

Pandemic Communicable Disease Plan

South Bound Brook
School District

Adopted March 2020

Planning and Coordination

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Other Members:

Nurse: Mary Caputo - Health Information

Food Services: Pomptonian - Jason Baumbach

Building and Grounds: David Budd

Chief of Police: Jeffrey Titus

PTO/Parent Liaison: Anthony Lorenzi

South Bound Brook School District Demographic Information

Grade	
PreK	27
K	36
1	51
2	42
3	44
4	48
5	45
6	51
7	52
8	39
Total	435

Home Language	
English	68.0%
Spanish	26.2%
Hindi	1.6%
Other Languages	4.1%

South Bound Brook School District Demographic Information (continued)

Student Group	
Female	46.7%
Male	53.3%
Economically Disadvantaged	47.8%
Students with Disabilities	14.9%
ELL	5.7%
Homeless	0.2%
Foster Care	0.2%
Military Connected	0.5%
Migrant	0%

Racial and Ethnic Group	
White	28.3%
Hispanic	52.6%
Black or African American	10.1%
Asian	3.9%
Native American Indian or Alaska Native	0%
Native Hawaiian or Pacific Islander	0.2%
Two or More Races	4.8%

Goals

- Limit the number of illnesses
- Reduce the spread of the virus within school facilities
- Preserve continuity of essential school functions
- Minimize educational and social disruption
- Minimize economic and academic losses
- Work with local and state health departments to coordinate pandemic plans

Procedures

- Ensure that staff members are trained in preventative measures such as respiratory etiquette and universal precautions.
- Ensure that staff members understand early detection and report any children exhibiting signs of illness to the school nurse.
- School campus will closely monitor attendance of students and staff and report findings.
- Set up prominent notices at all entry points to facility, advising staff, students and visitors not to enter if they have symptoms of influenza.
- Ensure that all personnel are informed with latest developments of any pandemic episode.
- Maximize communication with parents and school community related to health and safety and any pandemic episode. Educate about what each person can do to prepare or respond to minimize health risks. Information may be disseminated through parent letters, website postings or school newsletters.
- Educate employees, students, parents and visitors on how to stop the spread of the virus and notices may be placed around the school (including entrances, notice boards, meeting rooms and restrooms.) Notices should contain information regarding hand hygiene, covering coughs and sneezes, and student spacing.
- Ensure maximum support and education for ill and affected children.
- Follow guidelines of local and state health departments related to school closings and guidelines for pandemic episode.
- Support and work with local/state departments in the event vaccinations are offered through school sites.
- Follow the health department recommendations/guidelines related to social distancing, extracurricular activities, and school closings.
Student spacing refers to distancing individuals and strategies to reduce the spread of the virus between people; information should be distributed to all staff, students and parents.
- Space students' desks three (3) feet apart, in small pods or clusters.
- Discourage prolonged congregation in the hallways, lunch rooms, etc.
- Limit group activities and interaction between classes.

- Cancelling gym class or other school activities that place individuals in close proximity.

School Cleaning

- Ensure adequate supplies of tissues, hand sanitizing gels, soap and water and cleaning supplies are available for employees and students.
- Disinfecting shared work areas, counters, railings, and door knobs should be performed more frequently during the influenza pandemic.
- Filters of air conditioning systems should be cleaned and changed frequently
- Telephones should not be shared if at all possible.
- Specialized cleaning solutions are not essential. Standard cleaning products are adequate (including soap and water) and can disinfect surfaces so most important is the frequency of cleaning.
- Where operationally possible, during the day increase ventilation to the facility to decrease spread of disease and following each school day the school may be thoroughly ventilated and cleaned (either opening all doors and windows or turning up the air conditioning/heating systems.)
- As a last resort and in consultation with public health officials, dependent upon the significance of the outbreak, consider if/when the school will close. School closures may actually increase disease transmission if not orchestrated correctly. Education, communication and guidance to the community that closing schools is a last resort and is only effective for disease containment if the staff and students are directed to stay at home during the school closure.

Recovery

In the event of a school closing, school recovery from a pandemic will begin when school officials determine that normal supplies, resources and response systems can manage ongoing school activities. School officials will assess the economic and educational impact of the pandemic. The district will follow public health recommendations in the event specific actions are required to return to school including environmental sanitation. School opening will be communicated through local TV, radio stations and social media outlets.

Continuity of Learning and Core Operations

South Bound Brook Flexible Instruction Day

A Flexible Instruction Day (FID) is a virtual school day where students and staff have an opportunity to explore and engage in meaningful learning experiences that are; (a) aligned to the curriculum, (b) connected to standards, and are relevant to the current instructional sequence. These days are not intended to supplant regular school day instructions, rather their intent is to continue to afford students with meaningful learning experiences while connected with teachers in the event of an emergency. Nothing replaces the genuine human interactions that happen authentically in the classroom between students and teachers.

While the structure of FIDs will be asynchronous, meaning there is not direct student and teacher interface/interaction, the school day will run from 9:30 AM - 3:00 PM with an hour for lunch at the student's discretion. Teachers will be available via email during these hours with the exception of 12:00 - 1:00 PM which will be identified as teacher lunch. Thirty (30) minutes of this FID will be set aside for physical activity.

Learning experiences may include "class work" and homework, but all work that is required for submission will be provided with feedback from the teacher making the assignment. Teachers will also indicate the due date on all "class work" and homework that requires submission.

