

**Saint Mary School**  
**Pandemic Emergency Management Information/Protocols**  
**March 2020**

**Planning and Coordination**

- The New Jersey Department of Education in conjunction with the New Jersey Department of Health and Senior Services is responsible for communications from the US Department of Health and Human Services and Centers for Disease Control that would activate a school pandemic response plan affecting Catholic schools and Saint Mary School.
- The Monmouth County Health Department is the legal local authority for executing pandemic plans and responses.
- The Monmouth County Health Department is responsible for articulating strategic priorities and overseeing the development of the district's operational pandemic plan.
- Saint Mary School will work with local/state health department to manage a pandemic plan within the school.
- The Administrative Team is responsible for media communications and/or press releases. The Administrative Team would receive information regarding local outbreaks in the student body/staff from the nurse. The Administrative Team has the responsibility to inform faculty and parents in the event of a serious outbreak or the need for school closure.
- Saint Mary School will work and coordinate efforts with local health authorities when planning.
- The Saint Mary School administrative office will document absenteeism due to the pandemic event. The school nurse will work in cooperation with the Administrative Team to review the daily absentee report.
- Saint Mary School will share pandemic plans with the Department of Catholic Schools and local agencies as required.

**Continuity of Student Learning and Core Operations**

- If absenteeism rises to an unacceptable rate for student/staff safety and acceptable instruction, the Administrative Team, in conjunction with the nurse, will communicate with the Monmouth County Board of Health regarding strategies for possible closure or parental alerts.
- Saint Mary School will utilize the Schoology Learning Platform and Class DOJO for teachers to post lessons, assignments, assessments and curricular projects.
- Notices regarding the delay or cancellation of extra-curricular activities will be posted on the website and communicated through email and Honeywell to all parents and students.

- On-going communications will be initiated by the Administrative Team through the school's email, website, and Honeywell system.

### **Infection Control Policies and Procedures**

- Saint Mary School will work with the Monmouth County Board of Health to implement effective infection prevention policies and procedures. Good hygiene practices will be practiced.
- The Saint Mary School maintenance personnel are responsible for ordering and applying products needed for cleansing and disinfection. Separate receptacles will be in all rooms for the disposal of used tissues.
- Saint Mary School students/staff will remain home during the infectious stage of an illness. Parents are to keep sick children away from others to control or prevent the spread of disease.
- Saint Mary School staff members should be seen by qualified health care professionals in the event of symptoms consistent with infectious diseases. If needed, a medical doctor should write a script for a leave of absence.
- If a pandemic event affects the Saint Mary School community, students who are not immunized, as previously agreed, will not remain in school but will receive instruction as per school virtual instruction directives.
- Parents or an authorized adult will pick up sick children so that they will not ride the school bus.

### **Communications Planning**

- Saint Mary School's emergency communications system, including Honeywell, the school email system, and the school website, will be utilized.
- All major communications are initiated by the Administrative Team. The Administrative Team may delegate further communications to others.
- If needed, redundancy of communications can be through the website, Honeywell, and email. Updates on pandemic information will be placed on the Saint Mary School website, [www.stmaryes.org](http://www.stmaryes.org).

### **Local Duties and Responsibilities Administrative Team**

- Responsible for internal and external communications.
- Responsible for initiating calls to the Monmouth County Board of Health, to the staff, and to the parent body.
- Responsible for press releases in accordance with any recommendations from the Department of Catholic Schools or the Office of Communications.
- Responsible for alternate school instruction and/or school closure with notification to the Superintendent of Catholic Schools.
- Responsible for meeting with and updating key personnel to review the school's pandemic protocol.

### **School Nurse**

- Responsible for immediate emergency care of students and staff who become ill during school hours.
- Responsible for documenting absenteeism due to the pandemic outbreak.
- Responsible for communicating with the Monmouth County Board of Health after consultation with the Administrative Team.
- Responsible for communication with the nurse's immediate employer.
- Responsible for communicating with parents when a student becomes ill with symptoms associated with the pandemic outbreak.
- Responsible for updating the Administrative Team regarding the statistics at the school and informing the Administrative Team of actions that may be necessary as a result of a high number of cases or compliance to mandates of the Monmouth County Board of Health.
- Responsible for following best practices of hygiene during an outbreak and educating teachers to best practices in the classrooms.
- If a school nurse is not available on premises, the Administrative Team will assume responsibilities assigned to the nurse.

### **Teachers**

- Responsible for teaching best practices for students, such as, covering mouths/noses during a coughing or sneezing event.
- Responsible for insuring the use of proper receptacles for germ carrying materials (tissues) within the classroom.
- Responsible for sending ill students to the nurse for immediate care and possible transportation home.
- Responsible for calling the designated individual for a substitute in the event of personal illness.
- Responsible for posting substitute plans if absent and for placing assignments on the Canvas course pages as needed.
- Responsible for on-going personal medical care in the event of illness.

### **Maintenance**

- Responsible for on-going cleanliness of the school and disinfecting affected areas.
- 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 practices including the use of plastic gloves.

### **Parents**

- Responsible for informing the nurse at the beginning of the school year of any allergies a child has or any medications a child takes at home.
- Responsible for calling the Dean's Office 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 medical notes or prescriptions that are pertinent to the safe return of the student to school.
- Responsible for giving the nurse prescription medications in original containers when a child is required to take medication during the school day.
- Responsible for providing doctor's notes requiring restriction during physical education classes or field trips.