcohol-based hand sanitizer.
- Encourage routine surface cleaning through education, policy, and the provision of supplies.
- Get a flu shot – it's not too late to be protected.

### **School Cleaning Procedures**

Special sanitizing processes beyond routine cleaning, including closing schools to clean every surface in the building are not necessary or recommended to slow the spread of respiratory illness. Schools should follow standard procedures for routine cleaning and disinfecting with an EPA-registered product. Typically, this means daily sanitizing surfaces and objects that are touched often, such as desks, countertops, doorknobs, computer keyboards, hands-on learning items, faucet handles, phones and toys.

# THE FOUR STAGES OF THE CRISIS PLAN

According to the World Health Organization (WHO), the medical arm of the United Nations:

Prevention – Mitigation

Preparedness

Response

Recovery

## Prevention – Mitigation

A. Review/Enhancement of Policies and Procedures

B. Training

C. Communications System

D. Prevention

A. Review and Enhancement of Policies and Procedures

1. Members of the District-wide Planning Team are listed below and may be asked to meet as needed.
2. This plan may be modified based on new information and updates from the CDC, the NJ Department of Health, and the NJ Department of Education. Meetings may be held to review, update, and approve the Pandemic Management Plan for the upcoming school year and conduct tabletop emergency exercises. Planning team members will review and understand their roles and responsibilities during a pandemic crisis.
3. Staff email and school-based voice mail contact information will be posted/updated on the district website.

**District-Wide Planning Team with Contact Information:**

Superintendent	Mark Finkelstein	732-777-9848, ext. 3200
Assistant Superintendent for Curriculum, Instruction & Administration	Gary Molenaar	732-777-9848, ext. 3320
Business Administrator	Patrick Moran	732-777-9848, ext. 3120
Human Resources Director	Nadia Romano	732-777-9848, ext. 3310
Supervisor of Collaborative Education and Administration	Meena Pasupathy	732-777-9848, ext. 6202
Supervisor of Building and Grounds	Louis DiMeglio	732-777-9848, ext. 6490
School Safety and Security Specialist	Kate Johnson	732-777-9848, ext. 6630
Coordinator of IT	Bob Reinke	732-777-9848, ext. 6600

B. Training

1. Annual training for staff members may be conducted as needed each year. The following topics may be discussed (Appendices A and A1);
  - a. Prevention
  - b. Preparation
  - c. Symptom Recognition and Action
  - d. Communication
  - e. Communication for Staff
  - f. Plan Distribution
  - g. Continuation of Instruction Development
  - h. Grading Expectations
  - i. Work Related Responsibilities During School Closure
  - j. Student Expectation Communication/Rubrics

C. Communications System

1. Building principals will ensure that Appendices A and A1 are included in the teacher handbook and Appendix A information will be included on the district website. They will also ensure that all handbooks outline the specific calling out procedures to identify pandemic related symptoms in staff and students.



2. The Superintendent will serve as the contact person for addressing questions and concerns related to the topic of pandemic planning; the primary contact phone number will be 732-777-9848 ext. 3200.
3. Staff and student contact details will be annually updated into the Honeywell System for the purpose of accurate communication.
4. An electronic system will be used to communicate updates and information to all stakeholders in various formats (e.g., text, email, call, etc.).

D. Prevention
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1. Each school nurse will disseminate messages about preventive hygiene and conduct respiratory etiquette programs (cough in your sleeve). Dissemination techniques will include, but not be limited to, classroom presentations, press releases, school-wide posters, videos and training to staff via in-services or faculty meetings, hand washing signs in all bathrooms. Teachers will be trained in symptom identification via the annual mandatory universal precautions training.
2. The Supervisor of Buildings and Grounds will ensure that all building bathrooms are continually stocked with soap and paper towels.
3. The Supervisor of Buildings and Grounds will ensure that all student contact spaces are sanitized on a frequent and regular basis; hand washing signs will be posted. Classroom teachers will also ensure student contact spaces are cleaned as needed throughout the day.
4. Teachers, building staff, and administrators will remind students to cover their coughs and sneezes.
5. School nurses will encourage staff and students to obtain (on their own) flu shot vaccinations.
6. District health professionals are encouraged to obtain flu shot vaccinations annually.