Learning Platforms:

- If attendance is required to be recorded by the State of New Jersey, all parents with students in Grades K-8 will receive an email with a link to complete the South Bound Brook Attendance Google Form each day; one for each student. This will record that student's daily attendance and will be monitored administratively.
- **Special Education** - Special Education teachers will provide pull out resource instruction packets or online learning appropriate for their grade levels - K-2 will receive packets and 6-8 online instruction using the iReady curriculum in place. Special Education teachers will assist classroom teachers in providing modifications if necessary in Social Studies and Science. Assistive technology will be provided if necessary.
- **Grades PreK-5** will provide a fourteen day packet of classroom learning work for student completion.
- **Grades 6-8** will use Google Classroom or Google Sites for their daily learning engagements. The district has a 1 to 1 Chromebook initiative in grades 6-8 and will provide devices for students. Students who are identified as needing Internet access through a district survey will be provided with a hotspot provided by the district.
- Teachers who are not using Google Classroom may communicate to students through the student's South Bound Brook email address or Genesis class emails.
- Email and Google Classroom/Suite will be used for communications between staff.

- Email will be used to communicate formally with parents; staff should be sensitive to use BCC for group emails to parents.
- These platforms should already be familiar to 6-8 students. Students will continue to use these platforms for all daily lessons. Consider these platforms to be the home base for students.

Expectations for Teaching and Learning:

- Workload expectation for staff
 - Staff are expected to work for a full day of asynchronous learning (9:30-3:00 with 12:00-1:00 designated for lunch.) This should include communicating with students and/or parents, planning with colleagues and updating technology platforms.
- Workload expectation for students
 - **Grades PreK-2.** Reading opportunities, math practice and play/exercise for 30 minutes in each area .
 - **Grades 3-5** Reading opportunities in ELA. Project learning in Science and Social Studies, math practice and play/exercise for 30 minutes in each area.
 - **Grades 6-8.** Not to exceed 20-30 minutes per day each in Reading, English, Math, Social Studies, Science, World Language, Music, Art, Physical Education/Health.

Special Services Other Related Services

- OT ,PT and Speech will develop a schedule for students to receive services at a school facility based on individually scheduled appointments.
 - If this is not possible, compensatory services will be provided upon return to school

Child Study Team and ESL

- Meetings will be held using Google meetings.
- Translations services will be made available at meetings with the usual CST staff support during the Google meeting.
- Messages and school information are disseminated in dual language format. Google translate will be utilized for those families who speak a language not addressed by staff.
- At this time, South Bound Brook does not have medically fragile students.
- Students attending out of district placements will attend school according to the operating schedules of the receiving school.
- Somerset County ESC is the transportation vendor for South Bound Brook and will be contacted to ensure that all students receive transportation in accordance with their receiving school's operating schedule.

Food Services

- The district will continue to provide breakfast and lunch to all students on a free or reduced lunch status. Students will be able to pick up a “grab and go” breakfast and/or lunch at the Robert Morris School/Madison Street entrance on Mondays and Thursdays 9:00 a.m. until 12:30 p.m. Crossing guards will be in place from 9:00 a.m. until 12:30 p.m.

SFA Name / Agreement #: 03504850

Date meal distribution will begin: 03/16/2020

Date meal distribution will end: 04/03/2020

Schools/Site where distribution of meals will take place:

Robert Morris School – Madison St. Entrance

125 Madison St.

South Bound Brook, NJ 08880

Meals to be claimed for reimbursement per day: 440 (210 total students x 2 meals)

Reimbursement process will follow the federal SFA guidelines for schools with under 50% participation.

Meals will be prepared in the school cafeteria kitchen with Pomptonian employees and following Pomptonian health and safety protocols. Meals will consist of five components: grain, vegetable, protein, fruit, and milk or juice. Tracking of meals will be done using a roster sheet of eligible families.

General Staff Expectations

Staff are expected to work to meet their professional responsibilities through an asynchronous distance learning model. This includes communicating with students and / or parents, planning with colleagues, updating technology platforms, and monitoring and recording student work.

Communication

Teachers are expected to post a minimum of once a day and/or check in with students daily through email or google classroom. That does not mean you have to assign new material each day. A posting could include a new assignment, a check in document, a reminder of the work that has already been assigned or a link to an answer key if students need to check their work.

Email to Parents/ Students

You are expected to email parents a general update at least once a week. Teachers should only be in communication with students through GoogClassroom or Sites. Staff should be sensitive to use BCC for group emails to parents.

Contingency Plans if you are sick and unable to facilitate your online class :

In the event of widespread school closures in the midst of a health emergency, we recognize that this is a distinct possibility. If you are unable to facilitate your class, you need to put the day into EduStaff just like you would during a regular school day. Please communicate with your supervisor and principal as well as a colleague from your emergency plan to help you post an assignment to your students

Communication Guidelines.

- Staff grades 6-8 must post daily. This can include learning instructions and/or materials.
- Staff in all grades must check in with students or parents daily through email or google classroom.
- Teachers will email parents a general update at least once a week.
- Students/parents will submit an attendance form daily to indicate their availability for learning.
- Monitor the morale of your class and the workload of the students carefully. You have the latitude to make good decisions for the well being of your students.
- Please report student concerns to the school counselor and building administrator.
- Share google classroom or site with appropriate administrators
- Feedback, Assessment, Progress Monitoring
 - Teachers will track student progress to ensure participation and check-in with students if students are struggling or non-participatory. Grace and understanding should always govern

decisions.

- Feedback to students will be given whenever possible.

Planning Guidelines

- Grade level teachers of the same subject will offer consistency within reason. Teams may lesson-share to assist in workload.
- Lessons should capitalize on the home environment. Reduce screen time and include physical activity as much as possible.

Most important of all:

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

How can parents support online learning?

Here is what the research says are the major challenges for an online learner:

- There are technical requirements
- A learner must be “active” not “passive”
- A learner must take initiative
- There is a lot of self organization that must take place
- There is self-pacing and planning required
- The content may be difficult to understand
- The instructor may not be immediately available to answer questions
- A learner must know how to ask for help

Here are some of the ways you can assist your online learner:

- Help the learner to determine a time and schedule they will go online to do their class assignments – assignments should be done on time and students should be going online several times a week
 - Check in with your learner. Ask them to show you the work they have turned in and the grades they have received. Discuss their progress with them. Encourage them to contact their teachers if they are having any difficulties, or have any questions.

Infection Control Policies and Procedures

A pandemic is a global disease outbreak. A communicable disease pandemic occurs when a new virus emerges that people have little or no immunity to and for which there may be no vaccine. The disease spreads easily person-to-person and causes serious illness. It can sweep across the country and around the world very quickly. It is hard to predict when the next pandemic will occur or how bad it will be.

Childcare and preschool programs can help protect the health of their staff and the children and families they serve. Interruptions in childcare services during a pandemic may cause conflicts for working parents that could result in high absenteeism in workplaces. Some of that absenteeism could be expected to affect personnel and workplaces that are critical to the emergency response system. The U.S. Department of Health and Human Services (HHS) and the Centers for Disease Control and Prevention (CDC) offer this checklist to help programs prepare for the effects of a pandemic. Many of these steps can also help in other types of emergencies.

Public Health Instructions During a Pandemic

Throughout a pandemic, people may be asked or required to do things to help hold back the spread of the disease in your community. Here are some examples of what local health departments may ask you to do:

STAY HOME

People who are sick should stay home. Children should not go to school if they are sick. Staying home will be absolutely necessary during a pandemic to limit the spread of the disease.

AVOID LARGE GROUPS

People – even those who are well – should stay away from gatherings of people such as sporting events, movies and festivals. During a pandemic these kinds of events could be cancelled because large gatherings of people help spread the virus.

ISOLATION AND QUARANTINE

Isolation and Quarantine are public health actions used to contain the spread of a contagious disease. If asked, it will be important to follow Isolation and/or

Quarantine instructions.

Isolation is for people who are already ill. When someone is isolated, they are separated from people who are healthy. Having the sick person isolated (separated from others) can help to slow or stop the spread of disease. People who are isolated can be cared for in their homes, in hospitals, or other healthcare facilities. Isolation is usually voluntary, but local, state and federal government have the power to require the isolation of sick people to protect the public.

Quarantine is for people who have been exposed to the disease but are not sick. When someone is placed in quarantine, they are also separated from others. Even though the person is not sick at the moment, they were exposed to the disease and may still become infectious and then spread the disease to others. Quarantine can help to slow or stop this from happening. States generally have the power to enforce quarantines within their borders.

Fact Sheet

Stopping Germs at Home, Work and School

How Germs Spread

The main way that illnesses like colds and flu are spread is from person to person in respiratory droplets of coughs and sneezes. This is called "droplet spread."

This can happen when droplets from a cough or sneeze of an infected person move through the air and are deposited on the mouth or nose of people nearby. Sometimes germs also can be spread when a person touches respiratory droplets from another person on a surface like a desk and then touches his or her own eyes, mouth or nose before washing their hands. We know that some viruses and bacteria can live 2 hours or longer on surfaces like cafeteria tables, doorknobs, and desks.

How to Stop the Spread of Germs

In a nutshell: take care to

- Cover your mouth and nose
- Clean your hands often
- Remind your children to practice healthy habits, too

Cover your mouth and nose when coughing or sneezing

Cough or sneeze into a tissue and then throw it away. Cover your cough or sneeze if you do not have a tissue. Then, clean your hands, and do so every time you cough or sneeze.

The "Happy Birthday" song helps keep your hands clean?

Not exactly. Yet we recommend that when you wash your hands -- with soap and warm water -- that you wash for 15 to 20 seconds. That's about the same time it takes to sing the "Happy Birthday" song twice!

Alcohol-based hand wipes and gel sanitizers work too

When soap and water are not available, alcohol-based disposable hand wipes or gel sanitizers may be used. You can find them in most supermarkets and drugstores. If using gel, rub your hands until the gel is dry. The gel doesn't need water to work; the alcohol in it kills the germs on your hands.*

* Source: FDA/CFSAN Food Safety A to Z Reference Guide, September 2001: Handwashing.

Germ and Children

Remind children to practice healthy habits too, because germs spread, especially at school.

Stopping Germs at Home, Work and School

Communicable disease has caused high rates of absenteeism among students and staff in our country's 119,000 schools. Nearly 22 million school days are lost each year to the common cold alone. However, when children practice healthy habits, they miss fewer days of school.

School administrators, teachers and staff: See [Preventing the Spread of Influenza \(the Flu\) in Schools](#) for CDC interim guidance.

More Facts, Figures, and How-To's

CDC and its partner agencies and organizations offer a great deal of information about handwashing and other things you can do to stop the germs that cause flu, the common cold, and other illnesses.

Source: Am J Infec Control 2000;28:3

For more information, visit www.cdc.gov/flu, or call the CDC Flu Information Line at (800) CDC-INFO.

Interim Guidance for Administrators of US Childcare Programs and K-12 Schools to Plan, Prepare, and Respond to Coronavirus Disease 2019 (COVID-19)

This interim guidance is based on what is currently known about the transmission and severity of coronavirus disease 2019 (COVID-19).

The US Centers for Disease Control and Prevention (CDC) will update this guidance as needed and as additional information becomes available. Please check the following CDC website periodically for updated interim guidance: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>.

Health officials are currently taking steps to prevent the introduction and spread of COVID-19 into US communities. Schools can play an important role in this effort. Through collaboration and coordination with local health departments, schools can take steps to disseminate information about the disease and its potential transmission within their school community. Schools can prepare to take steps to prevent the spread of COVID-19 among their students and staff should local health officials identify such a need.

Schools should continue to collaborate, share information, and review plans with local health officials to help protect the whole school community, including those with special health needs. School plans should be designed to minimize disruption to teaching and learning and protect students and staff from social stigma and discrimination. Plans can build on everyday practices (e.g., encouraging hand hygiene, monitoring absenteeism, communicating routinely) that include strategies for before, during, and after a possible outbreak.

Who is this guidance for?

This interim guidance is intended to help administrators of public and private childcare programs and K-12 schools prevent the spread of COVID-19 among students and staff. Administrators are individuals who oversee the daily operations of childcare programs and K-12 schools, and may include positions like childcare program directors, school district superintendents, principals, and assistant principals. This guidance is intended for administrators at both the school/facility and district level.

Why is this guidance being used?

Information provided should help childcare programs, schools, and their partners understand how to help prevent the transmission of COVID-19 within childcare and school communities and facilities. It also aims to help childcare programs, schools, and partners to react quickly should a

case be identified. The guidance includes considerations to help administrators plan for the continuity of teaching and learning if there is community spread of COVID-19.

What is the role of schools in responding to COVID-19?

COVID-19 is a respiratory illness caused by a novel (new) virus, and we are learning more about it every day. There is currently no vaccine to protect against COVID-19. At this point, the best way to prevent infection is to avoid being exposed to the virus that causes it. Stopping transmission (spread) of the virus through everyday practices is the best way to keep people healthy. More information on COVID-19 is available [here](#). Schools, working together with local health departments, have an important role in slowing the spread of diseases to help ensure students have safe and healthy learning environments. Schools serve students, staff, and visitors from throughout the community. All of these people may have close contact in the school setting, often-sharing spaces, equipment, and supplies.

Guidance for schools which do not have COVID-19 identified in their community

To prepare for possible community transmission of COVID-19, the most important thing for schools to do now is plan and prepare. As the global outbreak evolves, schools should prepare for the possibility of community-level outbreaks. Schools want to be ready if COVID-19 does appear in their communities.

Childcare and K-12 school administrators nationwide can take steps to help stop or slow the spread of respiratory infectious diseases, including COVID-19:

- Review, update, and implement emergency operations plans (EOPs). This should be done in collaboration with local health departments and other relevant partners. Focus on the components, or annexes, of the plans that address infectious disease outbreaks.
 - o Ensure the plan includes strategies to reduce the spread of a wide variety of infectious diseases (e.g., seasonal influenza). Effective strategies build on everyday school policies and practices.
 - o Ensure the plan emphasizes common-sense preventive actions for students and staff. For example, emphasize actions such as staying home when sick; appropriately covering coughs and sneezes; cleaning frequently touched surfaces; and washing hands often.
 - CDC has workplace resources such as posters with messages for staff about staying home when sick and how to avoid spreading germs at work.
 - Other health and education professional organizations may also have helpful resources your school can use or share. For example, the American Academy of Pediatrics provides information on germ prevention strategies and reducing the spread of illness in childcare settings.
 - o Ensure handwashing strategies include washing with soap and water for at least 20 seconds or using a hand sanitizer that

contains at least 60% alcohol if soap and water are not available.

- CDC offers several free handwashing resources that include health promotion materials, information on proper handwashing techniques, and tips for families to help children develop good handwashing habits.

- o Reference key resources while reviewing, updating, and implementing the EOP:

- Multiple federal agencies have developed resources on school planning principles and a 6-step process for creating plans to build and continually foster safe and healthy school communities before, during, and after possible emergencies. Key resources include guidance on developing high-quality school emergency operations plans, and a companion guide on the role of school districts in developing high-quality school emergency operations plans.

- The Readiness and Emergency Management for Schools (REMS) Technical Assistance (TA) Center's website contains free resources, trainings, and TA to schools and their community partners, including many tools and resources on emergency planning and response to infectious disease outbreaks.
- o Develop information-sharing systems with partners.

- Information-sharing systems can be used for day-to-day reporting (on information such as changes in absenteeism) and disease surveillance efforts to detect and respond to an outbreak.

- Local health officials should be a key partner in information sharing.

- o Monitor and plan for absenteeism.

- Review the usual absenteeism, patterns at your school among both students and staff.

- Alert local health officials about large increases in student and staff absenteeism, particularly if absences appear due to respiratory illnesses (like the common cold or the "flu," which have symptoms similar to symptoms of COVID-19).

- Review attendance and sick leave policies. Encourage students and staff to stay home when sick. Use flexibility, when possible, to allow staff to stay home to care for sick family members.

- Discourage the use of perfect attendance awards and incentives.

- Identify critical job functions and positions, and plan for alternative coverage by cross-training staff.

- Determine what level of absenteeism will disrupt continuity of teaching and learning.
- o Establish procedures for students and staff who are sick at school.

- Establish procedures to ensure students and staff who become sick at school or arrive at school sick are sent home as soon as possible.

- Keep sick students and staff separate from well students and staff until they can leave.
- Remember that schools are not expected to screen students or staff to identify cases of COVID-19. The majority of respiratory illnesses are not COVID-19. If a community (or more specifically, a school) has cases of COVID-19, local health officials will help identify those individuals and will follow up on next steps.
- Share resources with the school community to help families understand when to keep children home. This guidance, not specific to COVID-19, from the American Academy of Pediatrics can be helpful for families.
 - o Perform routine environmental cleaning.
 - Routinely clean frequently touched surfaces (e.g., doorknobs, light switches, countertops) with the cleaners typically used. Use all cleaning products according to the directions on the label.
 - o Provide disposable wipes so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down by students and staff before each use.
 - o Create communications plans for use with the school community.
 - Include strategies for sharing information with staff, students, and their families.
 - o Include information about steps being taken by the school or childcare facility to prepare, and how additional information will be shared.
 - o Review CDC's guidance for businesses and employers.
 - Review this CDC guidance to identify any additional strategies the school can use, given its role as an employer.

Childcare and K-12 administrators can also support their school community by sharing resources with students (if resources are age-appropriate), their families, and staff. Coordinate with local health officials to determine what type of information might be best to share with the school community. Consider sharing the following fact sheets and information sources:

- Information about COVID-19 available through [state](#) and [local](#) health departments
- General CDC fact sheets to help staff and students' families understand COVID-19 and the steps they can take to protect themselves:
 - o [What you need to know about coronavirus disease 2019 \(COVID-19\)](#)
 - o [What to do if you are sick with coronavirus disease 2019 \(COVID-19\)](#)
 - o [Stop the spread of germs – help prevent the spread of respiratory viruses like COVID-19](#)
- CDC Information on COVID-19 and children
- CDC information for staff, students, and their families who have recently traveled back to the United States from areas where CDC has identified community spread of coronavirus:

o A list of countries where community spread of COVID-19 is occurring can be found on the
CDC webpage: [o Coronavirus Disease 2019](#)
[Information for Travel](#)

For questions about students who plan to travel, or have recently traveled, to areas with community spread of COVID-19, refer to [CDC's FAQ for travelers](#). Schools can also consult with state and local health officials. Schools may need to postpone or cancel trips that could expose students and staff to potential community spread of COVID-19. Students returning from travel to areas with community spread of COVID-19 must follow guidance they have received from health officials. COVID-19 information for travel is updated regularly on the CDC website.

Guidance for schools with identified cases of COVID-19 in their community

If local health officials report that there are cases of COVID-19 in the community, schools may need to take additional steps in response to prevent spread in the school. The first step for schools in this situation is to talk with local health officials. The guidance provided here is based on current knowledge on COVID-19. As additional information becomes available about the virus, how it spreads, and how severe it is, the guidance may be updated. Administrators are encouraged to work closely with local health officials to determine a course of action for their childcare programs or schools.

Determine if, when, and for how long childcare programs or schools may need to be dismissed.

Temporarily dismissing childcare programs and K-12 schools is a strategy to stop or slow the further spread of COVID-19 in communities. During school dismissals, childcare programs and schools may stay open for staff members (unless ill) while students stay home. Keeping facilities open a) allows teachers to develop and deliver lessons and materials remotely, thus maintaining continuity of teaching and learning; and b) allows other staff members to continue to provide services and help with additional response efforts.

Childcare and school administrators should work in close collaboration and coordination with local health officials to make dismissal and large event cancellation decisions. Schools are not expected to make decisions about dismissal or canceling events on their own. Schools can seek specific guidance from local health officials to determine if, when, and for how long to take these steps. Large event cancellations or school dismissals*** may be recommended for 14 days, or possibly longer if advised by local health officials. The nature of these actions (e.g., geographic scope, duration) may change as the local outbreak situation evolves.

If an ill student or staff member attended school prior to being confirmed as a

COVID-19 case:

- **Local health officials may recommend temporary school dismissals if a student or staff member attended school prior to being confirmed as a COVID-19 case.** Local health officials' recommendations for the scope (e.g., a single school, a full district) and duration of school dismissals will be made on a case-by-case basis based on the most up-to-date information about COVID-19 and the specific cases in the impacted community.
- **Schools should work with the local health department and other relevant leadership to communicate the possible COVID-19 exposure.** This communication to the school community should align with the communication plan in the school's emergency operations plan. In such a circumstance, it is critical to maintain confidentiality of the student or staff member as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act.
- **If a student or staff member has been identified with COVID-19, school and program administrators should seek guidance from local health officials to determine when students and staff should return to schools and what additional steps are needed for the school community.** In addition, students and staff who are well but are taking care of or share a home with someone with a case of COVID-19 should follow instructions from local health officials to determine when to return to school.

If schools are dismissed, schools can consider the following steps:

- Temporarily cancel extracurricular group activities and large events.
 - o Cancel or postpone events such as after-school assemblies and pep rallies, field trips, and sporting events.
- Discourage students and staff from gathering or socializing anywhere.
 - o Discourage gatherings at places like a friend's house, a favorite restaurant, or the local shopping mall.
- Ensure continuity of education.
 - o Review continuity plans, including plans for the continuity of teaching and learning. Implement e-learning plans, including digital, distance-learning options as feasible, and appropriate.
 - o Determine, in consultation with school district officials or other relevant state or local partners:
 - If a waiver is needed for state requirements of a minimum number of in-person instructional hours or
 - school days (seat time) as a condition for

funding;

- How to convert face-to-face lessons into online lessons and how to train teachers to do so;
 - How to triage technical issues if faced with limited IT support and staff;
 - How to encourage appropriate adult supervision while children are using distance learning approaches; and
- How to deal with the potential lack of students' access to computers and the Internet at home.
 - o Ensure continuity of meal programs.
 - Consider ways to distribute food to students.
 - o If there is community spread of COVID-19, design strategies to avoid distribution in settings where people might gather in a group or crowd. Consider options such as “grab-and-go” bagged lunches or meal delivery.
 - o Consider alternatives for providing essential medical and social services for students.
 - Continue providing necessary services for children with special healthcare needs, or work with the state Title V Children and Youth with Special Health Care Needs (CYSHCN) Program.

3/6/2020 Interim Guidance for Childcare Programs and K-12 Schools | CDC

Parent Information and Community Outreach

SAMPLE PARENT LETTER #1—Preparation and Planning

Dear Parents,

This letter will help your family prepare for a pandemic that could make many people sick.

It is important to know that at this time, there is no pandemic of any kind in Somerset County, NJ.

Public health officials are worried the _____ may change so that it can infect people and spread easily from person-to-person. This would cause a worldwide outbreak, called a pandemic.

Public health officials want people to protect themselves against pandemic diseases. Here are Some ways to protect your family.

- Keep children who are sick at home. Don't send them to school
- Teach your children to wash hands a lot with soap and water for 20 seconds. Be sure to Set a good example by doing this yourself.
- Teach your children to cover coughs and sneezes with tissues or by coughing into the inside

of
The elbow. Be sure to set a good example by doing this yourself.

- Teach your children to stay at least three feet away from a person who is sick.
- People who are sick should stay home from work or school and avoid other people until they Are vetter.

Enclosed with this letter is a checklist to help families get ready for a pandemic outbreak.

If you have any questions, please contact your healthcare provider, school nurse, or your

local Public health department (INSERT LOCAL PUBLIC HEALTH DEPARTMENT INFORMATION HERE.)

SAMPLE PARENT LETTER #2—First Case

Dear Parents,

As expected, _____ is now in New Jersey. It is important to know that, at this time, there are no known cases of _____ in Somerset County.

Health officials are worried that the communicable disease may change in a way that infects people. Such a development could lead to person-to-person spread of the disease. This would cause a worldwide outbreak, called a pandemic. Therefore, even though currently there is no pandemic, we should be aware of the potential impact that this disease could have. As such, we would like to remind you about some ways to protect your family from getting sick:

- Keep children who are sick at home. Don't send them to school.
- Teach your children to wash hands a lot with soap and water for 20 seconds. Be sure to set A good example by doing this yourself.
- Teach your children to cover coughs and sneezes with tissues or by coughing into the inside of the elbow. Be sure to set a good example by doing this yourself.
- Teach your children to stay at least three feet away from people who are sick.
- People who are sick should stay home from work or school and avoid other people until they are sick.

Enclosed with this letter is a checklist to help families get ready for a pandemic outbreak. This information can help your family get ready for any kind of emergency.

If you have any questions, please contact your healthcare provider, school nurse, or your local public health department (INSERT LOCAL PUBLIC HEALTH DEPARTMENT INFORMATION HERE.)

SAMPLE LETTER TO PARENTS

#3—School Closures

Dear Parents,

Local public health department officials have ordered all schools in South Bound Brook to close. This order is in response to the pandemic disease situation in our community. All schools are immediately closed until further notice and children should stay home.

Schools may be closed for days or even weeks to reduce contact among children and stop the spread of the disease.

We know that many students and their families are very sick. We know this is a hard time for our community and our hearts go out to those who are ill.

Because the disease is easily spread from person-to-person, it is not safe for large groups of people to gather. During this time, both children and adults should stay away from other people and groups as much as possible. They should not gather in other locations such as shopping malls, movie theaters or community centers.

We know that it may be hard to get a doctor's appointment, go to a clinic or even be seen in a hospital emergency room.

For more information, call your healthcare provider or contact your local public health department (**INSERT DATA HERE**).

We will contact you as soon as we have information about when school will reopen.

SAMPLE LETTER TO PARENTS

#4—Schools Reopen

Dear Parents

Local public health officials have determined that local incidents of pandemic disease are under control. Our school will open again on _____. At this time, students may safely return to class.

Even though school is opening, there are still some people who are sick from the disease/virus. Furthermore, health officials say that pandemic flu outbreaks sometimes happen in waves. This means more people could become sick soon again. If more people get sick, schools may need to close again. We will continue to give you any important information.

Because the disease can still be spread from person-to-person, please keep children who are sick at home. Don't send them to school.

We are looking forward to seeing your children again.

Tips for Parents

Plan for an extended stay at home during a pandemic:

- Ask your employer about how business will continue during a pandemic.
- Ask your employer if you can work from home during a pandemic.
- If you are unable to work or your place of employment is closed, plan for a possible reduction or loss of income.
- Check with your employer or union about leave policies.
- Plan home learning by making sure your children's school devices are charged.
- Plan recreational activities that your children can do at home.

If someone in your home develops symptoms (fever, cough, muscle aches):

- Encourage plenty of fluids to drink.
- Keep the ill person as comfortable as possible. Rest is important.
- For adults with fever, sore throat and muscle aches, use ibuprofen (Motrin) or acetaminophen (Tylenol).
- Do not use aspirin in children or teenagers.
- Keep tissues and a trash bag for their disposal within reach of the patient.
- All members of the household should wash their hands frequently.
- Keep other family members and visitors away from the person who is ill.
- If the ill person is having difficulty breathing or is getting worse, contact the healthcare provider right away.
- Contact a healthcare provider for further advice.

Please contact your local public health department for more information.

Items for an Extended Stay at Home

Non-Perishable Foods

Ready to eat canned foods Protein or fruit bars Dry cereal or granola Peanut butter and jelly
Dried fruit, nuts, and trail mix 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 or ibuprofen
Thermometer 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 Pet supplies

We recommend that every family create a disaster kit for use during an emergency.

SAMPLE KEY MESSAGES FOR SCHOOL OFFICIALS - SCHOOLS OPEN

We know this is an anxious time for our community and our hearts go out to those who are ill. We are working closely with local health officials to deal with the situation and will keep parents updated with any important information.

At this time, under the guidance of the county health department, we believe students can safely attend classes and schools will remain open. Our thoughts are with all of our families and children who are affected.

If pandemic disease continues to spread and more students become ill, health officials may need to close schools for an extended period.

The purpose of closing schools will be to decrease contact among children in order to decrease their risk of getting sick and to limit the spread of infection. If schools are closed, children should stay at home.

We urge parents to plan now for the possibility of schools closing. Arrange day care, and the possibility of online schooling.

Parents can help protect their children and prevent the spread of pandemic as they would colds and other flu by taking the following precautions:

- Teach your children to wash hands frequently with soap and water for 20 seconds. Be sure to set a good example by doing this yourself.
- Teach your children to cover coughs and sneezes with tissues or by coughing into the inside of the elbow.
- Teach your children to stay away from people who are sick and stay home from work or school if you are sick.

Recommendations may change during the course of a pandemic. We will make public announcements through the media and parents can access the school district's hotline at (INSERT HOTLINE).

For more information on pandemic flu and prevention, please contact your local public health department (INSERT CONTACT INFO)

SAMPLE KEY MESSAGES FOR SCHOOL OFFICIALS - SCHOOL CLOSED

We know this is an anxious time for our community and our hearts go out to those who are ill. We are working closely with local health officials to deal with the situation and will keep parents updated with any important information.

At this time, under the guidance of the county health department, we believe students can safely attend classes and schools will remain open. Our thoughts are with all of our families and children who are affected.

If pandemic disease continues to spread and more students become ill, health officials may need to close schools for an extended period of time.

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- Teach your children to stay away from people who are sick and stay home from work or school if you are sick.

Recommendations may change during the course of a pandemic. We will make public announcements through the media and parents can access the school district's hotline at (INSERT HOTLINE).

For more information on pandemic flu and prevention, please contact your local public health department (INSERT CONTACT INFO)

SAMPLE KEY MESSAGES FOR SCHOOL OFFICIALS - SCHOOL CLOSURES

Public health officials have ordered the closure of schools as a result of the pandemic outbreak in our community. Schools may be closed for an extended period of time.

We know this is a difficult time for our community and our hearts go out to those who are ill. We are working closely with health officials to deal with the situation and will keep parents updated with any important information.

Because pandemic disease is easily spread from person-to-person, it is unsafe for large groups of people to gather and children should stay home. The purpose of closing schools is to decrease contact among children in order to decrease their risk of getting sick and to limit the spread of infection.

During this time, children and adults should stay away from other people and groups, as much as possible. Health officials also advise people should not gather in other locations such as homes, shopping malls, movie theaters or community centers.

Parents can help protect their children and prevent the spread of pandemic disease as they would colds and other flu by taking the following precautions:

- Teach your children to wash hands frequently with soap and water for 20 seconds. Be sure to set a good example by doing this yourself.
- Teach your children to cover coughs and sneezes with tissues or by coughing into the inside of the elbow.
- Teach your children to stay at least three feet from people who are sick and stay home from work or school if you are sick.

Recommendations may change during the course of a pandemic. We will make public announcements through the media and parents can access the school district's hotline at (INSERT NUMBER)

For more information on pandemic disease and prevention, contact your local public health department (INSERT CONTACT INFO).

Surveillance

Surveillance and Reporting

During all stages of a pandemic outbreak, and before such an event in your community, it will be essential to monitor and document the number of students and staff who are absent and, in particular, whose symptoms meet the definition of communicable disease like illness. Keeping track of these numbers will help officials determine when and whether to close schools and track the progress of the disease in the broader community.

The Centers for Disease Control and Prevention defines a pandemic disease as having the following symptoms:

- Fever of 101.5 degrees Fahrenheit or higher and one of the following:
 - o Cough
 - o Sore throat
 - o Headache
 - o Muscle ache

Daily Communicable Disease Census

Once pandemic disease has been confirmed in New Jersey, in your region, or neighboring states, schools may use this form to report daily to local public health departments.

Name of School _____ Today's Date: _____

Elementary _____ Middle _____ Secondary _____

City: _____ District: _____

Reporting Individual: _____ Phone: _____

Students

Number students absent with flu-like illness today

Total number of students enrolled in your school

Staff/Faculty

Number of staff/faculty absent with flu-like illness today

Total number of staff/faculty employed in your school Assistance Needed/Comments:

Weekly Communicable Disease Census

Once pandemic disease has been confirmed in New Jersey, in your region, or neighboring states, schools may use this form to report daily to local public health departments.

Name of School _____ Today's Date: _____

Elementary _____ Middle _____ City: _____

District: _____

Reporting Individual: _____ Phone: _____

Students

Number students absent with flu-like illness this week

Total number of students enrolled in your school

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:

District Closure

South Bound Brook Flexible Instruction Day

A Flexible Instruction Day (FID) is a virtual school day where students and staff have an opportunity to explore and engage in meaningful learning experiences that are; (a) aligned to the curriculum, (b) connected to standards, and are relevant to the current instructional sequence. These days are not intended to supplant regular school day instructions, rather their intent is to continue to afford students with meaningful learning experiences while connected with teachers in the event of an emergency. Nothing replaces the genuine human interactions that happen authentically in the classroom between students and teachers.

While the structure of FIDs will be asynchronous, meaning there is not direct student and teacher interface/interaction, the school day will run from 9:30 AM - 3:00 PM with an hour for lunch at the student's discretion. Teachers will be available via email during these hours with the exception of 12:00 - 1:00 PM which will be identified as teacher lunch. Thirty (30) minutes of this FID will be set aside for physical activity.

Learning experiences may include "class work" and homework, but all work that is required for submission will be provided with feedback from the teacher making the assignment. Teachers will also indicate the due date on all "class work" and homework that requires submission.

Learning Platforms:

- If attendance is required to be recorded by the State of New Jersey, all parents with students in Grades K-8 will receive an email with a link to complete the South Bound Brook Attendance Google Form each day; one for each student. This will record that student's daily attendance and will be monitored administratively.
- **Special Education** - Special Education teachers will provide pull out resource instruction packets or online learning appropriate for their grade levels - K-2 will receive packets and 6-8 online instruction using the iReady curriculum in place. Special Education teachers will assist classroom teachers in providing modifications if necessary in Social Studies and Science. Assistive technology will be provided if necessary.
- **Grades PreK-5** will provide a fourteen day packet of classroom learning work for student completion.
- **Grades 6-8** will use Google Classroom or Google Sites for their daily learning engagements. The district has a 1 to 1 Chromebook initiative in grades 6-8 and will provide devices for students. Students who are identified as needing Internet access through a district survey will be provided with a hotspot provided by the district.
- Teachers who are not using Google Classroom may communicate to students through the student's

South Bound Brook email address or Genesis class emails.

- Email and Google Classroom/Suite will be used for communications between staff.
- Email will be used to communicate formally with parents; staff should be sensitive to use BCC for group emails to parents.
- These platforms should already be familiar to 6-8 students. Students will continue to use these platforms for all daily lessons. Consider these platforms to be the home base for students.

Expectations for Teaching and Learning:

- Workload expectation for staff
 - Staff are expected to work for a full day of asynchronous learning (9:30-3:00 with 12:00-1:00 designated for lunch.) This should include communicating with students and/or parents, planning with colleagues and updating technology platforms.
- Workload expectation for students
 - **Grades PreK-2.** Reading opportunities, math practice and play/exercise for 30 minutes in each area .
 - **Grades 3-5** Reading opportunities in ELA. Project learning in Science and Social Studies, math practice and play/exercise for 30 minutes in each area.
 - **Grades 6-8.** Not to exceed 20-30 minutes per day each in Reading, English, Math, Social Studies, Science, World Language, Music, Art, Physical Education/Health.

Special Services Other Related Services

- OT ,PT and Speech will develop a schedule for students to receive services at a school facility based on individually scheduled appointments.
- If this is not possible, compensatory services will be provided upon return to school

Child Study Team and ESL

- Meetings will be held using Google meetings.
- Translations services will be made available at meetings with the usual CST staff support during the Google meeting.
- Messages and school information are disseminated in dual language format. Google translate will be utilized for those families who speak a language not addressed by staff.
- At this time, South Bound Brook does not have medically fragile students.
- Students attending out of district placements will attend school according to the operating schedules of the receiving school.
- Somerset County ESC is the transportation vendor for South Bound Brook and will be contacted to ensure that all students receive transportation in accordance with their

receiving school's operating schedule.

Food Services

- The district will continue to provide breakfast and lunch to all students on a free or reduced lunch status. Students will be able to pick up a “grab and go” breakfast and/or lunch at the Robert Morris School/Madison Street entrance on Mondays and Thursdays 9:00 a.m. until 12:30 p.m. Crossing guards will be in place from 9:00 a.m. until 12:30 p.m.

SFA Name / Agreement #: 03504850

Date meal distribution will begin: 03/16/2020

Date meal distribution will end: 04/03/2020

Schools/Site where distribution of meals will take place:

Robert Morris School – Madison St. Entrance

125 Madison St.

South Bound Brook, NJ 08880

Meals to be claimed for reimbursement per day: 440 (210 total students x 2 meals)

Reimbursement process will follow the federal SFA guidelines for schools with under 50% participation.

Meals will be prepared in the school cafeteria kitchen with Pomptonian employees and following Pomptonian health and safety protocols. Meals will consist of five components: grain, vegetable, protein, fruit, and milk or juice. Tracking of meals will be done using a roster sheet of eligible families.

General Staff Expectations

Staff are expected to work to meet their professional responsibilities through an asynchronous distance learning model. This includes communicating with students and /

or parents, planning with colleagues, updating technology platforms, and monitoring and recording student work.

Communication

Teachers are expected to post a minimum of once a day and/or check in with students daily through email or google classroom. That does not mean you have to assign new material each day. A posting could include a new assignment, a check in document, a reminder of the work that has already been assigned or a link to an answer key if students need to check their work.

Email to Parents/ Students

You are expected to email parents a general update at least once a week. Teachers should only be in communication with students through GoogClassroom or Sites. Staff should be sensitive to use BCC for group emails to parents.

Contingency Plans if you are sick and unable to facilitate your online class :

In the event of widespread school closures in the midst of a health emergency, we recognize that this is a distinct possibility. If you are unable to facilitate your class, you need to put the day into EduStaff just like you would during a regular school day. Please communicate with your supervisor and principal as well as a colleague from your emergency plan to help you post an assignment to your students

Communication Guidelines.

- Staff grades 6-8 must post daily. This can include learning instructions and/or materials.
- Staff in all grades must check in with students or parents daily through email or google classroom.
- Teachers will email parents a general update at least once a week.
- Students/parents will submit an attendance form daily to indicate their availability for learning.
- Monitor the morale of your class and the workload of the students carefully. You have the latitude to make good decisions for the well being of your students.
- Please report student concerns to the school counselor and building administrator.

- Share google classroom or site with appropriate administrators
- Feedback, Assessment, Progress Monitoring
 - Teachers will track student progress to ensure participation and check-in with students if students are struggling or non-participatory. Grace and understanding should always govern decisions.
 - Feedback to students will be given whenever possible.

Planning Guidelines

- Grade level teachers of the same subject will offer consistency within reason. Teams may lesson-share to assist in workload.
- Lessons should capitalize on the home environment. Reduce screen time and include physical activity as much as possible.

Most important of all:

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

How can parents support online learning?

Here is what the research says are the major challenges for an online learner:

- There are technical requirements
- A learner must be “active” not “passive”
- A learner must take initiative
- There is a lot of self organization that must take place
- There is self-pacing and planning required
- The content may be difficult to understand
- The instructor may not be immediately available to answer questions
- A learner must know how to ask for help

Here are some of the ways you can assist your online learner:

- Help the learner to determine a time and schedule they will go online to do their class assignments – assignments should be done on time and students should be going online several times a week
 - Check in with your learner. Ask them to show you the work they have turned in and the grades they have received. Discuss their progress with them. Encourage them to contact their teachers if they are

having any difficulties, or have any questions.

Acknowledgement:

Thank you to the many school districts in New Jersey who so generously shared their pandemic plan preparations and ideas so that a cohesive plan could be developed. This plan incorporates aspects from many of those plans.

List of Essential Employees by Category	Role of Employee	Duties/ Work Stream	How Many Essential Employees Per Category	Teachers Instruction Hours per day via remote learning
List of Essential Employees by Category	Oversee operations of school district	Interact with BOE, community, & staff; student instruction; business office functions, technology support	5 people - CSA, BA, Curriculum Supervisor, Assistant Principal, Chief Technology officer	9:30 - 12:00 and 1:00 - 3 for a total of 4.5 hours of instruction
List of Essential Employees by Category	clerical operations	Accounts payable, correspondence, translation, handle phone calls from community	5 people - 3 secretaries, 2 clericals	
List of Essential Employees by Category	food preparation and handling	prepare and distribute breakfast and lunch to eligible students	2 people - 1 cafeteria supervisor, 1 food service worker	
List of Essential Employees by Category	clean and maintain	deep clean building	6 people - 1 supervisor, 5 custodians	
List of Essential Employees by				

Category				
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