



## **Overview of Pandemic Management Plan**

### **Planning and Coordination**

- Guidance that may activate a school pandemic response could come from local, county or state boards of health, The NJ Department of Education, the Centers for Disease Control or other federal agencies with jurisdiction during a pandemic. The school will communicate with local health officials if there was a suspected outbreak of COVID-19 in our school community.
- The County Health Department is the local authority for executing pandemic plans and responses; the school works in conjunction with the County and local emergency management.
- The Local Board of Health is responsible for articulating strategic priorities and overseeing the development of the school's operational pandemic plan.
- Catholic schools in the Diocese of Trenton will work with local and state health departments to manage pandemic plans.
- The principal is responsible for media communications and/or press releases.
- The principal would receive information regarding local outbreaks in the student body or staff from the nurse. In the event of an outbreak, the principal has the responsibility to inform faculty, parents, and local health authorities as needed.

### **Early Prevention and Awareness**

- Communicate with faculty and parents about the best known prevention methods to reduce or eliminate the transmission of disease
  - Wash hands thoroughly and frequently; use sanitizer if hand washing is not available
  - Disinfect surfaces frequently
  - Keep sick children home; send sick children home from school as soon as possible if they arrive at school sick; students may not ride the bus home
  - Cover coughs and sneezes
  - Maintenance will use appropriate barriers like gloves when emptying trash cans
- Monitor for absenteeism or signs of respiratory illness (school nurse and faculty)
- Perform routine environmental cleaning including disinfecting frequently touched surfaces
- Communicate with staff and parents about the communications channels used and remind them to update their contact information

- Cross-train any staff in unique/critical roles- use continuity plans
- Absenteeism or outbreak of COVID-19 may disrupt continuity of teaching/learning

### **Communications Planning**

- The school website and emergency communications system will be utilized
- All communications are initiated by the principal who may delegate responsibility to others
- Redundancy of communications may be necessary
- Anticipate the potential fear and anxiety of staff, students, and families as a result of rumors and misinformation and plan accordingly

### **Local Duties and Responsibilities**

- Principal
  - Responsible for internal and external communications
  - Responsible for initiating communication to local emergency management, staff, and parents
  - Responsible for informing the pastor about a pandemic and any resulting actions
  - Responsible for communicating with other entities such as the religious education director
  - Responsible for press releases
  - Responsible for alternate school instruction and/or school closure
  - Responsible for surveying parents for access to device and internet (done 3/10/20)
  - Responsible for determining plan for re-entering the building after a closure and what cleaning/sanitizing practices should be used
- School Nurse
  - Responsible for immediate emergency care of students who become ill during school hours; if possible, assist if staff become ill
  - Responsible for contacting parents to pick up ill students
  - Responsible for documenting absenteeism due to virus
  - Responsible for communicating with the parent if a student becomes ill with symptoms associated with the virus
  - Responsible for updating the principal regarding the virus statistics at the school
  - Responsible for following best practices of hygiene before and during an outbreak of the virus
  - Responsible for contacting the local board of health if delegated by the principal
- Teachers
  - Responsible for teaching and enforcing best hygiene practices for students, including covering coughs/sneezes, and washing or sanitizing hands
  - Responsible for insuring the usage of the proper receptacle for tissues or other germ carrying materials in the classroom
  - Responsible for sending ill students to the nurse
  - Responsible for calling a substitute in the event of personal illness

- Responsible for leaving substitute plans in the event of an absence
- Responsible for placing assignments on the school's website or other location if needed as directed by the principal
- Responsible for canceling field trips if the school closes or if travel outside of the school is canceled
- Responsible for notifying maintenance to request supplies like tissues, sanitizer, and/or soap
- Maintenance
  - Responsible for the on-going cleanliness of the school and disinfecting surfaces as frequently as possible. These areas include door handles, faucets, lunchroom tables, etc.
  - Responsible for safe disposal of waste products
  - Responsible for ordering and distributing disinfection products
- Kitchen Staff
  - Responsible for keeping the kitchen facility and utensils clean and disinfected after each use
  - Responsible for preparing and distributing food according to best practice including the use of plastic/vinyl gloves
- Main Office
  - Responsible for communicating information as directed by the principal, likely including communications to milk services, bus transportation services, Medford Twp lunch services, Riviera pizza lunch service
  - Review Calendar Wiz and notify any school groups who have plans to use the school that the school is closed
  - Notify parish office and ask them to notify parish groups who plan to use the building
- Admissions Office
  - Responsible to cancel tours or upcoming admissions events
- Bookkeeper
  - Cancel any meetings or vendors scheduled to be at the school
- Parents
  - Responsible for keeping their sick child home from school
  - Responsible for calling to inform the nurse when their child is absent from school
  - Responsible for giving the nurse information about the nature of their child's illness
  - Responsible for picking up their child who becomes ill during the school day
  - Responsible for providing the nurse with doctor's notes or prescriptions that are pertinent to the safe return of the student to school

