
Educational Services Commission of New Jersey



Public Health-Related School Closure Plan

May 22, 2020

Background

NJ Department of Health COVID-19 Guidance for Child Care and K-12 Schools, April 28, 2020 and NJ Department of Education Required Updates to District Public Health-Related School Closure Plans, May 5, 2020

Per Executive Order 104 (2020) and Executive Order 107 (2020), effective Wednesday, March 18, 2020, all New Jersey public, private and parochial schools from Pre-Kindergarten to grade 12 will be closed to students as a result of COVID-19 and education will continue remotely, for as long as the Orders remain in effect.

School and childcare center administrators, teachers, and parents within New Jersey are concerned about how the current outbreak of the 2019 Novel Coronavirus (COVID-19) may impact their communities and wish to take appropriate steps to mitigate risk. The word “novel” means new. Novel strains of viruses are of particular concern because they are infecting humans for the first time. The Centers for Disease Control and Prevention (CDC) is working hard to learn as much as possible about this new virus. The New Jersey Department of Health (NJDOH) has also developed guidance and educational materials as this rapidly evolving situation continues to unfold.

Imported cases of COVID-19 in travelers have been detected in the United States, and cases of COVID-19 with no link to travel have now been documented. More cases are likely to be identified in the coming days in both New Jersey and the United States. On March 11, 2020, the World Health Organization (WHO) publicly designated COVID-19 as a pandemic. Widespread transmission of COVID-19 in the United States could translate into large numbers of people needing medical care at the same time, overwhelming hospital infrastructure and health care providers. Public health and healthcare systems may become overloaded, with elevated rates of hospitalizations and deaths. Schools, childcare centers, workplaces, and other places for mass gatherings may experience increased absenteeism. Other critical infrastructure, such as law enforcement, emergency medical services, and transportation industry may also be affected.

Due to its novel nature, there is no vaccine to protect against COVID-19 and no medications approved to treat the virus. As a result, efforts to control transmission and mitigate risk are critically important. The most important response strategy is the use of personal protective measures, including good hygiene habits and use of non-pharmaceutical interventions (NPIs). NPIs are strategies that can be used when other measures like treatment or vaccines are not available to combat an emerging illness.

https://www.nj.gov/health/cd/documents/topics/NCOV/COVID19_Guidance_Schools.pdf

<https://www.nj.gov/education/broadcasts/2020/may/5/Required%20Updates%20to%20District%20Public%20Health-Related%20School%20Closure%20Plans.pdf>

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 Commission-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 Public Health Related School Closure Plan for the upcoming school year and conduct tabletop emergency exercises. Planning team members will review and understand their roles and responsibilities during a health related closure.
3. Faculty/staff email and school-based voice mail contact information will be posted/updated on the district website.

Commission-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 & 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. Plan Distribution
 - f. Continuation of Remote Instruction Development
 - g. Grading/Progress Reporting
 - h. Work Related Responsibilities During School Closure

C. Communications System

1. Central Office will ensure that Appendices A and A1 are included in the Employee Handbook and Appendix A information will be included on the district website. School administrators will 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 planning for a health related school closure; 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. Electronic systems will be used to communicate updates and information to all stakeholders in various formats (e.g., text, email, phone call, etc.).

D. Prevention

1. Each school nurse will disseminate messages about preventive hygiene and conduct respiratory etiquette programs (e.g., cough in your elbow/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 will be posted in all bathrooms. Faculty/staff 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 faculty/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, & Precautions

C. Continuity of Student Learning

D. Stock

E. Mental Health Support

A. The Surveillance System

The following processes and procedures are to be practiced by individual schools within the Commission to continually report the absentee rates for faculty/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 Middlesex County Superintendent's Office:

- The school nurse, in consultation with building/department administrator(s), 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 **faculty/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 Leadership Team will provide updates and the latest research information to faculty/staff, students, and parents via email, district website, and Honeywell announcements.
 - a. The Superintendent will maintain authority over all pandemic or health related school closure plans.
 - b. The Assistant Superintendent 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, Technology, 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 forward any parent inquiries to the building administrator.
9. Informational literature will be sent home identifying the protocols parents should use to keep kids home.
10. Commission health professionals will be encouraged to obtain flu shot vaccinations.
11. Building administration will arrange for a standard informational mailing/emailing 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

The Educational Services Commission of New Jersey (ESCNJ) is a public receiving school district serving students with disabilities ages 3 - 21 in all the special education categories (e.g., Autism, Multiple Disabilities, Emotional Disorders, OHI, Specific Learning Disabilities, etc.). The ESCNJ Department of Nonpublic School Services provides specialized, auxiliary, and remedial Chapter 192/193 services to approximately 2,500 eligible students. ESCNJ provides instructional services for the Middlesex County Juvenile Detention Center through the Turning Point Academy (TPA) program. TPA middle school and high school aged students receive general and special education services as per the student's home district.