## Preparedness

A. The Surveillance System

B. Updates, Research, and Precautions

C. Continuity of Student Learning Preparation

D. Stock

E. Counseling Support

## A. The Surveillance System

The following processes and procedures are to be practiced by individual schools within the district to continually report the absentee rates for staff and students in collaboration with local health departments once a pandemic has been confirmed as present in New Jersey or once such information has been requested by the Health Department and/or County Superintendent's Office:

- The school nurse will authorize individual student and staff dismissal due to identified and pandemic related symptoms; any students and/or staff members with these symptoms will be sent home immediately and required to remain at home for the infectious period or clearance from a physician. Students awaiting parents/guardians due to illness will be held in a separate area in the Nurse's Office or another designated location until pick up.
- The school nurse will record the names of **students** who are absent due to pandemic related symptoms (Appendix B); the school nurse will document and monitor medically-based absentee rates internally looking for increased reports of absence due to pandemic related illness (Appendix D). Absentee rates will not be reported to the Health Department unless greater than 15% of the population or unless requested by the Health Department and/or County Superintendent's Office. All reports will be shared with building administration and central office administration.
- Building administration will forward the names of **staff** who are absent due to pandemic related illness to the school nurse (Appendix B) on a daily basis; the school nurse will document and track medically based absentee rates internally looking for increased reports of absence due to pandemic related illness (Appendix D). Absentee rates will not be reported to the Health Department unless greater than 15% of the population or unless requested by the Health Department and/or County Superintendent's Office. All reports will be shared with building administration and central office administration.
- Staff will be reminded to send sick students to the Nurse's Office.

## B. Updates, Research, and Precautions

1. The Central Office Team of Administrators will provide updates and the latest research information to staff, students, and parents via email, district website, and Honeywell announcements.
  - a. The Superintendent will maintain authority over all pandemic or crisis management plans.
  - b. The Assistant Superintendent for Curriculum, Instruction and Administration will oversee maintenance of academics and student learning.
  - c. The School Business Administrator will monitor and maintain the following departments: Facilities (buildings and grounds), Transportation, and Food Service.
  - d. The Director of Human Resources will maintain protocol for personnel policies appropriate for both long and short term duration of pandemic absences.
2. Building principals will cancel and announce cancellation of all large group activities including sporting events if directed to do so by the NJ Health Department and/or County Superintendent's office.

3. Student seating will reflect social distancing to the fullest extent possible; student desks will be separated if directed to do so by the NJ Health Department and/or County Superintendent's office.
4. Each school nurse will disseminate messages about preventive hygiene and conduct respiratory etiquette programs (cough in your sleeve). Dissemination techniques will include, but not be limited to, classroom presentations, press releases, school-wide posters, videos and training to staff via in-services or faculty meetings, hand washing signs in all bathrooms. Teachers will be trained in pandemic related symptom identification.
5. The Supervisor of Buildings and Grounds will ensure the following:
  - a. All building bathrooms are continually stocked with soap and paper towels
  - b. Filing of hand sanitizer stations
  - c. Sweeping and wet mopping of all floors
  - d. Vacuuming of rugs
  - e. Cleaning and sanitizing of hard surfaces including fountains, door knobs, work areas, computer keyboards, counter tops, railings, and writing tools
  - f. Cleaning and sanitizing of bathrooms – toilets, sinks, walls, and floors
  - g. Cleaning and sanitizing of cafeterias – tables, chairs, food areas
  - h. Cleaning of vents
6. The Supervisor of Buildings and Grounds will ensure that all student contact spaces are sanitized on a daily basis; hand washing signs will be posted.
7. Teachers, building staff, and administrators will remind students to cover their coughs and sneezes.
8. School secretaries will follow the script to address any parent inquiries (Appendix F).
9. Informational literature will be sent home identifying the protocols parents should use to keep kids home.
10. District health professionals will be encouraged to obtain flu shot vaccinations.
11. Building administration will arrange for a standard informational mailing to go out to parents and guardians on the following topics.
  - a. Prevention
  - b. Preparation
  - c. Pandemic Symptom Recognition and Action
  - d. Communication
12. Building administration will remind staff to review this plan.

C. Continuity of Student Learning Preparation

In the event that Educational Services Commission of New Jersey is directed by the NJDOE or NJDOH to close schools due to COVID-19 (Coronavirus), students will be provided a remote instruction packet and online resources with instructional and therapeutic activities. Parents/guardians will be guided by ESCNJ faculty/staff to work with their child for a minimum of ten (10) hours per week during school closure.

