

# **COVID 19 Pandemic Emergency Management Plan**

**March 2020**

## **Planning & Coordination**

- Maureen Tuohy, Principal, is responsible for receipt and dissemination of information from the NJ Department of Health, the CDC, the NJ Department of Education, and the Superintendent of the Diocese of Trenton
- Patricia Foley, School Nurse, is responsible for documenting absenteeism due to the pandemic
- Maureen Tuohy, Principal, communicates consistently with Patricia Foley, the School Nurse, to determine local outbreaks within the student body, the faculty and staff
- Maureen Tuohy, Principal and Patricia Foley, School Nurse will communicate with the NJ Department of Health and the Department of Catholic Schools if absenteeism warrants closure of the school
- Maureen Tuohy, Principal, is responsible for informing faculty, parents, the Pastor, and the Diocese of Trenton of a school closure due to the pandemic
- Maureen Tuohy, Principal works in conjunction with the Pastor, Monsignor Thomas Gervasio, for media communications and / or press releases
- Maureen Tuohy, Principal, is responsible for sharing pandemic plans with the Department of Catholic Schools, the Pastor, Monsignor Gervasio, and the parents of Our Lady of Sorrows School

## **Continuity of Student Learning and Core Operations**

- Maureen Tuohy, Principal, will coordinate with the faculty and staff to deliver remote instruction and instructional packets to all students, Grades Pre K 3 – 8<sup>th</sup>
- Faculty will utilize the school website (Homework Section) to post all assignments daily by 8:00 AM Monday through Friday
- Faculty will utilize additional forms of established communication with students and parents such as Google Classroom, Zoom Video, ClassTag, ClassDojo, and Remind Apps to assign work and communicate / answer questions / instruct
- Assigned academic work will include ELA, Math, Science, Social Studies and Religion for a total of 4 hours of work per day for grades K – 8, and 1-2 hours a day for Pre K 3 and 4
- Additional work will be assigned daily by Enrichment Course Faculty (Art, Music, Spanish, Computer and PE)
- Maureen Tuohy, Principal, will use the School Messenger Communication System to advise parents/students of any overall changes to the schedule or delivery of instruction
- Maureen Tuohy, Principal, will offer technology (laptops) lending to students if needed

## **Infection Control Policies and Procedures**

- Maureen Tuohy, Principal, will coordinate with contracted cleaning company, Commercial Cleaning Corp., to maintain effective infection prevention procedures, such as nightly cleaning of bathrooms, sinks, tables, water fountains, handrails, and all "high touch" surfaces
- Maureen Tuohy, Principal, will coordinate with the Our Lady of Sorrows custodial team to ensure daily disinfection of high touch areas occurs with the use of approved disinfecting materials
- Patricia Foley, School Nurse, will work in conjunction with the faculty and staff to demonstrate and practice good hygiene practices, such as hand washing, sneezing/coughing protocols, and tissue disposal
- Patricia Foley, School Nurse, will identify children who are ill, and will contact parents for immediate pick up
- Patricia Foley, School Nurse, will continue to monitor immunizations/health records as established procedure
- Upon receipt of clearance for return to school, Maureen Tuohy, Principal, will employ Commercial Cleaning Corp. to complete a full deep disinfection of entire school building prior to the return of faculty and students

## **Communication and Planning**

- Maureen Tuohy, Principal, will initiate all communication with faculty, parents, the Pastor, the Department of Catholic Schools, and the community as necessary
- The School Reach Messenger System will be utilized to deliver all updates and messages (verbal / letters) to Our Lady of Sorrows families, faculty and staff
- Lou Pasculli, IT Department, will post all updates/messages on the school website as directed by Maureen Tuohy

## **Local Duties and Responsibilities**

- Maureen Tuohy, Principal, is responsible for all said actions including but not limited to all communications, infection control, continuity of student learning, and core operations
- Patricia Foley, School Nurse, is responsible for care of students, communication of absenteeism, health updates for students, staff and faculty, communication with parents of ill children
- Teachers are responsible for providing daily remote lessons and instruction for students (if needed), practicing proper hygiene practices, sending ill students to the nurse, communicating illness (their own) to the principal, as well their need for a substitute
- Custodian is responsible for daily cleaning and infection control
- IT is responsible for posting all updates and communications on the school website
- Parents are responsible for calling Tel-Safe when a student is absent and providing information why a child is absent, for immediately picking up ill students from school, for providing doctors notes for safe return to school, for

providing prescriptions in original containers to the nurse, for providing allergy information and medications taken on a regular basis

- Parents are responsible for providing their children with the time and space to complete remote learning, to communicate with the faculty regarding assignments, and to communicate with the Principal if technology is needed in the home

### **Essential Personnel**

<b>NAME</b>	<b>TITLE</b>	<b>EMAIL ADDRESS</b>	<b>PHONE NUMBER</b>
Maureen Tuohy	Principal	<a href="mailto:mtuohy@olsschool.us">mtuohy@olsschool.us</a>	609-587-4140
Msgr. T. Gervasio	Pastor	<a href="mailto:tgervasio@ols-sa.org">tgervasio@ols-sa.org</a>	609-587-4372
Patricia Foley	Nurse	<a href="mailto:pfoley@olsschool.us">pfoley@olsschool.us</a>	609-587-4140
Lou Pasculli	IT	<a href="mailto:lpasculli@olsschool.us">lpasculli@olsschool.us</a>	609-587-4140
Linda Campisi	Business Admin	<a href="mailto:lcampisi@olsschool.us">lcampisi@olsschool.us</a>	609-587-4140
Fatma Engelhard	Secretary	<a href="mailto:fengelhard@olsschool.us">fengelhard@olsschool.us</a>	609-587-4140
Roscoe Kelley	Custodian		609-587-4140