

# **Farmingdale School District**

## **Public Health School Closure Plan**

### **Novel Coronavirus (COVID-19)**

**March 2020**

**June 4, 2020**

**\*originally submitted to County DOE on March 12, 2020**

**\*\*ongoing revisions/updates will be added as needed**

**(updated: 4/20/2020, 5/19/2020, 6/4/2020)**

revised 6/4/2020

# **Safety & Emergency Plan: Pandemic Outbreak**

## **Preparation - Pandemic Outbreak Definition & Background**

A pandemic is defined as a disease affecting or attacking the population of an extensive region, including several countries, and/or continents. Pandemic flu occurs when a new influenza virus emerges for which people have little or no immunity, and for which there is no vaccine. The disease spreads easily person-to-person, causes serious illness, and can sweep across the country and around the world in a very short time.

The development of vaccines, antiviral drugs and other medical advances has provided new tools in the fight against emerging diseases, but only provides limited impact. Existing influenza vaccine only protects against previously circulating strains of the disease. About six to nine months are required to develop a vaccine in response to a newly identified strain, a period during which the entire population is vulnerable.

The response to, and mitigation of, the health and social consequences of influenza pandemic will take place at both the 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 is to be prepared to take action early and quickly.

The following Pandemic Outbreak Plan, an addendum to the district's Safety & Emergency Plan, is designed with this goal in mind and to address the unique challenges that could rapidly unfold as related to pandemic outbreaks.

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## **Preparation - Pandemic Outbreak COVID-19 Information**

### **Adapted from a March 2020 New Jersey Department of Health Memo**

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

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

**What is the difference between seasonal and novel coronavirus?** Coronaviruses are a family of viruses and there are different types of coronavirus within that family, much like there are different types of influenza viruses. Coronaviruses in general are not new and are a frequent cause of respiratory illnesses such as the common cold. Coronaviruses tend to circulate in the fall and winter months, similar to influenza. Most people get infected with these viruses at some point in their lives. The type of coronavirus that has recently emerged in Wuhan, China **is a new type** of coronavirus and is infecting people for the first time (which means that people do not have any immunity to it). This newly discovered virus is called SARS-CoV-2 and is causing a disease named COVID-19.

**What are common symptoms of COVID-19?** Information to date suggests this virus is causing symptoms consistent with a respiratory illness such as cough, fever, and shortness of breath.

**How is COVID-19 spread?** At this time, it’s unclear how easily or sustainably this virus is spreading between people. Typically, with most respiratory viruses, people are thought to be most contagious when they are most symptomatic (the sickest). Chinese officials report that sustained person-to-person spread in the community is occurring in China. Similar spread has

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been reported in other countries. Person-to-person spread in the United States has been detected but the risk to the general public remains low. Cases in healthcare settings, like hospitals, may also occur.

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

**How is COVID-19 treated?** Currently, there is no specific antiviral treatment recommended for the coronavirus. There is no vaccine to prevent this virus, and the CDC advises that the best way to prevent infection is to avoid being exposed to this virus.

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## **Preparation - Pandemic Outbreak District Policies & Regulations**

The following District Policies and Regulations address various components of our response to pandemic outbreaks, including:

- [Policy 2412](#) and [Regulation 2412](#) – Home Instruction Due to Health Condition
- [Policy 2700](#) – Services to Non-Public School Students
- [Policy 5305](#) – Health Services Personnel
- [Policy 5306](#) and [Regulation 5306](#) – Health Services to Non-Public Schools
- [Policy 5307](#) – Nursing Services Plan
- [Policy 5310](#) and [Regulation 5310](#) – Health Services
- [Policy 5320](#) and [Regulation 5320](#) – Immunization
- [Policy 7420](#) and [Regulation 7420](#) – Hygienic Management
- [Policy 8420](#) – Emergency and Crisis Situations
- [Policy 8441](#) and [Regulation 8441](#) – Care of Injured and Ill Persons
- [Policy 8451](#) and [Regulation 8451](#) – Control of Communicable Disease

These policies and regulations may be accessed on our website at [www.farmingdaleschools.com](http://www.farmingdaleschools.com) under the “BOE Policies tab.

# **Safety & Emergency Plan: Pandemic Outbreak**

## **Preparation - District Safety & Emergency Response Team**

<b>Edith Conroy</b>	<b>Superintendent</b>	<b>732-938-9611</b>
<b>Bill Shaffer</b>	<b>BOE President</b>	<b>732-938-9611</b>
<b>Katy Kokolus</b>	<b>School Nurse</b>	<b>732-938-9611</b>
<b>Hope Ruetiman</b>	<b>Coordinator of Special Education</b>	<b>732-938-9611</b>
<b>Amanda Vitale</b>	<b>Special Education/Tech Teacher</b>	<b>732-938-9611</b>
<b>Kristeena Conklin</b>	<b>Middle School/SE Teacher</b>	<b>732-938-9611</b>
<b>Kim Walsh</b>	<b>Fourth Grade Teacher</b>	<b>732-938-9611</b>
<b>Jessica Costelloe</b>	<b>First Grade Teacher</b>	<b>732-938-9611</b>
<b>Katelyn Roman</b>	<b>School Counselor</b>	<b>732-938-9611</b>
<b>Tara Dyevoich</b>	<b>Early Elementary SE Teacher</b>	<b>732-938-9611</b>
<b>Janet Farrell</b>	<b>School Secretary/Webmaster</b>	<b>732-938-9611</b>

