

# **Jackson Township School District**



**Pandemic Management Plan**  
**March 10, 2020**  
**Revised May 15, 2020**

## **INTRODUCTION**

Organizations across the nation perform essential functions and services that may be adversely affected in the event of a natural or man-made disaster. In such events, organizations should have continuity plans to assist in the continuance of their essential functions. Continuing to perform essential functions and provide essential services is vital to an organization's ability to remain a viable entity during times of increased threats from all hazards, manmade or natural. Since the threat to an organization's continuity of operations is great during a pandemic outbreak; it is important for organizations, in particular the Jackson Township School District, to have a Pandemic Management Plan in place to ensure it can carry out its essential functions and services. While organizations may be forced to suspend some operations due to the severity of a pandemic outbreak, an effective Pandemic Management Plan can assist an organization in its efforts to remain operational, as well as strengthen the ability to resume operations.

This plan provides guidance to the Jackson Township School District and may serve as the plan for maintaining essential functions and services during an influenza pandemic. This guidance neither replaces nor supersedes any current, approved Jackson Township School District continuity plan; rather it supplements it, bridging the gap between the traditional, all-hazards continuity planning and the specialized continuity planning required for a pandemic by addressing additional considerations, challenges, and elements specific to the dynamic nature of a pandemic.

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## **BACKGROUND**

The Center for Disease Control (CDC) is responding to an outbreak of respiratory disease caused by a novel (new) coronavirus that was first detected in China and which has now been detected in almost 70 locations internationally, including in the United States. The virus has been named “SARS-CoV-2” and the disease it causes has been named “coronavirus disease 2019” (abbreviated “COVID-19”).

On January 30, 2020, the International Health Regulations Emergency Committee of the World Health Organization declared the outbreak a “public health emergency of international concern external icon” (PHEIC). On January 31, 2020, Health and Human Services Secretary Alex M. Azar II declared a public health emergency (PHE) for the United States to aid the nation’s healthcare community in responding to COVID-19.

### **Source and Spread of the Virus**

Coronaviruses are a large family of viruses that are common in people and many different species of animals, including camels, cattle, cats, and bats. Rarely, animal coronaviruses can infect people and then spread between people such as with MERS-CoV, SARS-CoV, and now with this new virus (named SARS-CoV-2).

The SARS-CoV-2 virus is a betacoronavirus, like MERS-CoV and SARS-CoV. All three of these viruses have their origins in bats. The sequences from U.S. patients are similar to the one that China initially posted, suggesting a likely single, recent emergence of this virus from an animal reservoir.

Early on, many of the patients at the epicenter of the outbreak in Wuhan, Hubei Province, China had some link to a large seafood and live animal market, suggesting animal-to-person spread. Later, a growing number of patients reportedly did not have exposure to animal markets, indicating person-to-person spread. Person-to-person spread was subsequently reported outside Hubei and in countries outside China, including in the United States. Some international destinations now have apparent community spread with the virus that causes COVID-19, including in some parts of the United States. Community spread means some people have been infected and it is not known how or where they became exposed.

The virus is thought to spread mainly from person-to-person.

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- People are thought to be most contagious when they are most symptomatic (the sickest).
- Some spread might be possible before people show symptoms; there have been reports of this occurring with this new coronavirus, but this is not thought to be the main way the virus spreads.

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads.

How easily a virus spreads from person-to-person can vary. Some viruses are highly contagious (spread easily), like measles, while other viruses do not spread as easily. Another factor is whether the spread is sustained, spreading continually without stopping.

The response to and mitigation of the health and social consequences of a COVID-19 pandemic will take place at both state and local levels with the New Jersey Department of Health and Senior Services assuming the lead for the public health response. Based on studies of past pandemics, the most effective approach seems to be when actions were taken early and quickly. The New Jersey Department of Education will also provide guidance regarding school response in the case of a pandemic. There are four phases of emergency planning to be included in a pandemic plan: planning, coordination and evaluation; continuity of student learning and core operations; infection control policies and procedures; communications planning.

# **CONTINUITY OF OPERATIONS**

## **Members of Pandemic Management Plan Leadership Team**

<i><b>Name</b></i>	<i><b>Position</b></i>	<i><b>Contact Information</b></i>
Dr. Stephen Genco, Ed. D.	Superintendent	(732) 833-4601 (office) (Cell phone number redacted to the public for confidentiality)
Michelle Richardson	Business Administrator	(732) 833-4603 (office) (Cell phone number redacted to the public for confidentiality)
Michael Walsh	Board of Education President	(Cell phone number redacted to the public for confidentiality.)
Nicole Pormilli	Assistant Superintendent	(732) 833-4604 (Cell phone number redacted to the public for confidentiality)
Dan Baginski	Assistant Superintendent	(732) 833-4604 (Cell phone number redacted to the public for confidentiality)
Irene Menafrá	School Nurse Coordinator	(732) 833-4600 Ext. 4645 (office) (Cell phone number redacted to the public for confidentiality)
Jen Crawford	Ocean County Board of Health, Supervisor of Communicable Disease Unit	(732) 341-9700 (Cell phone number redacted to the public for confidentiality)
Joe Immordino	Jackson Food Service	(732) 833-4600 (Cell phone number redacted to the public for confidentiality)
Dr. Teresa Taylor	Director of Special Education	(732) 833-4605 (Cell phone number redacted to the public for confidentiality)
Kurt Holtz	Director of Guidance	(732) 833-4600 (Cell phone number redacted to the public for confidentiality)
Robert Rotante	Director of Curriculum/Instruction- STEM	(732) 833-4600 (Cell phone number redacted to the public for confidentiality)
Theresa Licitra	Director of Curriculum/Instruction- Humanities	(732) 833-4600 (Cell phone number redacted to the public for confidentiality)
Edward Ostroff	Director of Buildings and Grounds	(732) 833-4600 (Cell phone number redacted to the public for confidentiality)
Peter Temperino	Custodial Supervisor	(732) 833-4600 (Cell phone number redacted to the public for confidentiality)

Lincoln Mahabir	Supervisor of Technology	(732) 833-4611 (Cell phone number redacted to the public for confidentiality)
Allison Erwin	Coordinator of Communications and Technology	(732) 833-4618 (Cell phone number redacted to the public for confidentiality)

**Emergency Responders and Contact Information; [Emergency Dial 911](#)**

<i><b>Responder</b></i>	<i><b>Position</b></i>	<i><b>Contact Information</b></i>
Matthew Kunz	Chief of Police	(732) 833-3005 (office) (Cell phone number redacted to the public for confidentiality)
Barry Olejarz	OEM Director	(732) 928-1220 (office) (Cell phone number redacted to the public for confidentiality)
Stephanie Valenziano	Coordinator, Ocean County Traumatic Loss Coalition for Youth	(732) 544-4544