In the event that ESCNJ 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. Instructional time will consist of direct contact/instruction/therapy by ESCNJ teachers and therapists in both synchronous and asynchronous methods. Instructional activities will also include independent work assignments and group activities, where appropriate based on student ability and family circumstances.

The instructional/therapeutic activities will be based on student's IEP Goals and Objectives. ESCNJ administrators, faculty, and therapists will be available by various electronic means such as email and telephone to assist and guide parents in the implementation of the programs during the closure 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 the emergency school closure. Tracking of instructional/therapeutic services will be accomplished via the following means; Daily Student Contact Logs, Progress Reports and/or Report Cards, Lesson Plans, Student Schedules, Remote Instruction Reports to LEA's, SEMI tracking forms, etc. Faculty will use the above data sources to assess student progress toward achievement of IEP goals and objectives.

Home/school communication will be vital to ensure the quality and consistency of instructional/therapeutic services and student progress on IEP goals and objectives during the emergency school closure. As such, the Commission's expectation is daily contact with each student/family and logged as noted above. The need to effectively communicate with non-English speaking families is acknowledged and will be accomplished through various means. Bi-lingual Instructional Aides will translate for Commission faculty as needed to ensure the proper delivery of instruction and/or therapy. Various online platforms and apps will be employed (e.g., Class Dojo, Talking Points, Google Translate, etc.) to communicate with non-English speaking families as well. Additionally, ESCNJ nurses and case managers will maintain regular contact with students/families to monitor student academic progress, behavioral issues, health status, etc. ESCNJ case managers and/or nurses will contact the LEA case manager on an as needed basis.

ESCNJ faculty and case managers will participate virtually in IEP annual review meetings and other mandated CST meetings as requested by sending districts.

Student attendance will be taken on a daily basis by the classroom teacher and recorded via the Commission's SIS, Genesis. Attendance is based on daily student/family contact made during the course of each instructional day. Absences of 5 consecutive school days will result in a written

letter to the LEA as well as direct contact with the district case manager. ESCNJ school nurses will make family contact in the event of any student absence.

Students have access to technology including iPads, Chromebooks, laptop computers, and smart phones to access instruction/therapy provided using online platforms such as Google Classroom and Schoology; Video conferencing using Zoom or Google Meet; and educational websites such as IXL, BrainPoP, and Newsela. Classroom teachers, paraprofessionals, and therapists regularly monitor students' access to devices during daily student / parent contact. When it is determined that a student is not able to access instruction / therapy due to lack of access to a device, ESCNJ case managers coordinate with LEA case managers to provide the student an appropriate device either from the sending district or from ESCNJ.

Below is the Continuity of Student Learning Plan differentiated by Special Class Program type and student age:

Special Class Program	Instructional Resource	Comments
<p>Preschool Disabled (Ages 3 - 5)</p>	<p>Instruction aligned with IEP goals and objectives which are based on the PLAAFP and student's academic, developmental, and functional needs.</p> <p>Use of video conferencing for individual instruction, YouTube channels, BrainPop Jr., and other online resources where applicable.</p> <p>Instructional packets consisting of paper/consumable based assignments provided by classroom teachers and therapists.</p>	<p>Modifications/Accommodations provided in accordance with IEPs.</p> <p>Individual family needs and extenuating circumstances accommodated to the greatest extent possible.</p> <p>Use of VB-MAPP to assess student milestones</p> <p>Assignments sent electronically when possible.</p>
<p>Autism & Multiple Disabilities (Ages 5 - 21)</p>	<p>Instruction aligned with IEP goals and objectives which are based on the PLAAFP and student's academic, developmental, and functional needs.</p> <p>Use of video conferencing for individual and group lessons as appropriate, YouTube channels, IXL, Newsela, BrainPop, and other online resources where applicable.</p> <p>Paper/consumable based assignments for English/Language Arts and Mathematics based on IEP goals and objectives.</p> <p>Activities for Daily Living activities.</p>	<p>Modifications/Accommodations provided in accordance with IEPs.</p> <p>Individual family needs and extenuating circumstances accommodated to the greatest extent possible.</p> <p>Assignments sent electronically when possible.</p> <p>Use of VB-MAPP, ABLs, and AFLS to assess student milestones.</p>

		Ages 14-21 CBI (i.e., Pre-Vocational, CEC LCE curriculum) included.
Behavioral Disabilities (Ages 5 - 21)	<p>Instruction aligned with IEP goals and objectives which are based on the PLAAFP and student’s academic, developmental, and functional needs.</p> <p>Use of Schoology, video conferencing for individual and group lessons as appropriate, YouTube channels, IXL, Newsela, BrainPop, and other online resources where applicable.</p> <p>Paper/consumable based assignments for English/Language Arts and Mathematics based on IEP goals and objectives.</p> <p>Clinical support/counseling by RUBHC therapists and psychiatrist.</p>	<p>Assignments sent electronically when possible.</p> <p>Modifications/Accommodations provided in accordance with IEPs.</p> <p>Pass/Fail grading will be used while in a remote instructional setting.</p>