## **Farmingdale Demographic Information-As of 5/19/20**

	Farmingdale District
Total Enrollment	170
Homeless	1
Free	43
Reduced	4
Spec. Ed.(IEP)	31
ELL	0
PEA	14

**The following actions were undertaken by the Farmingdale  
School District:**

CORONAVIRUS PREPAREDNESS BRIEFING CALL	District participated in Coronavirus Preparedness Briefing Call with Governor Murphy and NJ Health Commissioner Persichilli	3/3/2020
HAND SANITIZERS	Hand sanitizers provided to all classrooms, common areas, and main entrances to schools. The district has routinely used alcohol-based hand sanitizer.	2019-20 school year
CLEANING PROTOCOLS	Additional cleaning protocols were initiated throughout the district.	1/2/2020
TEACHER RESOURCES	The district provided teachers with information on hygiene and illness.	2/11/2020
PARENT COMMUNICATION	A letter was sent home to all families and posted on the district website regarding COVID-19.	2/27/2020



STUDENT ATTENDANCE MONITOR PROTOCOL	Our school secretary and school nurse monitor attendance daily through an identified protocol. Nurse tracks and notifies administration of trends and data.	2019-20 school year
TECHNOLOGY SURVEY	A parent letter/technology survey was sent home to all families.	3/9/2020
EMERGENCY INSTRUCTIONAL PLANS	Farmingdale Action Team met to plan and discuss the development of instructional content in the event of emergency closure. All staff received <i>Farmingdale School District COVID-19 Continuity of Instruction Action Plan 2020</i>	3/11/2020
TEACHER PLANNING/ RELEASE TIME FOR TEACHERS TO DEVELOP LESSON PLANS	A schedule was created to provide planning time for all teachers.	3/11/2020
EMERGENCY FOOD SERVICE PREPARATION	The Business Administrator developed a plan to feed (free and reduced lunch) students in the event of a closure.	3/10/2020
DISTRICT EMERGENCY PREPAREDNESS PLAN - COVID-19	Developed District Emergency Preparedness Plan - COVID-19.	3/10/2020

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## **Preparation - Pandemic Outbreak Continuity of Operations Responsibilities**

### Identified Essential Personnel:

- Superintendent
- Business Administrator
- Custodial Staff (2)
- Teachers for technology distribution over the first two weeks (4) at the discretion of the Superintendent
- Nurse (1) for medication distribution and lunch distribution over the first two weeks

### Superintendent of School or Designee

- Maintains authority over all pandemic or crisis management plans
- Communicates with the media and parents
- Maintains academics and student learning
- Instructional materials for each New Jersey Student Learning Standard is suggested to be made available and designed to support student learning for up to three weeks
- One Call, Google Classroom, teacher webpages, and/or school and district websites will be used to provide necessary instruction and assignment resources
- Teaching staff members will be expected to continue to develop and deliver instruction and assessments
- Will be mindful of families who are not connected to internet service at home by making available hard copies of assigned work

### School Business Administrator/Supervisor of Building & Grounds

- Monitors and maintains the following departments prior to and during any emergency: Facilities (Building & Grounds) and Food Service
- Works with staff in each area to ensure proper responses to any emergency
- Maintains protocol for personnel policies appropriate to both possible long and short term duration of pandemic absences
- Will promote faculty/staff physical and mental well-being
- Plans for cross-training for “core” and “essential” jobs
- 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 on a daily basis which include (but are not limited to):
  - 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 water 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 - tables, chairs, food lines
- Cleaning of vents
- Ensures the provision of power, heat and ventilation, water, sewer, and janitorial services
- Maintains the food service environment including serving stations, food storage areas, and food preparation areas
- Ensures servers are exhibiting no symptoms of illness
- Provides a contingency for the continued provision of food for free and reduced lunch students

#### Coordinator of Special Services

- Coordinates services to ensure necessary medical supplies and assistance are available
- Communicates as necessary with the Superintendent, the school physician, and the County and State health officials
- Monitors both student and staff absences
- Communicates with the school nurse and assists the district in altering their reaction plan as necessary

#### **Adapted from the Centers for Disease Control and Prevention (CDC) website**

At this time, there is no vaccine to prevent coronavirus 2019 (COVID-19). The best way to prevent illness is to avoid being exposed to this virus. However, as a reminder, CDC always recommends everyday preventive actions to help prevent the spread of respiratory diseases, including:

- Avoid close contact with people who are sick
- Avoid touching your eyes, nose, and mouth
- Stay home when you are sick
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash
- Clean and disinfect frequently-touched objects and surfaces using a regular household cleaning spray or wipe
- Follow CDC's recommendations for using a facemask
  - CDC does not recommend that people who are well wearing a facemask to protect themselves from respiratory diseases, including COVID-19
  - Facemasks should be used by people who show symptoms of COVID-19 to help prevent the spread of the disease to others. The use of facemasks is also crucial for [health workers](#) and [people who are taking care of someone in close settings](#) (at home or in a healthcare facility)

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- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
  - If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty

For information about handwashing, see [CDC's Handwashing](#) website

For information specific to healthcare, see [CDC's Hand Hygiene in Healthcare Settings](#)

These are everyday habits that can help prevent the spread of several viruses. CDC does have [specific guidance for travelers](#).