## **SIZE, LOCATION AND USE OF BUILDING**

**The Jackson Township School District contains ten (10) school buildings, one Administration Building, and one Transportation Building:**

<i><b>Size of Facility</b></i>	<i><b>Location</b></i>	<i><b>Building Use</b></i>
6,000 SF	Administration Building 151 Don Connor Blvd., Jackson Township, NJ 08527	<ul style="list-style-type: none"> <li>● Administration Building</li> <li>● Offices for Business, Facilities, Central Administration, Human Resources, Community Services</li> </ul>
295,000 SF	Jackson Liberty High School 125 N. Hope Chapel Road, Jackson Township, NJ 08527	<ul style="list-style-type: none"> <li>● High School Grades 9-12</li> </ul>
302,409 SF	Jackson Memorial High School 101 Don Connor Blvd., Jackson Township, NJ 08527	<ul style="list-style-type: none"> <li>● High School Grades 9-12</li> </ul>
140,413 SF	Carl W. Goetz Middle School 835 Patterson Road, Jackson Township, NJ 08527	<ul style="list-style-type: none"> <li>● Middle School Grades 6-8</li> </ul>
130,000 SF	Christa McAuliffe Middle School 35 South Hope Chapel Road, Jackson Township, NJ 08527	<ul style="list-style-type: none"> <li>● Middle School Grades 6-8</li> </ul>
107,400 SF	Crawford-Rodriguez Elementary School 1025 Larsen Road, Jackson Township, NJ 08527	<ul style="list-style-type: none"> <li>● Elementary School Grades PreK - 5</li> </ul>
121,611 SF	Elms Elementary School 780 Patterson Road, Jackson Township, NJ 08527	<ul style="list-style-type: none"> <li>● Elementary School Grades PreK - 5</li> </ul>
68,085 SF	Holman Elementary School 125 Manhattan Street, Jackson Township, NJ 08527	<ul style="list-style-type: none"> <li>● Elementary School Grades PreK - 5</li> </ul>
50,360 SF	Howard C. Johnson Elementary School 1021 Larsen Road, Jackson Township, NJ 08527	<ul style="list-style-type: none"> <li>● Elementary School Grades PreK - 5</li> </ul>
33,275 SF	Sylvia Rosenauer Elementary School 60 Citadel Drive, Jackson Township, NJ 08527	<ul style="list-style-type: none"> <li>● Elementary School Grades PreK - 5</li> </ul>
72,077 SF	Switlik Elementary School 75 West Veterans Highway, Jackson Township, NJ 08527	<ul style="list-style-type: none"> <li>● Elementary School Grades PreK - 5</li> </ul>
8,000 SF	Transportation Facility 151 Don Connor Blvd., Jackson Township, NJ 08527	<ul style="list-style-type: none"> <li>● Transportation facility with garage</li> </ul>



**Number of staff and students normally present and scheduled daily differences in population**

<b>Jackson Township School</b>		
<b>Daily Averages</b>	<b>School Hours</b>	<b>After Hours</b>
Students	8,106 (as of 4/1//20)	900 (Approx.)
Faculty/Staff	1,467	150 (Approx.)
Visitors	200 (Approx.)	500 (Varies according to event-can be much more than 500)
<b>Total Population</b>	<b>9,692</b>	<b>1,550 (Approx.)</b>

**School populations based on best available estimates. Variations may occur daily as a result of absences, trips, activities and after-hours athletic events and activities**

**Based on the 2018 - 2019 School Performance Reports**

Economically Disadvantaged	23.3%
Students with Disabilities	19.3%
English Language Learners	3.2%
Homeless	.5%

# **Chain-of-Command to Carry Out Pandemic Management Plan**

## *Chain of Command for District/Building Based Team*

- Primary: Dr. Stephen Genco, Ed. D., Superintendent  
(732) 833-4601
- 1<sup>st</sup> Back-Up: Nicole Pormilli, Assistant Superintendent  
(732) 833-4604
- 2<sup>nd</sup> Back-Up: Michelle Richardson, Business Administrator  
(732) 833-4603

## **Information Technology**

The Jackson Township School District Information Technology Department maintains a Disaster Recovery plan for all Educational Records and documents stored on district servers. Backup data storage will enable recovery of these documents and records in the event of a disaster.

Faculty have remote access to Google lesson plans, email, Drive and Google Classroom as well as their class pages located on the District website.

# **ROLES AND RESPONSIBILITIES**

## **Superintendent:**

- Maintains authority over ALL pandemic or crisis management plans.
- Maintains protocol for personnel policies appropriate for both possible long and short term duration of pandemic absences.
- Plans for cross-training for "core" and "essential" jobs.
- Will promote faculty/staff physical and mental well-being.
- Communicates with the media and parents. Guides administration in the communication process.

## **School Business Administrator and Assistant Superintendent of Human Resources:**

- Monitors and maintains the following departments prior to and during any emergency: Business Office/Payroll, Facilities (Buildings and Grounds), Food Service, and Transportation.
- Plans for cross-training for "core" and "essential" jobs.
- Assures clean and sanitized buses and drivers that are free of illness. Secures plans to transport ill students if necessary.
- Assures clean and sanitized buildings that are free of illness.
- Develops a continuing nutrition plan.
- Work with nurses to communicate cases and tracking in conjunction with the local health department.
- Read and implement any regulations in regards to staff use of sick days and family leave.

## **Directors of Curriculum and Instruction and Assistant Superintendent:**

- Maintains academics and student learning.
- Ensures that instructional materials aligned with the New Jersey Student Learning Standards.
- Ensure differentiation of student needs is accounted for in all lessons.
- Ensures hard copies of material are made available to those in need PreK-12.
- Ensures on-line learning materials are made available PreK-12.
- Provisions will be made for students who do not have access to a technology device or Internet at home.
- Work with supervisors and directors to set expectations for lesson plans, assessment and grading.

## **Director of Special Education:**

- Identifies students' special needs.
- Maintains a confidential roster .
- Builds on current accommodations, modifications, and services.

- Works with supervisors and teachers to ensure assignments are accessible by all students.
- Informs and trains adults as needed.
- Work with supervisors to ensure there is a plan in place for related services.
- Create a plan that allows for remote IEP meetings.

### **Director of Buildings and Grounds:**

- Takes appropriate measures to minimize, to the greatest extent possible, the risk of viral transmission in the school facilities with vigorous cleaning policies and practices which include (but are not limited to) on a daily basis:
  - Filling of soap and hand sanitizers
  - Ensuring all paper towel holders are filled and functioning at all times
  - Sweeping and wet mopping of all floors
  - Vacuuming of rugs
  - Cleaning and sanitizing of hard surfaces including fountains, door knobs, work areas, computer keyboards, counter tops, railings, stairwells, and writing tools
  - Cleaning and sanitizing of bathrooms - toilets, sinks, walls, floors
  - Cleaning and sanitizing of cafeterias - kitchen, tables, chairs, food lines
  - Cleaning of vents
- The Director of Buildings and Grounds with the assistance from the Business Administrator, assures the provision of power, heat and ventilation, water, sewer, and janitorial services.