The instructional/therapeutic activities will be based on student’s IEP Goals and Objectives. ESCNJ administrators, faculty, and therapists will be available by email and telephone to assist and guide parents in the implementation of the programs during this time and on a daily basis. ESCNJ certificated faculty and staff will be available during normal school hours and after hours on an as needed basis. ESCNJ certificated faculty (i.e., teacher, therapists) shall coordinate, implement, and evaluate student instructional activities and work product throughout school closure.

Below is the Continuity of Student Learning Plan:

<b>Special Class Program Category</b>	<b>Instructional Resource</b>	<b>Comments</b>
Preschool Disabled	Paper/consumable based assignments for English/Language Arts and Mathematics based on IEP goals and objectives.  Functional, and Social Skills activities as appropriate.  Modifications/Accommodations provided in accordance with IEPs	Assignments sent electronically when possible.  Use of IXL, Schoology, Newsela, BrainPop, and other online resources where applicable.
Multiple Disabilities	Paper/consumable based assignments for English/Language Arts and Mathematics based on IEP goals and objectives.  Functional, and Social Skills activities as appropriate. Activities for Daily Living activities.  Modifications/Accommodations provided in accordance with IEPs	Assignments sent electronically when possible.  Use of IXL, Schoology, Newsela, BrainPop, and other online resources where applicable.

Autism	<p>Paper/consumable based assignments for English/Language Arts and Mathematics based on IEP goals and objectives.</p> <p>Functional, and Social Skills activities as appropriate.</p> <p>Activities for Daily Living activities.</p> <p>Modifications/Accommodations provided in accordance with IEPs</p>	<p>Assignments sent electronically when possible.</p> <p>Use of IXL, Schoology, Newsela, BrainPop, and other online resources where applicable.</p>
Emotionally Disturbed/ Behavior Disabilities	<p>Paper/consumable based assignments for English/Language Arts and Mathematics based on IEP goals and objectives.</p> <p>Functional, and Social Skills activities as appropriate.</p> <p>Modifications/Accommodations provided in accordance with IEPs</p>	<p>Assignments sent electronically when possible.</p> <p>Use of IXL, Schoology, Newsela, BrainPop, and other online resources where applicable.</p>

**Related Services** (Speech/Language Therapy, Occupational Therapy, Physical Therapy): Therapists will provide resources for home-based programs to provide continuity of services. Additionally, Speech/Language therapists will provide remote/electronic therapy sessions where and when appropriate. Counseling as a related service will be provided via phone conference and other online resources to address relevant student/family concerns where and when appropriate. When related services cannot be provided through remote/electronic means, compensatory services will be provided as needed upon return to school.

ADA Compliance: Assignments posted on the ADA compliant District Website.

#### D. Stock

- The Supervisor of Buildings and Grounds will ensure ample storage of appropriate and adequate sanitation supplies such as soap, alcohol gel, and tissues in all bathrooms.
- All classrooms will receive hand sanitizing gel for regular use.
- The Director of Technology will monitor and maintain an offsite data file backup for all electronically stored data on a regular basis.

## Response

A. Protocol – Schools Open

B. Protocol – Schools Closed

C. Other Core Operations



## A. Protocol – Schools Open

When necessary, the Superintendent will initiate the response process:

### Central Office Leadership Team (COLT):

- COLT will send out message via Honeywell announcements, printed correspondence, email, and the district website informing parents that some students are sick but schools remain open, encouraging the school community to refer to handbooks, the school calendar, and school website for additional information.
- COLT will provide updates and the latest research information to staff, students, and parents via Honeywell announcements, printed correspondence, email, and the district website.

### School Nurse

- The school nurse will continue with surveillance reporting procedures, conduct student as well as staff assessments and provide updates to administration.
- The school nurse will serve as the primary authority for sending home sick staff and students. Students and staff deemed ill and having pandemic related symptoms will not remain at school and should return only after their symptoms resolve and they are physically ready to return to school; they will be required to remain at home for the infectious period.
- Student absences will be counted as excused and staff absences will be counted as sick days.
- Students and staff not reporting to school due to pandemic related symptoms and illness are only required to call once during the illness period to report absences.