To reinforce this message, the following preventive practices will be conducted and communicated:

- The BA/Supervisor of Buildings & Grounds will ensure that all building bathrooms are continually stocked with soap and paper towels
- The BA/Supervisor of Buildings & Grounds will ensure that all classrooms and common spaces are continually stocked with hand sanitizer
- The BA/Supervisor of Buildings & Grounds will ensure that all student contact spaces are sanitized on a regular basis, if not on a more frequent basis
- The School Nurse will continue to talk with/disseminate messages to students about preventive hygiene practices
- The School Nurse will update staff about preventive hygiene practices, including Classroom Tips and Resources (see pages 14-15 below)
- The School Nurse will continue to monitor illness patterns and absenteeism and advise the BA/Supervisor of Buildings & Grounds of student contact spaces that need additional sanitizing
- Teachers, Building Staff, and Administrators will remind students to cover their coughs and sneezes
- The Superintendent and/or delegate will share preventive practices/needed updates with parents through written letters and school website

# **Safety & Emergency Plan: Pandemic Outbreak**

## **Preparation - Pandemic Outbreak Classroom Tips and Resources**

Coronaviruses are a large family of viruses that cause illness ranging from the common cold to more severe diseases. COVID-19 is caused by a novel coronavirus; this means it is a new strain that has not been previously identified in humans. COVID-19 is a respiratory disease that is mainly spread person-to-person. Currently, there is no available vaccine or curative treatment, so the best preventive strategy is to avoid exposure. To reduce the spread of the virus, a variety of approaches will be used, including keeping those who are sick away from others and promoting healthy hygiene strategies. As a reminder, the CDC always recommends everyday preventive actions to help prevent the spread of respiratory diseases.

The CDC recommended checklist that follows provides steps you can take as school leaders to plan for a possible disease outbreak.

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
  - If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60 percent alcohol. Always wash hands with soap and water if hands are visibly dirty.
- Perform routine environmental cleaning.
  - Clean and disinfect frequently touched objects and surfaces (e.g., doorknobs, light switches, countertops) with the cleaners typically used. Use all cleaning products according to the directions on the label.
  - 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.

### **Contact Information/Chain of Command/Resources**

- A staff member or student has the following symptoms (fever, cough, shortness of breath) - contact the School Nurse
- A classroom or area in the building needs to be cleaned - contact the School Principal
- A parent ask questions regarding COVID-19 - Building Secretary will refer to the School Nurse

### **Precautionary Measures in Response to COVID-19**

According to the CDC, patients with COVID-19 have reportedly had mild to severe respiratory illness. Symptoms may appear 2-14 days after exposure and include fever, cough, and shortness of breath. Call your healthcare professional if you develop symptoms and have been in close contact with a person known to have the disease or if you recently traveled from an area with widespread or ongoing community spread of the disease.

The district is taking the following proactive measures in response to guidance information received regarding COVID-19:

- Appropriate measures are being taken to minimize, to the greatest extent possible, the risk of transmission in the school facilities with vigorous cleaning practices. This includes, but is not limited to, cleaning and sanitizing hard surfaces, bathrooms, and the cafeterias.
- Emergency Operations Plans are being reviewed and updated. These include facilities, transportation and food services.
- Administration continues to monitor information, remains in contact with the school physician, County and State Health Officials and communicates with our school nurse.
- The nurse will continue to monitor students and staff who may exhibit respiratory symptoms. They will adhere to exclusion recommendations from public health. For acute respiratory illness, students and staff must be fever free for 24 hours without fever-reducing medications.

There are common steps that you can take to prevent the spread of any respiratory virus, including the Coronavirus:

- Get your flu vaccine
- Cover your coughs and sneezes with a tissue or into your sleeve, not your hands
- Avoid touching your eyes, nose and mouth
- Wash hands often for at least 20 seconds, especially after coughing or sneezing. Use alcohol based hand sanitizer (60% alcohol) if soap and water are not available
- Stay home if you are sick, especially with a fever
- Avoid close contact with people who are sick
- Avoid shaking hands. An elbow bump is recommended as an alternative
- Use a closed fist or hip to open and close doors whenever possible. Use a knuckle rather than the pad of your finger to turn on light switches
- Practice other good health habits. Get plenty of sleep, be physically active, manage your stress, drink plenty of fluids, and eat nutritious food
- Follow the CDC's recommendations for using a face mask.

