



# Saint Ann School

## Where Faith & Knowledge Meet

### Saint Ann School Pandemic Plan March 2020

#### Planning and Coordination

- Salvatore Chiaravalloti, Principal, is responsible for communication with, receiving and delivery of information from NJ Department of Education, NJ Department of Health, Lawrence Township Public Schools, Mercer County Health Department, and the Diocese of Trenton
- Karen Meagher, Secretary, is responsible for documenting absent students
- Salvatore Chiaravalloti is responsible for creating a committee of teachers from varying clusters to create an educational plan in the event of closure
- Salvatore Chiaravalloti is responsible for informing community members of school closure due to pandemic
- Salvatore Chiaravalloti is responsible for sharing pandemic plans with school community and the Diocese of Trenton

#### Communication

- Salvatore Chiaravalloti will use Constant Contact and/or SchoolMessenger to communicate with parents/guardians and staff. Messages will be posted on school social media and website as well. He will also use school email for staff communications
- All COVID-19 communication will be posted on a specific COVID-19 portion of the Saint Ann School website

#### Continuity of Learning

- Salvatore Chiaravalloti will ensure faculty and staff deliver remote learning opportunities and packets for all students – Grade PreK 3 through 8<sup>th</sup>
- Faculty will use Google Classroom, class webpage, Remind App, Facebook private group, email, etc. to assign, review, correct work and communicate with students and parents
- Math, Language Arts, Science, Social Studies, and Religion will be covered in each grade for a minimum of 5 weekly hours in K-8 and 2 hours' preschool
- Activity Classes – Art, Music, Spanish, Physical Education, Technology – will also assign weekly assignments



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### **Local Duties and Responsibilities**

- Salvatore Chiaravalloti is responsible for communication, continuity of learning, teacher observation, building operations, and infection control
- Faculty are responsible for providing instructions for daily lessons for students, communicating illness (student or own) to principal
- Cleaning Company (Dave's Cleaning Service) is responsible for daily cleaning and sanitation of building
- Salvatore Chiaravalloti and Alessandra Fallon (Director of Admissions and Marketing) are responsible for posting updates to school website and social media

### **Infection Control – Policy and Procedure**

- Salvatore Chiaravalloti will work with faculty and staff to communicate proper hand washing and other hygienically appropriate practices
- Teachers will identify ill children and contact the office. Office staff will contact families for immediate pick-up if deemed necessary
- Salvatore Chiaravalloti will coordinate with cleaning company, Dave's Cleaning Co., to ensure implementation of best practices for infection control. This includes nightly cleaning of high touch areas as well as the routine cleaning
- Salvatore Chiaravalloti will contract with the cleaning company, in the case of closure, for sanitation of the school prior to reopening

### **Parental Responsibility**

- Responsible for contacting the school when a child is absent and reason for absence
- Responsible for ensuring their child(ren) with appropriate time and location for completing school work in remote learning environment
- Communication with faculty and administration regarding assignments and needs – academic, emotional, etc.