### Teachers

- Reinforce student infection control procedures.
- Send students to the school nurse who appear ill.

### Building Administration

- Support and endorse nursing decisions.
- Monitor and report absences to central office.
- Will send updates as necessary via Honeywell communication, email, and phone messages.

### Custodial Staff

- Ensure ample supply of sanitizing supplies and daily sanitizations.
- Take appropriate actions to minimize the risk of viral transmission in school facilities to the greatest extent possible.
- Prepare all facilities for reliable functioning as part of community response efforts (e.g., a building used as an isolation facility).
- Prepare to restore facilities to their normal use.
- Assure the provision of power, telecommunications, heat and ventilation, water, sewer, janitorial services, etc. appropriate to facilities based on their classification during an event.

### Secretarial Staff

- Reinforce student infection control procedures.
- Send students who appear ill to the school nurse.

### School Counselors/Case Manager

- Promote students, faculty, and staff mental well-being during the event via in-services, individual and group counseling sessions.

### **Addressing Stigma**

Stigma can affect people, places, or things. It occurs when people associate a risk with something specific—like a minority population group—and there is no evidence that the risk is greater in that group than in the general population. Stigmatization is especially common in disease outbreaks.

Example: A 2002 outbreak of severe acute respiratory syndrome (SARS) in China caused global concern. Unfortunately, fear also led to a great deal of stigma. Although there were no associated cases of SARS in America, many citizens began to avoid Chinatowns and other Asian-American communities—including Japanese, Korean, and Vietnamese peoples—throughout the United States because they believed those groups were at greater risk for spreading SARS.

Stigmatized groups may suffer psychologically and economically. They may be subjected to:

- Social avoidance or rejection
- Denial of healthcare, education, housing, or employment
- Physical violence

Stigmatizing minority groups may also distract people from focusing on the real risks in a crisis situation. When only part of a population is perceived as being affected, others may incorrectly believe they are not at risk. By assuming they are safe, majority population groups may not take important public health precautions, unintentionally compromising their own health and well-being.

Crisis communicators must work to counter stigmatization during a disaster. Messages should reinforce real risks through accurate information and awareness. Images should reflect all people who are susceptible to getting sick. Ideally, public health messages will proactively address possible stigma before it begins. However, prepared communicators should be ready to challenge any negative stigmatizing behaviors that do emerge.

**Please note that there will be no transportation to the home for ill students.**

## B. Protocol (Schools Closed)

When necessary, the COLT will activate the response plan.

### Central Office Leadership Team (COLT)

- COLT informs central staff and principals directing them to close some or all schools identified by the state; any non-academic events will be cancelled as well.
- Send out Honeywell communication, post to the district website, and an email message informing parents that schools are closed; encourage school community to refer to handbooks, the school calendar, and school website for additional information.
- The COLT will provide updates and the latest research information to staff, students, and parents via Honeywell communication, email, and district website.

### School Nurse

- Check, monitor, and respond to voicemail and email messages on a daily basis.
- Provide health updates to central administration.

### Teachers and Instructional Aides

- Check, monitor, and respond to voicemail and email messages on a daily basis.
- Log pupil, parent, staff contacts via Genesis when applicable.
- Prepare lesson plans for the recovery phase.
- Complete reports as necessary.

### Administration/Supervisors

- Implement their continuity of education services plan.
- Check, monitor, and respond to voicemail and email messages on a daily basis.
- Monitor staff health and work performance.
- Complete reports as necessary.
- Provide updates as needed.

### Custodial Staff

- Restock ample supply of sanitizing supplies.
- Take appropriate actions to minimize the risk of viral transmission in school facilities to the greatest extent possible.
- Prepare all facilities for reliable functioning as part of community response efforts (e.g., a building used as an isolation facility).
- Prepare to restore facilities to their normal use.
- Assure the provision of power, telecommunications, heat and ventilation, water, sewer, janitorial services, etc. appropriate to facilities based on their classification during an event.

### School Counselors/Case Managers:

- Counselors and child study team members will check, monitor, and respond to voicemail and email messages on a daily basis.
- Psychological first aid will be provided as necessary.

### Essential Personnel

- Central Office Administration
  - Superintendent, (1) FTE
  - Assistant Superintendent, (1) FTE

- Business Administrator, (1) FTE
- Director of Human Resources, (1) FTE
- Supervisor of Collaborative Educational Services (1) FTE
  
- Custodial, & Buildings/Grounds
  - Supervisor of Buildings/Grounds, (1) FTE
  - Maintenance, (1) FTE
  - Custodians, (8) FTE
  
- Information Technology
  - Coordinator, (1) FTE
  - Technicians, (3) FTE

C. Other Core Operations

Payroll

The Business Office will continue regular functioning from an outside location if necessary.

Food Service

Resident districts will be notified to include students in the district food service plan.

# Recovery

When necessary, the Superintendent will initiate the recovery process. School closure days as a result of this pandemic will not result in an extended school year if permissible per NJDOE; ten-month staff will remain through June 30<sup>th</sup> to complete any unfinished work.

Those students who can document illness to self or a member of the immediate family will have one additional month to make up missed work; extenuating circumstances will also be taken into consideration.

## Central Office Leadership Team (COLT)

- Identify healthy staff to determine the feasibility of reopening schools.
- The COLT will provide updates and the latest research information to staff, students, and parents via Honeywell communication system, the district website, and email.
- If appropriate, COLT will announce that ESCNJ Schools are to reopen. Decisions to reopen individual schools will be made on a case by case basis.

## School Nurse

- The school nurse will continue with surveillance reporting procedures, conduct student as well as staff assessments, communicate with parents/guardians as well as provide updates to administration.
- The school nurse will serve as the primary authority for sending home sick staff and students. Students and staff deemed ill and having pandemic related symptoms will not remain at school and should return only after their symptoms resolve and they are physically ready to return to school; they will be required to remain at home for the infectious period.
- Student absences will be counted as excused and staff absences will be counted as sick days.
- Students and staff not reporting to school due to pandemic related symptoms and illness are only required to call once during the flu period to report absences.
- Follow up with students who are deemed at high risk for pandemic related complications.
- Physical assessment and needs of students who made contact with school nurse during the response phase.

## Teachers

- Reinforce student infection control procedures.
- Send students to the school nurse who appear ill.
- Each teacher will maintain a typical classroom structure. Each teacher will have the class engage in creative activities such as journal writing, art projects, and discussion related to the pandemic event.
- Each classroom teacher should acknowledge the loss and/or event.

## Administration/Supervisors

- Support and endorse nursing decisions.
- Monitor and report absences to central office.
- Serve as the primary contact person and authorizing body for all activities.
- Maintain contact with parents/guardians as well as school community keeping them abreast of what the building is doing for the reestablishment of a positive school climate.

- Assist in the reestablishment of a positive school climate.

#### Buildings and Grounds

- The school will be sanitized under the direction of the Supervisor of Buildings and Grounds.

#### Custodial Staff

- Ensure ample supply of sanitizing supplies and daily sanitizations.
- Ensure appropriate actions are taken to minimize the risk of viral transmission in school facilities to the greatest extent possible.
- Prepare all facilities for reliable functioning as part of community response efforts (e.g., a building used as an isolation facility).
- Prepare to restore facilities to their normal use.
- Assure the provision of power, telecommunications, heat and ventilation, water, sewer, janitorial services, etc. appropriate to facilities based on their classification during an event.

#### Secretarial Staff

- Reinforce student infection control procedures.
- Send students to the school nurse who appear ill.

#### School Counselors/ Case Management

- Promote students, faculty, and staff mental well-being during the event via in-services, individual and group counseling sessions.
- Assessment of functioning and needs of students via referral system.
- Follow up with referrals.
- Follow up with students who called in/made contact during response.
- Stabilization groups will be conducted for students who cannot cope in the classroom setting.
- Coping groups will be conducted for the purpose of preventing post-traumatic stress.
- Conduct seminars for parents related to support, information, and referral services.

## Appendix A

What is Pandemic? A “pandemic” is a disease that spreads all over the world and affects a large number of people. If you are caring for a loved one during a pandemic, it’s important to take steps to protect yourself and others. Always follow the most current advice of the U.S. Department of Health and Human Services and your local Health Department.