The NJDOH has established a hotline (800-222-1222) to answer questions about COVID-19. Operated by the Poison Information and Education System, the 24-hour public hotline is staffed with healthcare professionals and can accommodate callers in multiple languages.

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## **Preparation - Pandemic Outbreak Monitoring**

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

- COVID-19 presents with signs and symptoms that may be indistinguishable from much more common respiratory viruses. At this time, respiratory illnesses are much more likely to be due to common viruses (e.g., influenza, common cold) than COVID-19. If a community (or more specifically, a school) has cases of COVID-19, local health officials will help identify those individuals and will follow up on next steps. Schools are not expected to screen students or staff to identify cases of COVID-19.
- Students with fever, cough, or difficulty breathing should be seated in the Nurse's Office, away from others until they can be sent home.
- Staff members should be sent home and advised to seek medical advice.
- Notify your local health department with any questions or concerns about an ill student [www.localhealth.nj.gov](http://www.localhealth.nj.gov).

### **How will the situation be assessed and monitored?**

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

- The school nurse will authorize individual student and staff dismissal due to identified and pandemic related symptoms; any students and/or staff members with these symptoms will be sent home immediately and required to remain at home for the infectious period or clearance from a physician. Students awaiting parents/guardians due to illness will be seated away from others in the Nurse's Office or another designated location until pick up.
- The school secretary responsible for attendance reporting will forward, on a daily basis, the names of students who are absent due to pandemic related symptoms to the school nurse (Appendix B); the school nurse will document and monitor medically based absentee rates internally looking for increased reports of absence due to pandemic related illness (Appendix D). All daily and weekly reports will be forwarded to the Superintendent. Absentee rates will not be reported to the Health Department unless guided by the school nurse and/or requested by the Health Department and/or the County Superintendent's Office.

- The school secretary will forward the names of staff who are absent due to pandemic related illness to the school nurse and the Superintendent on a daily basis; the school nurse will document and track medically based absentee rates internally looking for increased reports of absence due to pandemic related illness (Appendix D).

In the event of a pandemic outbreak, the following State, County, and Local services serve as a resource to our community:

- Monmouth County Department of Health
- New Jersey Director of Health and Human Services
- New Jersey Department of Human Services: Division of Mental Health & Addictive Services
- New Jersey Department of Agriculture (School lunch program guidance)
- New Jersey Department of Labor (employee guidance)
- Mental Health Association of Monmouth County
- Emergency Services: 911



# **Safety & Emergency Plan: Pandemic Outbreak**

## **Preparation - Pandemic Outbreak General Responsibilities**

The following general communication plans will provide general guidance to our various employee units/stakeholder groups:

- Secretaries/Administrative Assistants
  - School Contact Script (Appendix A)
  - Utilize the Absentee Questionnaire for COVID-19 (Appendix B)
  - Utilize the Daily Pandemic Census Log (Appendix C)
- School Nurse
  - Review the Absentee Questionnaire for COVID-19 Daily
  - Review the Daily Pandemic Census Log Daily
  - The school nurse will disseminate messages about preventive hygiene and conduct respiratory etiquette programs within the school building. Dissemination techniques will include, but not be limited to, classroom presentations, school-wide posters, videos and training to staff via in-services or faculty meetings, and/or hand washing signs in all bathrooms
  - Training will be provided in pandemic related symptom identification
- Teachers
  - Take laptop/charging cable home on a daily basis
  - Create a Google Classroom for each class, grades 2-8
- Educational Assistants
  - If staff is to report, Educational Assistants will assist in making copies, preparing materials, and any other tasks deemed necessary to provide instruction to students
- Buildings & Grounds Staff
  - Buildings & Grounds staff will ensure that all building bathrooms are continually stocked with soap and paper towels
  - Buildings & Grounds staff will ensure that all classrooms, common spaces are continually stocked with hand sanitizer
  - Buildings & Grounds staff will ensure that all student contact spaces are sanitized on a daily basis
  - Buildings & Grounds staff will ensure that all buses are sanitized on a daily basis
- Information Technology
  - Staff and student contact details will be annually updated into the Oncourse student data management system for the purpose of accurate communication
  - Contact information has been confirmed in One Call Now System

- District Administration
  - The Superintendent will assess and announce cancellations of all large group activities including sporting events if directed to do so by the NJ Health Department and/or County Superintendent's office
  - The Superintendent will serve as the contact person for addressing questions and concerns related to the topic of pandemic planning; the primary contact number will be 732-938-9611
  - An electronic system will be used to communicate updates and information to all stakeholders in various formats (text, One Call, email, telephone call, etc.).
  - The Superintendent will provide updates and the latest information to staff, students, and parents via the district website, One Call System, and written letters

# **Continuity Planning**

# **Safety & Emergency Plan: Pandemic Outbreak**

## **Continuity Planning - Pandemic Outbreak Continuity Planning Protocol For School Remaining Open**

When necessary, the Superintendent will initiate the following response process:

### Main Office

- The Superintendent will send out a message via the district's One Call System and the district website informing parents that some students are sick but schools remain open, encouraging the school community to refer to handbooks, the school calendar, and school website for additional information
- The Superintendent will provide updates and information to staff, students, and parents via the district website, the district One Call System and the district social media accounts via Twitter and Facebook

### School Nurse

- The school nurse will continue with surveillance reporting procedures, conduct student as well as staff assessments, and provide updates to administration.
- The school nurse will serve as the primary authority for sending home sick staff and students.
- Students and staff deemed ill and having pandemic related symptoms will be sent home immediately and will be required to remain at home for the infectious period or clearance from a physician. Students awaiting parents/guardians due to illness will be seated away from others in the Nurse's Office or another designated location until pick up.
- Student absences will be counted as excused and staff absences will be counted as sick days.

### Teachers

- Reinforce student infection control procedures
- Send students to the school nurse who appear ill
- Continue to assist in keeping all student/staff illness information confidential

### Webmaster

- Send out One Call messages and relevant information as necessary on a regular basis
- Regularly update the website

### Custodial Staff

- Ensure ample supply of sanitizing supplies and daily sanitizations
- Take appropriate actions to minimize the risk of viral transmission in school facilities to the greatest extent possible

- Prepare to restore facilities to their normal use
- Ensure the provision of power, telecommunications, heat and ventilation, water, sewer, janitorial services, etc. appropriate to facilities based on their classification during an event

#### Secretarial Staff

- Utilize absentee questionnaire and forward all attendance information to building nurse immediately (Appendix B)
- Reinforce student infection control procedures
- Send students who appear ill to the school nurse

#### School Counselor

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

When necessary, the Superintendent will initiate the following response process:

#### Main Office

- Send out One Call, post on the district website and district social media informing parents that schools are closed; encourage school community to refer to handbooks, the school calendar, and school website for additional information.
- Will provide updates to staff, students, and parents via the district website, One Call and district social media.
- Implement The Continuity of Education Services plan
- Check, monitor, and respond to voicemail and email messages on a daily basis
- Monitor staff health and work performance
- Complete reports as necessary

#### School Nurse

- Check, monitor, and respond to voicemail and email messages on a daily basis.
- Provide health updates to administration for posting on One Call, district website and district social media.

#### Teachers

- Check, monitor, and respond to voicemail and email messages on a daily basis
- Grade work submitted through continuation of the learning process
- Log pupil, parent, staff contacts
- Prepare lesson plans for the recovery phase
- Complete reports as necessary

#### Webmaster

- Send out One Call messages and relevant information as necessary on a regular basis.
- Regular update of district website.

#### Custodial Staff

- Restock ample supply of sanitizing supplies.
- Take appropriate actions to minimize the risk of viral transmission in school facilities to the greatest extent possible.
- Prepare to restore facilities to their normal use.
- Ensure the provision of power, telecommunications, heat and ventilation, water, sewer, janitorial services, etc. appropriate to facilities based on their classification during an event.

#### Secretarial Staff

- Per NJDOE guidance on attendance, any day that the school is closed but instruction is being provided in compliance with the 180-day requirement, all students can be recorded as present unless the district knowingly determines a student was not participating in any such instruction during health-related closures.

#### Counselor

- Will check, monitor, and respond to voicemail and email messages on a daily basis.
- Psychological first aid will be provided as necessary.

### **EQUITY OF ACCESS TO TECHNOLOGY, INTERNET, AND REMOTE LEARNING EXPERIENCE DURING PUBLIC HEALTH-RELATED SCHOOL CLOSURE**

#### Equity of Access to Technology and Remote Learning Experiences:

- Farmingdale School District conducted a technology and device access survey to all registered families, PK-8 and teaching staff
- All instructional staff are provided a district-issued device that will be used to facilitate remote learning opportunities
- Students without devices at home were issued a district device
- Families continued to pick up devices throughout school closure
- District has currently given out 55 devices to date
- District identified family without internet and provided it to the family through the use of a hot spot, free of charge.
- All staff and students currently have a working device and internet

# **Safety & Emergency Plan: Pandemic Outbreak**

## **Continuity Planning - Pandemic Outbreak Continuity of Learning**

Continuity of operations ensures the preservation of student and staff welfare and maintains the district's educational mission. In the event of a pandemic crisis which requires the closing of school, the following alternative methods of instruction will be implemented by the teaching staff with the assistance of district and school-based administration.

In order for all students to have access to curriculum during an extended absence, the actions below will be taken for those without access to an internet connection.

- Hard copies (printed assignments with directions) will be available for each grade level assignment as outlined in the chart below.

Parents and students can continue to communicate with teachers and principals via the normal channels of email and/or the REMIND APP and district website regarding the assignments provided. Pre-K through 2nd grade teachers also communicate with parents via the Seesaw APP.

Our outreach efforts to parents regarding internet access at home revealed that approximately 10 students out of 170 students do not have devices at home. Those students will be provided with district-issued Chromebooks, which will enable them to access Google Classroom and other educational online resources.