### **Continuity of Student Learning**

- If school is closed to students, but not to staff

- Staff who are healthy attend work as scheduled and utilize our existing web-based platforms (website, Google Classroom, etc) to assign reading, independent work, and assessments
- Staff, while present at school, could utilize new technology like GoToMeeting or a similar platform to video connect with students who are well but homebound
- If school is closed to students and staff
  - Staff who are healthy remain home and use existing web-based platforms (website, Google Classroom, etc) to assign reading, independent work, and assessments if directed by the principal
  - Central office functions may need to be performed remotely; identify any that cannot be performed remotely
  - Digital options include but are not limited to:
    - Posting assignments on teacher websites and utilizing Google Classroom
    - Emailing assignments to parents
    - Online instructional sites like IXL, BrainPOP, and Khan Academy

**Plan for Remote Instruction and Next Steps Document provided to teachers:**

Professional development time (full day) was assigned to allow teachers to plan and prepare

- **IXL**
  - IXL would be used to provide and assign appropriate content area work while the students are home in the event of a school closure
  - Review steps with students for logging into IXL **now while they're at school**
  - If necessary, reprint log in cards to send home with students
  - Show students how to access assignments in IXL
  - Re-familiarize yourself with the program, if needed
  - Content area teachers would use this in their content areas
    - 5-8, math teachers should assign math work; ELA teachers assign writing, vocab, grammar; reading teachers assign reading
    - K-4 homeroom teachers would assign both math and ELA
    - If a student has already completed a skill that you are assigning and earned at least an 80% passing rate, assign them another skill or assign work from the next grade level up; if they got below an 80% passing rate, please have them retake the skill
- **Website**
  - Make sure you know your user name and password to edit your SML teacher page. This is one of the ways we've identified that we will communicate assignments. **Now, while we're still in school**, test that you can log in to your teacher website and edit the information.
- **Email contact lists**

- If you haven't already, create an email contact list for your students' parents. This is another way we've identified that we will use to communicate assignments to parents; be prepared to send emails to parents with assignment and/or directing them to your website for information and assignments
- **Chromebooks in 5th-8th grade**
  - Chrome books and chargers will be sent home with our 5th-8th grade students so they can keep up with assigned work in the event of a closing
  - \*If we know in advance that we will be closing, we will send home the chargers; please be prepared to take them off the charging cart. If students are already home and school is closed, students will need to use existing devices at home
- **Identify any materials you need from your classroom** in the event that we have a school closing. This includes teacher manuals, worksheets, or other resources. During the days when we suspect a closure is imminent, please bring this material home each day.

## **Infection Control Procedures**

(See measures listed above for prevention)

After school closure, the maintenance team will:

Wipe down will be with Clorox wipes, diluted bleach or Proxy the cleaner we use on regular cleanings

Classrooms

Wipe down light fixtures FIRST

Wipe down window handles and window sills

Wipe down desks, tables, chairs including legs

Wipe down door knobs, push bars, light switches

Wipe down walls

Wipe down all of bathroom with a bleach mixture (Pre-k)

Mop floors and bathroom floors (PRE-K)

After all is done spray all of room with disinfect

Close and lock door

Wipe down all toys and play houses ( pre-k and Kindergarten)

Shampoo rugs ( Pre-k, Kindergarten, Music room and back of liberty because kids usually sit on floor)

All bathrooms

Wipe down light fixtures

Wipe down stall walls and doors

Wipe down all toilets, fixtures and sinks

Mop floors with bleach mixture

After all is done spray room with disinfect

Close and lock door

Auditorium Kitchen

Wipe down light fixtures

Throw out all outdated milk and food

Wipe down walls

Wipe down countertops, sinks, fixtures

Wipe down door knobs and push bars

Mope floors

Wipe down all lunch tables Tops, seats and legs

After all is done spray room with disinfect

Close and lock door

Hallways

Wipe down light fixtures

Wipe down door knobs, push bars, light switches

Wipe down walls

Mope floors

Gym, Library, Science Lab, Computer Room, Health Office and all Offices will be cleaned same as classroom

All will be locked after cleaning

The only area that will be used during closure will be Boiler room, Facility room and bathrooms