### Prevention:

These healthy habits will help keep you and others from getting and passing on the virus:

- Clean your hands often with soap and water or alcohol-based hand sanitizer.
- Cover your mouth and nose with a tissue when you cough or sneeze and clean your hands afterward. Put used tissues in a wastebasket.
- Cough or sneeze into your upper sleeve if you don’t have a tissue.
- Keep your hands away from your eyes, nose and mouth to prevent germs from entering your body. Also, a person with signs of the virus should stay home from work, school and errands and avoid contact with others.
- The commission utilizes electrostatic technology and bio agents to clean and sanitize all surfaces.
- Obtain a flu shot.

### To limit the spread of germs and prevent infection:

- Teach your children to wash hands frequently with soap and water and model the correct behavior.
- Teach your children to cover coughs and sneezes with tissues and be sure to model that behavior.
- Teach your children to stay away from others as much as possible if they are sick.
- Stay home from work and school if sick.

Caregivers should always wash their hands before providing care. Afterward, wash again and apply alcohol-based hand sanitizer as well. Follow these steps for proper hand hygiene:

- Wet hands with warm, running water and apply liquid soap.
- Rub hands vigorously for 20 seconds, covering all surfaces and fingers.
- Scrub nails by rubbing them against the palms of your hands.
- Rinse your hands with water.
- Dry your hands thoroughly with a paper towel and use it to turn off the faucet. A shared towel will spread germs.

### Preparation:

You can prepare for a pandemic now. You should know both the magnitude of what can happen during a pandemic outbreak and what actions you can take to help lessen the impact of an influenza pandemic on you and your family. This checklist will help you gather the information and resources you may need in case of a flu pandemic.

### Plan for an extended stay at home during a flu pandemic.

- Ask your employer about how business will continue during a pandemic.
- Ask your employer if you can work from home during a flu pandemic.
- Plan for a possible reduction or loss of income, if you are unable to work or your place of employment is closed.
- Check with your employer or union about leave policies.
- Plan home learning activities and exercises. Have materials, such as books, on hand.



- Plan recreational activities that your children can do at home.

**Items to have on hand for an extended stay at home:** During a pandemic, if you cannot get to a store, or if stores are out of supplies, it will be important for you to have extra supplies on hand. This can be useful in other types of emergencies, such as power outages and disasters.

**Non-perishable foods**

- ~Ready to eat canned meats, fruits, vegetables, soups
- ~Protein or fruit bars
- ~Dry cereal or granola
- ~Peanut butter and jelly
- ~Dried fruit, nuts, trail mix
- ~Baby formula
- ~Crackers
- ~Canned juices
- ~Bottled water
- ~Canned or jarred baby food
- ~Baby formula
- ~Pet food

**Health and emergency supplies**

- ~Prescribed medical supplies such as glucose and blood pressure monitoring
- ~Soap and water or alcohol based hand wash
- ~Medicines for fever, such as acetaminophen (aspirin) or ibuprofen (Motrin)
- ~Thermometer
- ~Antidiarrheal medications
- ~Vitamins
- ~Fluids with electrolytes, such as Pedialyte®
- ~Flashlight with extra batteries
- ~Portable radio with extra batteries
- ~Manual can opener
- ~Garbage bags
- ~Tissues, toilet paper, disposable diapers

**To plan for a pandemic:**

- Ask your doctor and insurance company if you can get an extra supply of your regular prescription drugs.
- Talk with family members and loved ones about how they would be cared for if they got sick, or what will be needed to care for them in your home.
- Volunteer with local groups to prepare and assist with emergency response.
- Get involved in your community as it works to prepare for a pandemic.

Cold Symptoms	Flu Symptoms	COVID-19 Symptoms
Stuffy nose	Fever	Fever
Sneezing	Headache	Cough
Sore throat	Often and severe aches	Shortness of breath
Mild to moderate chest discomfort/cough	Extreme exhaustion	*Be mindful of recent travel or contact with people who recently traveled.
	Stuffy nose	
	Sneezing	
	Sore throat	

**Communication:**

The Central Office Team of Administrators will provide updates and the latest research information to staff, students, and parents via the Honeywell communication system, written correspondence, email, and the district website.

For more information, call your healthcare provider or visit the CDCs 2019 Novel Coronavirus Situation Summary at: <https://www.cdc.gov/coronavirus/2019-ncov/summary.html>

## Reactions to Stress:

### Managing Fears and Anxiety around Coronavirus

As information about Coronavirus unfolds, there can be a wide range of thoughts, feelings and reactions. Below is some helpful information.

**Common Reactions:** Please recognize that there can be a wide range of reactions and that over the next few days or weeks you may experience periods of:

- Difficulty concentrating and sleeping
- Anger
- Hyper-vigilance to your health and body
- Anxiety, worry, panic
- Feeling helplessness
- Social withdrawal

### Ways to Manage Fears & Anxieties:

- Get the facts. Stay informed. For further information, see the dedicated CDC website. <https://www.cdc.gov/coronavirus/2019-ncov/summary.html>
- Keep things in perspective. Limit worry and agitation by lessening the time you spend watching or listening to upsetting media coverage. Although you'll want to keep informed, especially if you have loved ones in affected countries, remember to take a break from watching the news and focus on the things that are positive in your life and things you have control over.
- Be mindful of your assumptions about others. Someone who has a cough or a fever does not necessarily have coronavirus. Self-awareness is important in not stigmatizing others in our community.
- Stay healthy. Adopting healthy hygienic habits such as washing your hands with soap and water or an alcohol-based hand sanitizer, frequently, and certainly after sneezing or before/after touching your face or a sick person. Cover your mouth and nose with a tissue or your sleeve (not your hands) when coughing or sneezing. Avoid touching your eyes, nose and mouth. Avoid contact with others who are sick and stay home while sick.
- Keep connected. Maintaining social networks can help maintain a sense of normalcy, and provide valuable outlets for sharing feelings and relieving stress.
- Seek additional help. Individuals who feel an overwhelming worry or anxiety can seek additional professional mental health support. You may call your school counselor (who will be available as usual when school is open and via phone and email if school is closed).

## Appendix A1

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### **Communication for Staff Members:**

Staff members are not to communicate with the media or use social media to speak about the event; the following statement should be used when questions and/or concerns from the media and/or the public arise:

“The District is taking all necessary measures to protect students, staff, and provide a continuity of operations as required. Added information will be provided from the Superintendent’s office when it becomes available. “

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### **Plan Distribution:**

Please store and keep this plan in a safe place where you can access it if and when necessary.

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### **Work Related Responsibilities During Extended School Closures:**

Teachers are asked to maintain contact with parents and students via email, phone, and/or other electronic means while schools are closed. See procedures for school closure above.

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## Appendix B

### Absentee Questionnaire for COVID-19

This form is to be completed by office staff and/or school nurse if/when they receive a phone call for illness related reasons. This information is to be collected and/or forwarded to the school nurse for informational purposes only.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

School: \_\_\_\_\_

Does your child:	Yes	No
1. Have a fever _____ (Temperature: _____)	_____	_____
2. Have a cough _____	_____	_____
3. Shortness of breath _____	_____	_____
4. Under care of a doctor _____	_____	_____
5. Travelled out of the country _____	_____	_____
6. Contact with people who traveled out of country _____	_____	_____

## Appendix C

### Daily Pandemic Census Log

School: \_\_\_\_\_ Date: \_\_\_\_\_

Once pandemic has been confirmed as present in Middlesex County, use this form to log student and staff absences.

Name	Staff Member or Student	Symptoms	Absent: Yes/No
<b>TOTALS</b>			

**Appendix D**

**ESCNJ  
Weekly Pandemic Census**

When 15 percent or more of the school student and/or staff population is absent due to pandemic related symptoms, use this form to report weekly to Middlesex County Health Services Public Health Division's Communicable Disease Programs.

Name of School: \_\_\_\_\_ Phone Number \_\_\_\_\_

Week Ending \_\_\_\_\_

City: \_\_\_\_\_ School District: ESCNJ \_\_\_\_\_

Reporting Individual \_\_\_\_\_ Phone \_\_\_\_\_

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**Students**

Number of students absent with flu-like illness this week \_\_\_\_\_

Total number of students enrolled in your school \_\_\_\_\_

ADA for the week \_\_\_\_\_

**Staff/Faculty**

Number of staff/faculty absent with flu-like illness this week \_\_\_\_\_

Total number of staff/faculty employed in your school \_\_\_\_\_

Assistance Needed/Comments:

**School Nurses are send this form to Central Office.  
Fax this form each Friday during the period of Heightened Surveillance  
to NJ LINCS Agency**