\*Update-since this original plan was developed an additional 45 devices were given out for a total to date of 55 devices.

Teachers will use Google Classroom to post announcements and assignments, answer questions, guide students through their learning, and stay connected throughout the school closing. All assignments will be modified and differentiated as needed in the delivery of a student's program.

For our Kindergarten and Grade 1 students, learning activities will be provided through teacher websites and the Seesaw APP. Preschool instruction will be provided primarily through a mixture of activities that include use of the Seesaw APP, home learning activity kits and live ZOOM sessions with students.

Students will receive four hours of instruction per day. Teachers have already begun to prepare students to access online learning platforms. Teachers will be actively available to students for four hours per day through Google Classroom and email to provide instruction and answer questions.

Students in grades 2-8 will be expected to log onto Google Classroom each day to access assignments and announcements posted by their teachers. If a situation arises which prevents students from completing assignments, those students will be able to turn in assignments upon the return to school.

Below is an outline of expectations:

<b>Grade Bands</b>	<b>Instructional Resource</b>	<b>Comments</b>
Pre-K	Family Kit provided to each student prior to school closing. Pre-K also uses the Seesaw APP and provides live Zoom sessions.	Preschool staff will work together to gather hard copy resources and provide Family Kits ASAP. Preschool staff will post copies of these resources on their teacher pages on the district website.
Pre-K Special Education	Assignments based on goals and objectives stated in Individual Education Plan (IEP).	
K-1	Reading, Writing, Math, Science, Social Studies - Daily  Health, STEAM, Art, Music, Spanish - follow usual instructional schedule	Assignments provided via school website/Seesaw APP, Remind APP, and prepared packets for students without internet/digital access
2-5	Language Arts, Math, Science, Social Studies - Daily  Health, STEAM, Art, Music, Spanish - follow usual instructional schedule	Assignments provided via Google Classroom, district and school websites, and prepared packets for students without internet/digital access. Teachers and students also use Flipgrip, Screencastify, iReady and additional online learning tools.

**Farmingdale Public School Closure Plan**



<b>Grade Bands</b>	<b>Instructional Resource</b>	<b>Comments</b>
6-8	Language Arts, Math, Science, Social Studies - Daily  Health, STEAM, Art, Music, Spanish -follow usual instructional schedule	Assignments provided via Google Classroom, district and school websites. Teachers and students also use Flipgrip, Screencastify, iReady and additional online learning tools.
Special Education Students	Language Arts, Math, Science, Social Studies - Daily  Health, STEAM, Art, Music, Spanish - follow usual instructional schedule  Modifications/Accommodations provided in accordance with IEPs	Assignments provided via Google Classroom, district and school websites, and prepared packets for students without internet/digital access. Teachers and students also use Flipgrip, Screencastify, iReady and additional online learning tools.

# **Safety & Emergency Plan: Pandemic Outbreak**

## **Continuity Planning - Pandemic Outbreak Student Support Plan**

**Section 504:** School Counselor to monitor and provide additional support per individual plans.

**Students With Individual Education Programs (IEP):** Farmingdale School District recognizes that each child has specific learning needs that will need to be considered in the development of remote learning experiences. Through the use of remote learning, teachers will continue to provide appropriate modifications to assignments via Google Classroom, live lessons via Zoom, Flipgrid, Screencastify, iReady and additional online learning tools. Special Education teachers will level and differentiate assignments and distribute those assignments using the tools mentioned above. Teachers deliver small group and individual instruction through Zoom classes that are provided on a regular basis.

Teachers will document student participation in instructional times, as well as completion of assignments measuring student progress towards their grade-level standards as well as Individual Education Plan Goals.

Child Study Team members will communicate with parents, I & RS Team members, and teachers to support at-risk students during the school closure.

CST & Related Service Providers will communicate with staff and families virtually using school district online platforms or communication methods. They will check in with families and students on their caseload to ensure services are implemented in accordance with IEPs to the greatest extent possible. CST and Related Service Providers will continue to document communication with teachers, students and families in a remote log.

CST & Related Service Providers will complete all required reports, IEPs and paperwork remotely.

Written notification and invitations to meetings will be sent to parents electronically. Secretaries and CST members will follow up with phone calls to ensure parents and guardians receive written notification. All required meetings, including Annual Reviews, Initial Identification, Re-Evaluation Planning, IEP Revision, and Eligibility Meetings will be conducted virtually through an online platform such as Zoom or Google Meet. All paperwork will be shared with

parents electronically, via email, at the conclusion of the meeting. Parents who require a hard copy will get one mailed to them, at their request. Child Study Teams will stay within the guidelines of IDEA for timelines, to the greatest extent possible.

Any evaluations that can be completed virtually are continuing. If the evaluations must be completed in person (due to standardization), then parents are notified that these evaluations will continue when the district reopens. All communication and documentation is being noted in IEPs via IEP direct.

**Students Receiving Related Services (Occupational Therapy, Speech, and Physical Therapy):** Effective April 1, 2020 telepractice is permitted to provide eligible students counseling and OT, PT, and speech therapies. Farmingdale's related service providers will use telepractice to provide services as per individual student's IEPs and will be moving forward on new goals set forth in IEP's.