Related Services (Speech/Language Therapy, Occupational Therapy, Physical Therapy, Counseling): Therapists will provide resources for home-based programs to provide continuity of services. Additionally, Speech/Language, Occupational, and Physical Therapists will provide teletherapy sessions where and when appropriate. Counseling as a related service will be provided via video or 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, missed sessions will be made up as needed upon return to school to the greatest extent possible.

Turning Point Academy (Middlesex County Juvenile Detention Center)

Faculty will create instructional work packets for each student according to their IEP or IPP. The instructional work packets will be administered by the MCJDC officers and returned to the faculty for grading. Faculty will conduct virtual class meetings via online platforms like Zoom and Google Meet to assess student progress and address any questions or concerns of students on a regular basis. All grades are to be reported to the student’s home LEA as per normal procedures using a modified grading system.

Non-Public School Services

Faculty will follow the instructional directives of the nonpublic school to which they are assigned and per NJDOE guidelines and regulations for Chapter 192/193 services during health related school closure.

Extended School Year (ESY)

The ESCNJ ESY program will be conducted in a remote manner and all instruction and therapy will be provided to Commission students as described above. The Turning Point Academy summer program will begin in a remote manner and transition to in-person instruction based on NJDOE and NJDOH guidance and directives.

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.

E. Mental Health Support

Support for the mental health of the school community will be provided through the following:

- Social Emotional Learning (SEL) based lessons provided throughout school closure for all students.
- Professional development opportunities conducted by ESCNJ for faculty and staff.
- Professional development resources shared with ESCNJ faculty and staff.
- Staff to note any mental health concerns of parents and/ or students during daily communication. Staff to alert administration of concerns.
- Administration, ESCNJ case managers, and school counselors to provide behavior support on an as needed basis.
- [Middlesex County Traumatic Loss Coalition](#) will be used as a resource where and when needed.

The following protocol will be used to address situations of traumatic loss to the school community. Including loss due to the death of a student, faculty or staff member.

District Traumatic Loss Team:

- Superintendent
- Assistant Superintendent
- District Social Worker
- Building level administration of impacted location
- Middlesex County Traumatic Loss Coalition Representative

Crisis Response Checklist: Death of a Student or Staff Member

Information Gathering and Assessment: Building Administration

- Verify information and which information, if any, the family wants to share
- Notify central office administration
- Determine the impact of the loss. How many staff and students is this going to impact. Are there any areas of concern?
- Inform Traumatic Loss Team
- Outline plan for response

Plan Development: Traumatic Loss Team

- Phone/video conference with Traumatic Loss Team
- Discuss roles of Traumatic Loss Team members
- Determine information to be shared
- Assistance in writing a letter to staff and parents

- Team to call each staff member impacted:
 - Call first to staff members who the person worked closest with (e.g., location of classroom, grade levels, etc.)
 - Call all other staff members impacted
 - Call parents of students impacted.
 - All other students are informed with a letter, giving a contact for questions
 - All other district staff are informed with a letter, giving a contact for support
- Prepare counseling information to be shared with both staff and students (where applicable).

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 messages 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.
- COLT will monitor and enforce guidelines set out by NJDOE and NJDOH.

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, in consultation with building/department administrator(s), will determine the necessity 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.

Teachers

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

Building Administration

- Support and endorse nursing decisions.
- Monitor and report absences to the 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 the 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.
- Plan and conduct virtual graduation ceremonies

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.
 - If staff is in the building for any reason, rest rooms will be cleaned and sanitized at the end of the day.
- 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.
 - When all teacher and student belongings have been removed, a thorough cleaning and sanitizing of classrooms will take place. Rooms which require painting will be painted at that time. When painting and cleaning is complete furniture will be returned to the room and the room will be locked.
 - After all classrooms are cleaned the hallways will be wiped and painted if needed. Common use areas such as OT/PT rooms, Daily Living room, and Media Center will receive the same treatment as the classrooms and halls.
 - Commission grounds will be mowed and trimmed as needed during this time.

- Assure the provision of power, telecommunications, heat and ventilation, water, sewer, janitorial services, etc. appropriate to facilities based on their classification during an event.
 - All buildings will be staffed daily with custodian/maintenance personnel.
 - Building temperatures will be monitored through the BMS to avoid over cooling, overheating to prevent a mold situation.
 - Rest rooms will be cleaned and sanitized daily, trash will be removed from offices that were occupied.
 - All sinks, hot and cold water, will be run for 5 minutes twice a week. Toilets will be flushed at least twice a week.
 - Buildings will be walked daily so all rooms are checked and then locked after check.