### **School Nurse Coordinator:**

- Coordinates with the Superintendent and School Business Administrator to assure necessary medical supplies and assistance are available.
- Communicate as necessary with the Superintendent, the school physician, and the County and State health officials.
- Monitors both student and staff absences, provides proactive health education, and assists the District in altering the pandemic management plan as necessary.
- Maintains a list of staff members with specialized training or skills (CPR, AED, First Aid, EPI Pen, EMT, etc.) in the nurse's office. The list will be updated annually.

### **Director of Food Service:**

- Maintains the food service environment including serving stations, food storage areas, and food preparation areas. Ensures servers are free from illness.
- Provides a contingency for the continued provision of food for free and reduced breakfast and lunch students.
- Establish and set up food pick-up locations.
- Coordinates with the Transportation Department for any needed delivery of free and reduced student breakfast and lunch.
- Track the number of meals being provided.

### **Information Technology:**

- Provides a personal electronic device (e.g. Chromebook, iPad, etc.) to any student who needs a device to complete online work at home. The parent of any student who needs a device would contact their child's school to request a device or will be contacted by the child's school based on the technology access survey. The parent and child would complete the acceptable use agreement below in exchange for receiving the device.

#### **[Jackson Acceptable Use Agreement for Personal Electronic Device - 1:1](#)**

- Students will keep the device until the end of the school year. Plans for returning the device are outlined in [Chromebook Return Procedure \(link provided to administrators\)](#)
- A record of all loaned devices shall be maintained by the Principal in conjunction with the IT department.
- Device pick up on Mondays and Wednesday distributed by building administration and security at Jackson Liberty or Jackson Memorial High School.

#### **[Procedures for Accessing Technology \(link was provided to administrators\)](#)**

### **General Education, Special Area and Special Education Teachers:**

- Reinforce student infection control procedures.
- Send students to the school nurse who appears ill.
- Bring home their district issued device, with charging cable, each day going forward in case the need for a remote learning day occurs.
- In the event of remote learning, teachers will be expected to monitor their email and respond accordingly.
- Teachers will be responsible for replying to emails, providing on-line work and or assignments, grading work turned in electronically and providing feedback on work submitted.
- Keep in contact weekly with students and communicate to their building administration of any student they have not been able to contact.
- Keep a daily log of the tasks they worked on and approximate times each task took. Staff will be required to email a copy of their log to their direct administrator.

### **Building Administration:**

- Reinforce student infection control procedures.
- Support and endorse nursing decisions.
- Monitor and report absences to central office.
- Bring home their district issued device, with charging cable, each day going forward in case the need for a remote learning day occurs.
- In the event of remote learning days, be available via Google Hangout for conferencing with central office and the administrative team.
- Communicate with staff guidelines for remote learning.

- Assist in working with families to provide them Chromebook devices via pick up or delivery.
- Coordinate with their administrative teams to ensure every student is reached.
- Keep in contact with building administration and staff to ensure all are informed of any information related to remote learning, student/family and staff supports, health and safety and cleaning protocols, etc.

### **Administrative Support Staff:**

- Reinforce infection control procedures.
- Respond to parent phone calls using District provided script/information.
- Maintain a log or journal of all calls received.
- Keep building administration informed.

### **Training**

The following training shall be completed according to assignments and responsibilities:

#### **Administration and All Staff**

- Superintendent or designee will review the Pandemic Management Plan with the administrative staff.
- Administration will review the Pandemic Management Plan roles and responsibilities (a truncated version will be provided & a presentation for consistency purposes ([Presentation link](#)) at their building faculty meeting.
- Administrators and supervisors will review the plans for E-learning, IEP/504 accommodations and modifications expectations as well as teacher and student expectations for remote learning.
- Administrators and supervisors will communicate these expectations listed in the above bullet to teachers.

The Jackson Township Board of Education maintains the following policies related to Staff Emergency Training

#### **[Policy- 8420- Emergency and Crisis Situations](#)**

## **BUSINESS OFFICE OPERATIONS**

At all times, the Business Administrator shall be prepared to have a remote work plan available to run all key operations. The Business Administrator shall run a test of remote operations twice annually. In the event of the potential for a pandemic situation, all Business office staff will be directed to bring home their computers, chargers, passwords and a flash drive of any pertinent network files. The Business office operations will continue as follows:

<b>Key Operation:</b>	<b>Remote Work Plan:</b>
Payroll	<p>The Business Administrator and Assistant Business Administrator will ensure that payroll operations can be run remotely from both of their remote locations. Edumet, the accounting and payroll portal have been set up to allow VPN access from District issued computers to the BA and ABA, and the Payroll Supervisor. Both staff will have access to the District bank accounts via their District laptops only. The Business Administrator will set up mobile access for both staff to complete secondary verification to access the bank accounts. All payroll supporting reports will be printed to PDF and saved on the local machine and a flash drive for printing upon the District re-opening.</p> <p>All staff will receive copies of their pay stubs to the EduMet portal as usual. If an employee requires a handwritten paycheck it will be mailed to the employee. The Payroll Specialist is also trained as a backup to run payroll if the need arises.</p>
Accounts Payable/ Receivable	<p>The Business Administrator and the Bookkeeper will ensure that invoices can be entered remotely. The Bookkeeper will continue to enter all invoices received via email and process any purchase orders as needed. The Business Administrator will hold off site a small amount of checks in the case that an emergency check needs to be written. The Business Administrator will also be able to process wire transfers remotely if the need arises. Any emergency payments will be discussed with the Superintendent of Schools prior to payment being made.</p>

	<p>All checks will be retroactively approved at the next Board of Education meeting.</p> <p>The Business Administrator will also continue to monitor cash flow as cash and physical check payments will not be received. The Business Administrator will request the Township make all tax payments in the case of a pandemic event.</p>
Transportation	<p>The Director of Transportation, will maintain the Transportation Department with the Business Administrator in keeping the staff apprised of closings, openings, and needs for transporting students and meals.</p>
Human Resources	<p>The Assistant Superintendent and Human Resources Manager will have remote access to the HR portal to continue to conduct any HR needs.</p>
Food Service	<p>The Business Administrator and Food Service Director keep the Food Service Department abreast of potential closing and re-opening dates. The Director of Food Services will continue to process all required State reports and submissions through the SNEARs web based portal.</p>

## **FACILITIES OPERATIONS**

In an effort to augment our commitment to providing a safe and healthy environment for our students, staff and greater school community, the following enhanced cleaning procedures will take effect immediately:

- Increase the frequency of routine interior and exterior touch-point cleaning, including, but not limited to, cafeteria tables, door handles, panic bars, door pulls, doorknobs and counter tops.
- Increase the frequency of routine restroom cleaning of all touch points including, but not limited to, faucets, flushometers, door handles, door pulls, hand dryers and soap & sanitizer dispensers.
- Increase the frequency of extensive classroom cleaning of all touch points including, but not limited to, door handles, doorknobs, pull handles, desktops, tabletops, ledges, windowsills and chairs.
- All touch point cleaning is to be completed utilizing our Envirox Hydrogen Peroxide Cleaning Solution.
- Ensure all District buses are cleaned regularly with use of the antibacterial wipes.