### **Attendance**

All students are expected to participate in daily distance learning activities and live and pre-recorded meetings/videos. Teachers will take daily attendance based on student work submitted, participation in virtual meetings, and digital correspondence (email, Google Classroom, Zoom, SeeSaw and/or FlipGrid). Teachers will make every effort to communicate with families if a student is not participating or submitting work. If a student does not access online instruction due to sickness, death in the family, etc., he/she will be marked absent. Accommodations will be made by teachers for these students to complete missed assignments. For students who are not meeting grade level expectations, remedial opportunities are being offered. Teacher mentors are utilized to support and act as a liaison between students, parents, and teachers to help identified struggling learners complete assignments to the best of their ability. In addition, the revised grading policy will assist students in successfully meeting the requirements for promotion and graduation. A district communication tool has been created to track interaction with students and families that need check-ins. This communication tool is reviewed daily by our school counselor and nurse. Both staff members work together to contact and communicate with families to offer support and check in on any uncompleted work. Additionally, staff communicate to the principal if they have concerns about the level of student participation and/or attendance. Attendance does not factor into student discipline.

The district attendance policy may be accessed via the following link:

<https://www.straussesmay.com/seportal/Public/DistrictPolicy.aspx?policyid=5200&search=5200&id=99cced1b6c3d42cf98f7dc16673273dc>

## **Farmingdale Public School Closure Plan**

## **Mentors**

Additional staff members are assigned as mentors to identified students who need additional support in completing daily assignments. This is done through a committee approach and once a variety of other strategies have already been tried by the classroom teacher to increase participation. A mentor regularly checks in with the student and family and schedules Zoom sessions to assist with work completion.

ELL Program- The Farmingdale School District does not currently have any English Language Learners.

## **Summer Programming**

### **Extended School Year for Students with Disabilities**

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 in accordance with the student's IEP when an interruption in educational programming causes the student's performance to revert to a lowered level of 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 Farmingdale School District will provide an Extended School Year program to those students eligible through a virtual platform, unless otherwise directed by the NJDOE. Instruction and Related Services will be delivered in accordance with the student's IEP, to the greatest extent possible.

The Extended School Year Program will run from July 6, 2020-August 6, 2020, Monday – Thursday 8:15 – 12:15pm.

Appropriately certified teachers will be assigned to students and will develop instruction that will be delivered virtually through the use of regularly scheduled ZOOM meetings. The Special Education teacher will tailor instruction to the student's individual needs in the 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.

**Project SOAR (SUMMER OPPORTUNITIES FOR ACADEMIC READINESS)- Title I- Extended Learning Program- July 6 -August 6, 2020**

Farmingdale is currently developing a new extended learning program for students with the use of Title I Funds. This program will be provided virtually unless otherwise directed by the NJDOE. Current Title I students qualify for this program, however we have also expanded the multiple measures used to identify students to include students struggling with remote learning. Identified special education students (not eligible for ESY) will also be included. Instructors will provide small group and one on one instruction related to skill gaps as identified from various data points such as benchmark assessments.

The district action team and appropriate staff are currently discussing and developing a plan to assess learning loss and create an initial plan for addressing same. The goal of our newly developed Project SOAR program will be to address learning loss for our most at-risk students identified.

**Graduation**

Based upon the guidance from the NJDOE, Farmingdale is planning a virtual 8th grade graduation ceremony.

# **Safety & Emergency Plan: Pandemic Outbreak**

## **Continuity Planning - Pandemic Outbreak Information Technology Plan**

Information Technology - Information Technology will continue regular functioning onsite to support teachers and to ensure the servers, WiFi, and the internet are functioning so teachers can provide distance learning. In the event the office is closed, the Information Technology Department will be able to access most systems remotely. They will have to be on call in the event the internet, servers, etc. are not working and they must come onsite to make the repair.

## **Continuity Planning - Pandemic Outbreak Finance/Payroll Plan**

Accounts Payable/Payroll/Purchasing - The Business Office will continue regular functioning onsite. In the event the Business Office is closed, each Business Office employee will have a district computer to continue operations off site. Each employee will be responsible for going onsite to pick up any paperwork needed, or by making arrangements for delivery, to continue all essential operations.

Payroll - All employees who are salaried will continue to receive their salary as per the payroll dates established at the beginning of the year. All overtime pay and hourly employees may experience a delay due to the approval process of time sheets and availability of supervisors.