Staff will work in accordance with CDC guidelines as it applies to social distancing. In the event a job requires staff to work together, staff will be required to wear a mask and gloves.

The daily checking of rooms and water running schedule will stay in place until all buildings are again occupied.

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.
- Case managers will participate virtually in IEP annual review meetings and other mandated CST meetings as requested by sending districts.

District-wide Essential Personnel

- Central Office Administration
 - Superintendent, (1) FTE
 - Direction and oversight of all Commission instructional and business operations
 - Liaison with Commission Board of Directors and all Board sub-committees
 - Assistant Superintendent, (1) FTE
 - Direction and oversight of Commission's remote learning and instructional continuity plan
 - Liaison with member districts for the provision of remote learning services
 - Business Administrator, (1) FTE
 - Direction and oversight of all essential business office operations
 - Liaison to Commission Board of Directors as Board Secretary
 - Direction and oversight of buildings, maintenance, and custodial staff
 - Director of Human Resources, (1) FTE
 - Direction and oversight of Commission's ongoing recruitment and retention initiatives
 - Direction and oversight of employee health and benefit programs
 - Director of Collaborative Educational Services (1) FTE
 - Direct support to school and program administrators and teaching/therapeutic faculty and staff
- Custodial, & Buildings/Grounds
 - Supervisor of Buildings/Grounds, (1) FTE
 - Direction and oversight of all ongoing construction and maintenance projects throughout the Commission's buildings and campuses
 - Maintenance, (1) FTE
 - Routine and scheduled maintenance projects to keep all school buildings and offices in good operating order
 - Custodians, (12) FTE
 - Daily cleaning and deep cleaning of all instructional and office spaces in preparation for school reopening
- Information Technology
 - Coordinator, (1) FTE
 - Direction and oversight of ongoing technology issues in direct support of the Commission's remote learning initiatives
 - Direction and oversight of Commission server maintenance
 - Technicians, (2) FTE
 - Direct support to school and program administrators and teaching/therapeutic faculty and staff in implementation of Commission's remote learning initiatives
- School/Program Administrators (18 FTE)
 - Direct support to school teaching/therapeutic faculty and staff in implementation of Commission's remote learning initiatives
 - Liaison to parents and district case managers
- Administrative Support Staff (34 FTE)
 - Report to office on a limited, as needed basis to support instructional/business operations

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 appropriate and as directed by the Governor and NJDOE, the Superintendent will initiate the recovery process.

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, in consultation with building/department administrator(s), will determine the necessity 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 as per NJDOH guidelines.
- Physical assessment and needs of students who made contact with a school nurse during the response phase.
- Ensure appropriate use of PPE for all faculty/staff and students as per NJDOH and CDC guidelines.

Teachers

- Reinforce student infection control procedures.
- Send students who appear to be ill to the school nurse.
- 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 with lessons based on the principles of SEL.
- Use assessments (e.g., VB-MAPP, ABLIS, AFLS) to determine level of learning loss and develop plans for remediation. Including revision of IEP goals and objectives as determined by CST.

Administration/Supervisors

- Support and endorse nursing decisions.
- Monitor and report absences to the 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 and as per NJDOH and CDC guidelines.

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 who appear ill to the school nurse.

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	Chills
	Stuffy nose	Muscle pain
	Sneezing	Sore throat
	Sore throat	New loss of taste or smell

Communication:

The Central Office Leadership Team 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>

For additional information please see the NJDOH website at: <https://www.nj.gov/health/>

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: 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>
- Get additional facts at NJDOE website: <https://www.state.nj.us/education/students/safety/sandp/sel/>
- 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/case manager (who will be available as usual when school is open and via phone and email if school is closed).

Appendix A1

Communication	The Superintendent will serve as the contact person for addressing questions and concerns related to the topic of health related school closure; the primary contact phone number will be (732) 777-9848 ext. 3200.
Plan Distribution	Posted on the Commission website. Link to closure plan in Employee Handbook and Parent/Student Handbook. Distributed to all sending LEAs. Submitted to the ESCNJ Board of Directors for review and approval. Submitted to NJDOE through the County Office of Education for review and approval.
Work Related Responsibilities During Extended School Closures	Faculty/ Staff are asked to maintain contact with parents and students via email, phone, and/or other electronic means while schools are closed. Faculty/ Staff will follow continuity of student learning plan outlined above.

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. Loss of taste or smell _____	_____	_____
7. Contact with people who traveled out of country _____	_____	_____

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: _____

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 to send this form to the Central Office.
Email this form each Friday during the period of Heightened Surveillance
to NJ LINCS Agency**