## **General Cleaning Procedures**

### **Area: Classroom, Classroom Bathrooms, LGR, Teacher's Lounge**

- Begin with fully supplied cleaning cart
- Look at the room top to bottom
- Check lights/ceiling tile/blinds
- Make a mental note to yourself to repair/replace light bulbs, ceiling tile the next day
- Any replacement/repairs you can't perform, put in writing to supervisor
- Start cleaning from ceiling to floor
- Empty trash cans, recycle as required / clean interior-exterior of cans, reline as needed
- Perform high dusting with correct feather dusters, work down from ceiling
- Clean whiteboard per teacher's instructions, wipe down trays with correct product
- Clean, disinfect sinks/toilets with correct products (daily)
- Clean, disinfect desks, tables, chairs, door handles with correct products (daily)
- Clean, dust, wipe down all vertical and horizontal surfaces with correct products, clean pencil sharpeners
- Clean glass
- Clean, vacuum all carpets
- Vacuum, dust mop floors (do not sweep into hallways)
- Damp mop floors with correct product
- Check, clean, refill all soap, paper, disinfectant dispensers
- Spray down everything in the room using the Virox Peroxide Based Disinfectant.
- Turn off lights, close door - go to next classroom
- End of shift, restock your cleaning cart for start of next day

### **Area: Kitchen, Kitchen Office**

- Pick up mats as needed to clean floor
- Check, clean all soap and paper dispensers
- Dust with feather duster, wipe down all walls, hood vents, mobile carts
- Wipe down front of serving counter, door handles, all window glass
- Empty trash cans, recycle as required, clean interior-exterior of cans, reline as needed
- Clean, disinfect sinks with correct products
- Clean, dust, wipe down drink cases (glass) bottom rails and exterior of case
- Dry mop, wet mop floors with correct product
- Put mats back down

### **Area: Bathroom**

- Check, clean all soap, paper bathroom dispensers
- Clean bathrooms as required with all correct products - towards the end of your shift
- Check all fixtures for water flow, loose parts. Report as needed to supervisor

**Area: Hallways, Gym, Auditorium**

- Check, clean all dispensers
- Check, replace ceiling tile, lights
- Dust mop, run machine over hallways with correct products (Gym, Auditorium - 2/3 times a week)
- Check, clean all glass, door handles, radiator covers, ceiling, ceiling vents, walls, mats, corners of floor and water fountains

**Area: Building/Grounds**

- Pick up debris, empty trash cans, recycle as required, reline cans, sports fields, tennis court, playgrounds, check outside lights in your area
- Keep boiler room, custodian closets stocked with supplies, clean and free of debris at all times
- Inspect boilers every two hours, fill in log books as required (seasonal)
- Put up, take down American and State flag daily

**Daily/Monthly**

- You need to get familiar with where the extinguishers are in your sections - inspect and sign the inspection card once a month (this is State required of schools)
- You will need to complete any checklists that are put into your area to track different things that are needed/asked for

**Good of the Entire School**

- Check, lock all doors/windows to secure the school day/night
- All lights MUST be turned off in any section of the school not in use
- All door handles must be wiped down, disinfected daily
- Use all products properly as specified by manufacturer's directions
- Save all microfiber products for re-use

**Office Cleaning Procedures**

<b>Daily Office Cleaning</b>	<b>Periodic Office Cleaning</b>
Empty trash can/clean exterior/reline	Dust ceiling vents
Dust with synthetic/feather duster	Clean interior windows
Disinfect countertops	Clean vertical surfaces
Spot clean vertical & horizontal surfaces	Spray clean windows/glass surfaces
Spot clean glass	Vacuum upholstered furniture
Spot clean carpet	Clean whiteboards
Vacuum carpeting	Clean chairs
Dust & damp mop floor	Dust blinds
Check & refill all dispensers	Damp mop/wax tile floor

## **Update to Facilities Plan**

In addition to our Facilities Operation plan stated above, the district has managed to adjust to changing circumstances. Custodians and maintenance workers have been trained and are equipped with face coverings and gloves as they perform the needed tasks throughout the buildings. With students and teachers not in attendance, the need to clean specified areas of occupation has increased and offices have been supplied with appropriate cleaning utensils for spot cleaning as needed. With ESIP and district facility upgrades happening, there are extra precautions in place for social distancing and properly evaluating outside contractors for the safety of staff.

## **INFECTION CONTROL PROCEDURES**

*"Recognize," "Respond," and "Report"*

### **Recognize Early**

- Immediately report suspected influenza cases to public health authorities.
- Communicate, collaborate, and coordinate surveillance, epidemiology, and containment activities with public health authorities.

### **Surveillance and Epidemiology**

Schools will track the number absentees and specifically monitor for student and staff reporting signs and symptoms of influenza. The timing, specifics and scope of surveillance activities will be conducted under the supervision and close coordination of the local health department.

### **Transmission Containment**

Measures should be undertaken to limit the spread of germs amongst students and staff. These include "social distancing" or "non-pharmaceutical interventions" and include the following:

- Increasing separation amongst students
- Hand, cough and sneeze hygiene
- Disinfection of contaminated surfaces

### **Case Isolation**

Procedures should be developed for handling students and staff who have the signs and symptoms of influenza. These include:

- Providing masks for the affected to wear.
- Identifying a place to isolate the affected.
- Developing policies for discharging sick students.
- Develop procedures for transporting sick students.

## **Quarantine**

People who have been exposed to COVID-19 are at risk for contracting and becoming sick themselves. Since people can be contagious up to 24 hours before showing signs and symptoms, it may be necessary to quarantine (separate them from other people) these individuals until they show symptoms or are proven to be germ free.

Typically, it is health department officials who draft and enforce orders of quarantine. Because a COVID-19 outbreak is expected to be fairly widespread, official quarantine is unlikely. However, informal self-quarantine to prevent the spread of infection to contacts is likely to be encouraged.

## **Work Quarantine**

Some people, by virtue of their home or work situation, are unable to stay home for an extended quarantine. They may provide essential services. It is also possible that so many people will be exposed that home quarantine will be entirely impractical. These individuals can continue to work provided certain precautions are taken.

- Social distancing (see below)
- Respiratory protection (mask)
- Gloves
- Strict hand washing enforced
- Facility disinfection procedures

## **Mitigation Measures, Including Social Distancing**

Implement prevention strategies to make the school environment conducive to good hygiene by:

- Reminding students and staff to clean their hands and make sure they have the supplies to do so by making soap, alcohol-based hand rubs, paper towels, and sinks accessible.
- Reminding students and staff to cover noses and mouths with a tissue or sleeve when coughing or sneezing and have tissues readily available. Make sure tissues are available in all classrooms and common areas such as libraries and lunchrooms and remind students and staff to dispose of used tissues in waste receptacles.
- Conducting frequent sanitary, health & safety inspections of the schools. Encourage staff and the custodial team to wipe down any surfaces that may have been contaminated by saliva or other respiratory secretions.

Reduce the spread of the virus by identifying the Schools' responsibilities to the students and community:

- Upon notification that a pandemic is occurring, set up prominent notices at all entry points to facilities, advising staff, students, and visitors not to enter if they have symptoms of influenza.
- Educate employees, students, and visitors on how to stop the spread of the virus. Notices containing information regarding hand hygiene, covering coughs and

sneezes, and student spacing should be placed around the schools. Fact sheets with this information should be distributed also.

- Established procedures for implementing containment measures (canceling sports events and other mass gatherings).
- Ensure adequate supplies of tissues, hand sanitizing gels, soap and water and cleaning supplies are available to students and staff.
- In collaboration with the Health Department, develop and implement support plans for “Student Health Centers” that will be designated to triage/evaluate and/or treat COVID-19 patients not requiring hospital care.

### **Student Spacing**

Student spacing (social distancing) are non-medical measures intended to reduce the spread of disease from person-to-person by discouraging or preventing people from coming in close contact with each other. Education on student spacing should be distributed to all staff, students and parents.

Student spacing strategies may include:

- Spacing students’ desks three (3) feet apart, in small pods or clusters.
- Discouraging prolonged congregation in hallways, lunch rooms etc.
- Limiting group activities and interaction between classes
- Canceling gym classes, choir or other school activities that place individuals in close proximity.

### **Managing Illness in Staff, Students or Visitors**

- In collaborations with the local Health department, educate staff and students regarding symptoms of illness.
- If a person becomes ill, or if someone observes that another person is exhibiting symptoms of COVID-19 at work/school, make sure the ill person leaves the school as soon as possible.
- Encourage sick students and staff to stay home until they have been without fever for 24 hours to help prevent spreading illness to others.
- Invoke your school policy about staying home and returning to work/school.

## **IN THE EVENT OF CLOSURE**

**Staff will be required to stay home in the affected schools or if the district communicates to work remotely.**

**\*Essential staff that will report include: \*\***

Superintendent and administrative assistants

Assistant Superintendents and administrative assistants

Business Administrator and administrative assistants

Central Office employees

Building Administrators including all principals and assistant principals (in buildings not affected) and all administrative assistants

Directors and Supervisors and administrative assistant(s)

Administrative assistants in Guidance and Child Study Team

Supervisor of Technology and administrative assistant

Computer Technicians

School nurses

Food Services Director, Assistant Director, and administrative assistant

Director of Buildings and Grounds and administrative assistant

Director of Transportation and all assistants

Maintenance and Custodial Supervisor

Teamsters (food service, building and grounds and custodial staff)

Security

All other staff that are from affected schools or have been in contact with others that are affected are required to self-quarantine at home for 14 days. Staff that are not exposed may work remotely from home or from their non-affected school.

\*Any essential staff that report to affected schools will be asked to work remotely from home.

\*\* Essential staff may be asked to work shorter days in the facilities and be placed on a rotation basis for reporting to work.

## **TRANSPORTATION**

In the event of closure by the Department of Health or the Department of Education, no Jackson resident student will be transported to any school, including out of district schools, vocational schools, etc.

## **REMOTE LEARNING**

### **Remote Learning Days**

We believe that learning can take place anytime and anywhere. In the event of a pandemic, Remote Learning Days will allow our academic schedule to continue uninterrupted, which is vital to both short-term and long-term learning and success. These days will also enable us to take advantage of our investment in technology and will help students develop skills in independence and time management.

**Goal:** To implement an alternative instructional process that is flexible yet meets the standard for structured learning time so that school days missed for a pandemic crisis can be counted towards the required days of instruction for the calendar year. This requires several objectives and an understanding that this may look different at each level, preschool, elementary, middle school and high school.

### **General Plan for Remote Learning Days**

- Remote Learning Days are designed to reduce the impact and disruption to the school calendar and programs in the event of a pandemic emergency.
- On Remote Learning Days, students will be expected to logon to the school district website to access grade level work that has been developed to support the appropriate grade level standards and curriculum. For those with no internet or computer access, hard copy work that is equivalent to the online work will be available for pick up in the vestibule of each school, or a Chromebook will be assigned on loan to the student.
- The work assigned will outline daily expectations that serves as an extension to previous learning or bridge to new learning.
- A Remote Learning Day is a day that students and teachers stay home but it is a school day.
- Staff members will bring home their district issued device, with charging cable, each day going forward in case the need for a remote learning day occurs. Staff members will ensure they have access to any passwords they may need to get on Genesis, Google Drive, etc.
- Any Remote Learning Day will be stated clearly via the district's automated notification by the Chief School Administrator./Coordinator of Communications and Technology

## General Procedures for Remote Learning Days

- Staff will be available **according to their schedules via technology**. This includes general education teachers, special education teachers, special area teachers, school counselors, school nurse, and interventionists will be available for students and families to contact virtually, as needed.
- Student needs related to established additional school supports (ELL, 504, IEP) will have their work modified based upon their needs or goals and objectives in their IEP.
- All students are expected to complete the assignments independently putting forth their personal best effort (parents may read directions to students if needed).
- Phase I: On Remote Learning Days, the required coursework will be posted through our district Web site by 8 a.m.
- Phase II: Teachers use Google Classroom or post assignments/lessons on their individual class pages and continue to teach based on curriculum and standards.
- The assignments may be in Google Classroom or on a paper handout. Teachers will be available via email or Google Classroom/Google Meet to answer questions and support students with their work.
- Students may be asked to complete a variety of learning tasks that include, but are not limited to:
  - Reading assignments (either digital or paper-based)
  - Video assignments with accompanying assessments
  - Youtube/ or video based
- Teachers will provide detailed instructions about the assignments that will include the following information:
  - Purpose/objective of the assignments
  - Description of the tasks, including the directions/resources required to complete the assignments
  - Assignment submissions (in-person when students return, online, etc.)
  - Due dates of the assignments
  - Grading expectations if applicable
- Students will be expected to work at a minimum of 10 hours a week based on the home instruction guidelines
  - Teacher Expectations (provided to each teacher)
  - Student Expectations (reviewed with students and posted)



# **INSTRUCTIONAL PLANS- Component 5**

## **March 16, 2020 - March 27, 2020 - Phase I**

*Note, these two week assignments will allow us the time to get all students in need of a device and/or Internet access, so if further closure is needed we can move on with instruction based on individual teacher assignments through Google Classroom. Teachers have been instructed to use provided tutorials to ensure they are ready to move to this form of instruction in upcoming weeks.*

**Use the link below to see all the specific assignments and standards that will be covered in each grade level and or course assignment. [Jackson Schools Remote Learning Assignments](#)**

*Note that packets of the same assignments will be available for those without computer or Internet access. Packets will be found in the vestibules of each school.*

## **General Overview**

**Preschool** - Reading parent to child and playing games that integrate preschool standards will be the emphasis of the work that is provided. Directions for scaffolding the work will also be provided to ensure needs of each learner are met.

## **Elementary Kindergarten - Grade 5**

**English/Language Arts** - Grade level assignments that correspond with ELA Anchor standards will be inclusive of reading and writing with assignments that support comprehension and critical thinking. Rubrics and directions will be provided to guide students in their work. Reading connections will be made to both science and social studies.

**Mathematics** - Practice of material previously taught along with projects and thematic assignments and consistent with the current scope and sequence.

**Social Studies/Science**- Thematic assignments that integrate reading and writing will be provided that support grade level standards and curriculum while also integrating other content areas.

**Physical Education/Health**-Suggestions for movement and healthy habits and behaviors will be provided. Integrated projects that involve everyday application will be assigned.

**Unified Arts** - Learners will engage in review and reinforcement activities that promote application of concepts and skills for world language, art, music and media literacy.

**Special Education** - Properly leveled assignments can be found on the website as well as independent packets based on IEP goals and objectives.

**Communication** - You may expect and continue to communicate with your child's teacher and/or the supervisor of special services via the normal channels of email. Note: Sick children will be reported to each school nurse via email.

## Grades 6-12

**English Language Arts** - Grade level assignments that correspond with standards for each grade will be inclusive of reading and writing with assignments that support comprehension and critical thinking. Rubrics and directions will be provided to guide students in their work. Reading connections will be made to both science and social studies.

**Mathematics** - Continued practice of skills learned will be required via technology or packet. Assignments with appropriate grade level content and objectives will be consistent with the current scope and sequence.

**Science** - Reading and comprehension assignments related to current science units and grade level standards will be posted.

**Social Studies** –Thematic assignments that integrate reading and writing will be provided that support grade level standards and curriculum while also integrating other content areas.

**Physical Education/Health**- Suggestions for movement and nutrition will be provided based on grade level standards.

**World Language** - Assignments will include daily review of vocabulary, parts of speech, verb conjugation, basic commands in an oral and written form.

**Art** - Learners will apply the seven elements of art in a drawing, painting, sculpture or free form.

**Music** - Learners will demonstrate the application of the seven elements of music in a vocal rendition or in an instrumental piece.

**Special Education** - Assignments will be modified or individualized based on need.

**Communication** - You may expect and continue to communicate with your child's teacher and/or the supervisor of special services via the normal channels of email. Note: Sick children will be reported to each school nurse via email.

### **March 30, 2020 - May 29, 2020 - Phase II**

*Note: Technology access for all students was established via Chromebook and/or Kajeet/Optimum access pick up for two weeks.*

Teachers will use Google Classroom and or post assignments on their class page that continue the instructional learning based on district pacing charts and curriculum. Teachers will be asked to communicate with their students weekly and hold Google Meet sessions for social emotional check-ins and instructional purposes. Beginning May 22, 2020 Fridays will be Flex Days for the purpose of extra instructional support, enrichment and or studying and catch up days.

Lesson plans will be submitted weekly to the teacher's supervisor or building administration for approval. Grading guidelines were provided to staff to ensure equity and consistency across levels. Teachers are expected to teach and be available for support, small group instruction or answering questions from 8-1 each day. Hours after 1:00 are dedicated to grade level, department meetings. Additionally this is a time for planning, and conferencing, CST, 504 or I & RS meetings.

### **June 1, 2020 - June 19, 2020 - Phase III**

Google Classroom and/or teacher class pages will continue to be the source of instructional assignments. In lieu of final exams, the focus of assignments will move in the direction of integrated problem based learning activities. Grade levels and departments will offer the same if not similar activities. Rubric for the activities will be shared with students ahead of the tasks assigned. These PBLs will encompass skills, content and grade level standards learned throughout the school year. PBLs will be submitted for approval to the teacher's supervisor or building administration.

## **EQUITABLE ACCESS -Component 1**

As a proactive measure, in the event Jackson Township School needs to close to prevent communicable disease transmission, a Technology Accessibility Survey was disseminated to families to determine the technological needs of our students in order to provide options in the event of a long term school closure. The information provided in this survey will be seen only by Jackson Township School Administration and will not be shared. If parents indicate on the survey that their child does not have access to a dedicated device or WiFi at home, Jackson Township Administration will contact them over the coming week to clarify their student's technology needs and better plan access for all students. We will leverage the learning platforms and tools that we have available to deliver the most appropriate content under the potential circumstances we may face. Options may include borrowing a Chromebook or iPad (agreement will be signed) or picking up a hard copy packet of work that is mirroring the on-line assignments.

[Accessing Technology or Hard Copy Packet Procedure](#)

### **Technology Support**

Jackson Township School District technology staff will offer limited support for hardware, software and account-related issues on Remote Learning Days. Students/staff should email their questions or problems to [portalsupport@jacksonsd.org](mailto:portalsupport@jacksonsd.org) or [\*\*techsupport@jacksonsd.org\*\*](mailto:techsupport@jacksonsd.org)

Accommodations will be provided for assignments by the special education teacher based on students' Individualized Educational Plan. Related services will share general strategies to implement at home and will be available via email or Google Hangout to assist parents. IEP meetings will continue to be held virtually.

[Child Study Team & Guidance](#) Expectations (communicated to staff during training and via email)

### **Equitable Access Updated**

#### **Updated as of March 13, 2020:**

Numerous phone calls and emails went to parents to communicate the importance of picking up a Chromebook for remote learning. A spreadsheet was created that each principal indicated families who identified the need for a device. Time was provided to pick up a device or Kajeet at either Jackson Memorial High School or Jackson Liberty High School. The proper paperwork was signed at pick up.

For families who indicated they could not make arrangements for pick- up, devices were delivered. For families in need of the Internet, either a Kajeet or Optimum services were provided.

Through a document that identified families that have not communicated with a teacher or administrator the district was able to provide follow up house visits by district security and or school resource officers.

### **Assisting the Special Needs Population- Component 2**

Special needs populations present particular challenges to emergency and crisis planners. Planning considerations should address the needs of students and staff with hearing, mobility, sight or other physical or health impairments. Other groups that may need special considerations include non-English speaking students and students within specific age ranges that have specific requirements.

1. Emergency Tool Boxes shall contain lists of students along with any alerts that may need to be addressed during an emergency.
2. Jackson Township School District maintains a **Nursing Services Plan** which shall also include a description of how nursing services will be provided in emergency situations, detailed nursing assignments sufficient to provide the services to pupils.

The Jackson Township School District Board of Education maintains the following policies related to assisting the special needs population: [Policy- 5307- Nursing Services Plan](#)

## **Updated:**

### **Students with Individual Education Plans:**

The Special Education Teacher will tailor instruction to the student's individual needs in a most appropriate method for remote learning. Appropriate Accommodations and Modifications will be made for students based on their IEP and individual needs.

Related Services will be provided virtually during remote learning, to the greatest extent possible, as outlined in their Individual Education Plan.

As of March 30th related services will be delivered virtually, online or telephonically based on the US Department of Education guidance.

Based on current United States Department of Education and New Jersey Department of Education guidance related to the education of students with disabilities during COVID-19 school closures, special education and related services will be provided "to the most appropriate extent possible while students are away from their schools/programs" (NJDOE, March 2020). Furthermore, "the provision of FAPE may include, as appropriate, special education and related services provided through distance instruction provided virtually, online, or telephonically" (USDOE, March 2020) to the extent that it is safe, practicable and ethical in light of the circumstances with the anticipation that parents/guardians will cooperate and participate as needed.

Guidelines for these services have been developed by the Director of Special Education and shared with related service providers.

### **Child Study Team & Guidance (link provided to staff)**

Special Education Teachers will work with Related Service Providers, Paraprofessionals, and families to create a schedule for whole group activities, small group and/or individual activities. Teachers and Service Providers will document student participation in activities as well as completion of assignments. Data will also be collected on student progress towards their IEP goals and objectives and progress reports will be completed based on the data collected.

IEP meetings will continue to be scheduled and held via virtual meetings. Plans for evaluation and reevaluation consist of doing social evaluations virtually or via phone.

### **English Language Learners: Component 3**

In addition to the traditional programs being offered by the district (google classroom etc.) Our district ESL curriculum includes powerful online tools that are playing a key role in diagnosing and monitoring progress of ESL skill needs. Our biggest challenge is "new to district" and port of entry students and their families, we are providing one-on-one tutoring and individualized support for these students on a weekly basis.

The district has implemented Talkingpoints.org district wide to communicate with ELL and non english speaking families. Talking Points allows for two way communication in 135 different

languages. We have all 262 ELL families on and using this platform. All written materials are being translated using human and technology supports for translation where available.

The district curriculum has built in differentiation and online learning supports that were in place before the school closure. We have ensured technology access to all ELs by providing chromebooks, and internet access via hotspot when needed. Bilingual staff are available regularly to support troubleshooting at home with our largest language group (spanish) Talkingpoints, district staff and community members have been an added support for all other languages in troubleshooting technology access issues.

### **Moving up, Promotion and Graduation Ceremonies:**

As communicated from both the Department of Education and the State Police, both high school graduations, eighth grade promotion and fifth grade moving up ceremonies will be virtual. The virtual presentation will be posted on the date and time that had previously been scheduled for these events.

The high school will be inclusive of speeches by dignitaries and students as well as video of students in their cap and gowns with a message they record. Pictures of students with their families will be included. Performance by the choir and band will also be included.

Grade eight and grade 5 will be inclusive of speeches by their principal and still pictures of students.

### **SUMMER PROGRAMS: Component 8**

\*All summer programs will take place remotely as outlined below.

### **Extended School Year (ESY):**

The Individual Education Plan Team shall make an individual determination regarding the need for an extended school year program. An extended school year program will be provided remotely in accordance with the student's IEP when an interruption in educational programming causes the student's performance to revert to a lowered level functioning and recoupment cannot be expected in a reasonable length of time. The Individual Education Plan Team shall consider all relevant factors in determining the need for an extended school year. The district Board of Education shall not limit extended school year services to a particular categories of disability or limit the type, amount, or duration of those services.

The Jackson Township School District will provide Extended School Year remotely to those students eligible for this program through a virtual platform, unless otherwise directed by the New Jersey Department of Education. Instruction and Related Services will be delivered in accordance with the student's Individual Education Plan, to the greatest extent possible.

The Extended School Year Program will run from July 6, 2020 to August 13, 2020, Monday through Thursday from 9am - 1pm. Classes will be formed in accordance with N.J.A.C. 6A:14-4.6 & 4.7. Appropriately certified teachers will be assigned a class and will develop assignments to be delivered virtually. The Special Education Teacher will tailor instruction to the student's individual needs in a most appropriate method for remote learning. Appropriate

Accommodations and Modifications will be made for students based on their IEP and individual needs.

Related Services will be provided virtually during the Extended School Year Program, to the greatest extent possible. Paraprofessional support will be provided to students who are identified as needing such supports, as outlined in their Individual Education Plan.

Special Education Teachers will work with Related Service Providers, Paraprofessionals, and families to create a schedule for whole group activities, small group and/or individual activities. Teachers and Service Providers will document student participation in activities as well as completion of assignments. Data will also be collected on student progress towards their IEP goals and objectives.

### **Title I & III Summer Program:**

Students will be identified using district data collected from assessments as well as data and teacher recommendation from the remote learning period.

Based on research on the “summer slide” Reading just 4 to 6 books over the summer has the potential to prevent a decline in reading achievement scores from the spring to the fall. Students will be mailed home books directly from the companies. Expectations will be shared with students and families. This will run very much like a book club. Teachers will follow up and hold book talks with students via phone calls to their homes.

Additionally, math activities will be mailed home weekly for students to complete. Teachers will work with students via phone or virtual to discuss the activity and completion of the work.

### **Attendance: Component 6**

Students completed work will count towards their attendance. Additionally, teachers will require students to either complete a daily prompt in Google Classroom, a Google Form question or post a question to their class page to account for daily student attendance.

Sick children should be reported via email to the child’s school nurse and teacher. Students would still be responsible for the assigned work, but would have additional day(s) to complete it.

If there is an unforeseen circumstance that prevents students from accessing their assigned work, parents/guardians should pick up the available hard copy packets of work that are available at each school’s vestibule and email their child’s teacher.

Students who are not engaging in completion of their work or not completing daily attendance will have an email/phone call to their parents. Guidance counselors will also reach out to families that are not involved in the remote learning to offer support.

After several attempts by teacher, guidance and administration the name will be placed on a concern list that school security and or SRO will attempt to visit the home to do a well check and offer phone numbers for the family to contact.



## **Fall Planning:**

Preliminary planning for the targeting instructional loss of students includes a planning meeting with Linkit that tentatively plans for an assessment at each grade level that will identify gaps in standards. Targeted goals for students will be established and actions will include small group differentiated instruction and progress monitoring.

## **CONTINUING NUTRITIONAL PLAN -Component 4**

### **Storage Areas (food, medication)**

**Storage areas containing food and medication are as follows:**

- Food Storage – Cafeteria
- Water Storage – Cafeteria
- Medication – Nurse’s Office

The Jackson Township School District Board of Education maintains the following policies/regulations related to storage areas:

### **[Policy- 8506- School Lunch Program Biosecurity Plan](#)**

### **Continued Meal Service Plan**

In the event of a school closure due to a pandemic, the food service department will be directed to make daily meals for each student who qualifies for free or reduced breakfast and/or lunch per the Master Eligibility List (MEL). In the event of closure, Jackson will offer three pick-up locations for food, Jackson Memorial High School, Jackson Liberty High School and McAuliffe Middle School. For families who are unable to pick up food, the Transportation Department will be directed to drop off food to the address of each student’s home.

Prior to the delivery occurring, a phone email blast to identified families will be made to each family to let them know the location and times for pick up. This message will also be translated into Spanish. For families having food delivered, the family will be told that the delivery will be placed in front of the families door. As a precaution, the family will be asked to not take the delivery into their home until the staff member dropping off the delivery has left. This will ensure as minimal contact as possible between the staff member and the family. The food services department should ensure that once the first week of shelf stable meals is ordered, that an additional order is placed.

The Jackson Food Service Department would be responsible for inputting the daily meals into the point of sale system and maintaining proper edit check reports for each of the days that the meals were appropriated for. This will allow for the meals to be reimbursed through the monthly report submitted to the State via the SNEARS portal.



### **Update to food service plan**

Food pick up days are Monday and Wednesday of each week at both high schools. Continued communication in both English and Spanish is going to parents to inform them to contact the district if they are in need of food. Logs are kept of the number of families being served each day and transportation continues to deliver meals to families who can not arrange for pickup.

Food service continued through Spring Break in order for families to have food availability during this time of school closure.

Summer food service availability is still being discussed and will be based on the guidance of the Department of Education.

## **COMMUNICATIONS**

1. The Superintendent will provide updates and the latest research information to staff, students, and parents via phone/text message and the district website.
2. The Superintendent 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. The 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.

**Update as of Remote Learning on March 13,2020** and announcement on May 4, 2020 by the Governor of NJ.

The district created a COVID-19 page to keep families informed and to provide resources.

### **[Jackson Schools COVID-19 Information Plan](#)**

- Weekly communications from the district are sent to parents with updates and links to mental health supports, suggestions. Celebrations of virtual events occurring are also shared on a weekly basis.
  - Principals in each of the 10 buildings also communicate regularly with families to keep them updated and to encourage parents to reach out with concerns or questions.
- [Supporting Our Parents/Students And Each Other](#) (found on our JSD COVID-19 page)**
- Communication to parents and students will occur about canceling events, such as prom or end of year picnics, activities and holding some events virtually.

## Coronavirus Secretarial Response to Parent Inquiries

### Directions:

1. Parent phone calls that are received by clerical staff will respond by using the Phone Script below: If the parent requires more support, please ask the caller the child's name. Look up the child's name in Genesis to ensure the caller is the guardian of the child. Once information is verified, please transfer the call to the appropriate person (nurse, administrator, etc).
2. Calls that are received from community members that do not have children in our school, please only provide the information that is provided in our script. Any further inquiry should be communicated to the Building Principal and/or Allison Erwin, Communications Specialist.
3. If the media contacts the office, take a message and inform Allison Erwin and Dr. Genco's office.

**Update March 16, 2020:** While all staff in buildings work remotely, phone calls are being sent to district cell phones of established administrators. Those administrators are answering questions, taking messages and passing messages along.

Once administration and secretaries transition back to their offices, the phones will then be set back to each building.

### **Update: May 18, 2020**

Administrators will cover their buildings on a rotation basis Monday - Thursday from 8-1. Phones and mail will be sent back to the buildings. Secretaries will come in or be provided work to pick up that can not be done remotely on an as needed basis. All safety protocols outlined above will be in place.

## **PHONE SCRIPT**

Thank you for your phone call. We have information for parents about the Coronavirus that can be found on our district Website. This information can be found under Coronavirus - Parent Resources.

[Script for the secretaries \(link was provided here\)](#)

### **Working with the Media:**

1. **The Superintendent will be the media spokesperson for the district.** In the event that the Superintendent is unable to serve in this capacity, the **Assistant Superintendent** shall perform this role.
2. Provide media with a written statement (same as statement made to parents and students).
3. Provide staff with instructions for phone contact from the media – **refer all media questions to the Superintendent or designee.**
4. Reinforce school and community response regarding the pandemic

[Policy- 9400- News Media Relations](#)

# **POLICIES/REGULATIONS**

## **Home Instruction due to Health Condition**

The Jackson Township School District Board of Education maintains the following policy and regulation related to Home Instruction due to Health Condition

[Policy and Regulation 2412 - Home Instruction due to Health Condition](#)

## **Student Attendance**

The Jackson Township School District Board of Education maintains the following policy and regulation related to Student Attendance

[Policy and Regulation 5200- Attendance for Students](#)

## **Control of Communicable Disease**

The Jackson Township School District Board of Education maintains the following policy and regulation related to Control of Communicable Disease

[Policy and Regulation 8451 - Control of Communicable Disease](#)

## **Harassment, Intimidation, and Bullying**

The Jackson Township School District Board of Education maintains the following policy related to Harassment, Intimidation, and Bullying.

[Policy 5512 – Harassment, Intimidation, and Bullying](#)

## **Cooperation Between Parents and School**

The Jackson Township School District Board of Education maintains the following policy related to Cooperation between parents and school:

[Policy- 9200- Cooperation Between Parents and School](#)

## **Emergency and Crisis Situations**

The Jackson Township Board of Education maintains the following policies related to Staff Emergency Training

[Policy- 8420- Emergency and Crisis Situations](#)

## **School Lunch Program Biosecurity Plan**

The Jackson Township School District Board of Education maintains the following policies/regulations related to storage areas:

[Policy- 8506- School Lunch Program Biosecurity Plan](#)

# ALL-HAZARDS ANALYSIS

## **School Climate & Culture**

An assessment of the school climate and culture shall be conducted periodically by the school safety/climate team.

## **Staff**

Jackson Township School District utilizes **Parentlink** and the **District Website** to communicate with staff members, students, parents, and emergency contacts in the event of an emergency. Notifications are authorized by the Principal or designee.

## **Students**

Jackson Township School District utilizes **Parentlink** and the **District Website** to communicate with staff members, students, parents, and emergency contacts in the event of an emergency. Notifications are authorized by the Principal or designee.

## **Parents/Guardians**

Jackson Township School District utilizes **Parentlink** and the **District Website** to communicate with staff members, students, parents, and emergency contacts in the event of an emergency. Notifications are authorized by the Principal or designee.

# RESOURCES

[COVID-19 Resources and Information from NJ Department of Health](#)

[COVID-19 Resources from the CDC](#)