# **Safety & Emergency Plan: Pandemic Outbreak**

## **Continuity Planning - Pandemic Outbreak Facilities & Supply Plan**

- The BA/Supervisor of Buildings & Grounds will continue to take 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 water 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 - tables, chairs, food lines
  - Cleaning of vents
- The BA/Supervisor of Buildings & Grounds ensures the provision of power, heat and ventilation, water, sewer, and janitorial services
- The BA/Buildings & Grounds will ensure ample storage of appropriate and adequate sanitation supplies such as soap, alcohol gel, and tissues in all bathrooms
- Supplies stock will be communicated to the Business Administrator once per week

# **Safety & Emergency Plan: Pandemic Outbreak**

## **Continuity Planning - Pandemic Outbreak Food Services & Nutrition Plan**

In the event of any school closure, the following plan will address continuing the nutrition for those students who are on a free or reduced meal plan as per District Policies 8500 Food Service; 8505 Local Wellness and Nutrition; 8550 Unpaid Meal Charges; 8540 School Nutrition Program.

Total number of eligible free and reduced lunch students: 47

Total number of students participating in free and reduced lunch pick up: 20

Update: All families are now eligible to receive free breakfast and free lunch (regardless of previous free and reduced status). Information was sent out via our ONE CALL System, district website and visual marquis sign in the front of the school. Additional families have signed up and have been receiving meals each week.

### Business Administrator/Food Service

- Will arrange for food distribution as necessary.
- Will prepare bagged lunches for all students who qualify for free or reduced meals.
- Pickup locations and distribution times will be communicated to parents/guardians.
- The school will be the central location for all food service pickup.
- Aramark (our food service vendor through a shared service with Howell BOE) will provide bagged lunches for all students who qualify for free and reduced lunch.
- If a school in Howell School District closes and Farmingdale remains open, Aramark will endeavor to use a different school in Howell to produce the lunches.
- If the entire Howell School District closes while Farmingdale remains open, Aramark will try first to use a different school or district, such as Tinton Falls, to prepare and deliver the lunches.
- Our representative with Aramark, Edward Bridges, can be contacted at 732-300-6058.



# **Return & Recovery Planning**

# **Safety & Emergency Plan: Pandemic Outbreak**

## **Continuity Planning - Pandemic Outbreak Continuity Planning Protocol For Return and Recovery Process**

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

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

### **Main Office**

- Identify healthy staff to determine the feasibility of reopening schools
- The Superintendent will provide updates and the latest research information to staff, students, and parents via the district website and One Call
- If appropriate, the Superintendent will announce that Farmingdale Public School is to reopen
- Monitor and report absences to the main office

### **Superintendent**

- Collaborate with the school nurse regarding all responsibilities
- Serve as the primary contact person and for all staff and parents
- Monitor grading and assist in the reestablishment of a positive school climate

### **School Nurse**

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

#### Teachers

- Reinforce student infection control procedures.
- Send students to the school nurse who appear ill.
- Each classroom teacher must maintain the structure of the class but have the class engage in a creative processing activity such as journal writing, discussion related to the event, tie in of content matter to the event; this must happen for a minimum of one day.
- Each classroom teacher should acknowledge the loss and/or event.

#### School Counselor

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

#### Secretarial Staff

- Utilize absentee questionnaire and forward all attendance information to building nurse immediately.
- Reinforce student infection control procedures.
- Send students to the school nurse who appear ill.

#### Custodial Staff

- Ensure ample supply of sanitizing supplies and daily sanitizations.
- Ensure appropriate actions are taken to minimize the risk of viral transmission in school facilities to the greatest extent possible.
- Prepare to restore facilities to their normal use.
- Ensure the provision of power, telecommunications, heat and ventilation, water, sewer, janitorial services, etc. appropriate to facilities based on their classification during an event.

# Appendices

## Appendix A

# Safety & Emergency Plan: Pandemic Outbreak

## Preparation - Pandemic Outbreak School Secretary Contact Script

### Secretary Response to Parent Inquiries Regarding Coronavirus

#### **Directions:**

- Secretarial staff will respond to parent phone calls by using the *Phone Script* below. If the parent requires more support, please refer to the school nurse.
- If the media contacts the school, take a message and inform the Superintendent.

#### **Phone Script**

Thank you for your phone call. We have information for parents about the Coronavirus that is located on our district website. This information can be found on the Farmingdale School District Website under “Helpful Links”.

If you have a more specific question, I can transfer you to the school nurse who can provide you with more information and assistance.

## Appendix B

### Absentee Questionnaire for COVID-19

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

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

Does your child:	Yes	No
1. have a fever _____ (Temperature: _____)	_____	_____
2. have a cough _____	_____	_____
3. shortness of breath _____	_____	_____
4. headache _____	_____	_____
5. muscle aches _____	_____	_____
6. under care of doctor _____	_____	_____
7. traveled out of the country _____	_____	_____
8. contact with people who traveled out of country _____	_____	_____
9. quarantined _____ (Voluntary: _____ Involuntary: _____)	_____	_____

Please forward to the school nurse on a daily basis one hour after taking attendance.



**Appendix D**

**Farmingdale Public Schools  
Weekly Pandemic Census**

The school nurse will use this form to track student/staff cases during a pandemic outbreak and submit it to the Monmouth County Health Services Public Health Division’s Communicable Disease Programs, as needed.

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

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

City: Farmingdale School District: Farmingdale

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

**Students**

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

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

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

**Staff/Faculty**

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

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

Assistance Needed/Comments: