

INTRODUCTION

Organizations across the Nation perform essential functions and services that may be adversely affected in the event of a natural or man-made disaster. In such events, organizations should have continuity plans to assist in the continuance of their essential functions. Continuing to perform essential functions and provide essential services is vital to an organization's ability to remain a viable entity during times of increased threats from all hazards, manmade or natural. Since the threat to an organization's continuity of operations is great during a pandemic outbreak; it is important for organizations, in particular the Stafford Township School District, to have a Pandemic Management Plan in place to ensure it can carry out its essential functions and services. While organizations may be forced to suspend some operations due to the severity of a pandemic outbreak, an effective Pandemic Management Plan can assist an organization in its efforts to remain operational, as well as strengthen the ability to resume operations.

This plan provides guidance to the Stafford Township School District and may serve as the plan for maintaining essential functions and services during an influenza pandemic. This guidance neither replaces nor supersedes any current, approved Stafford Township School District continuity plan; rather it supplements it, bridging the gap between the traditional, all-hazards continuity planning and the specialized continuity planning required for a pandemic by addressing additional considerations, challenges, and elements specific to the dynamic nature of a pandemic.

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BACKGROUND

The Center for Disease Control (CDC) is responding to an outbreak of respiratory disease caused by a novel (new) coronavirus that was first detected in China and which has now been detected in almost 70 locations internationally, including in the United States. The virus has been named “SARS-CoV-2” and the disease it causes has been named “coronavirus disease 2019” (abbreviated “COVID-19”).

On January 30, 2020, the International Health Regulations Emergency Committee of the World Health Organization declared the outbreak a “public health emergency of international concern external icon” (PHEIC). On January 31, 2020, Health and Human Services Secretary Alex M. Azar II declared a public health emergency (PHE) for the United States to aid the nation’s healthcare community in responding to COVID-19.

Source and Spread of the Virus

Coronaviruses are a large family of viruses that are common in people and many different species of animals, including camels, cattle, cats, and bats. Rarely, animal coronaviruses can infect people and then spread between people such as with MERS-CoV, SARS-CoV, and now with this new virus (named SARS-CoV-2).

The SARS-CoV-2 virus is a betacoronavirus, like MERS-CoV and SARS-CoV. All three of these viruses have their origins in bats. The sequences from U.S. patients are similar to the one that China initially posted, suggesting a likely single, recent emergence of this virus from an animal reservoir.

Early on, many of the patients at the epicenter of the outbreak in Wuhan, Hubei Province, China had some link to a large seafood and live animal market, suggesting animal-to-person spread. Later, a growing number of patients reportedly did not have exposure to animal markets, indicating person-to-person spread. Person-to-person spread was subsequently reported outside Hubei and in countries outside China, including in the United States. Some international destinations now have apparent community spread with the virus that causes COVID-19, including in some parts of the United States. Community spread means some people have been infected and it is not known how or where they became exposed.

The virus is thought to spread mainly from person-to-person.

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes.

These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

- People are thought to be most contagious when they are most symptomatic (the sickest).

- Some spread might be possible before people show symptoms; there have been reports of this occurring with this new coronavirus, but this is not thought to be the main way the virus spreads.

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads.

How easily a virus spreads from person-to-person can vary. Some viruses are highly contagious (spread easily), like measles, while other viruses do not spread as easily. Another factor is whether the spread is sustained, spreading continually without stopping.

The response to and mitigation of the health and social consequences of a COVID-19 pandemic will take place at both 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 seems to be when actions were taken early and quickly. The New Jersey Department of Education will also provide guidance regarding school response in the case of a pandemic. There are four phases of emergency planning to be included in a pandemic plan: planning, coordination and evaluation; continuity of student learning and core operations; infection control policies and procedures; communications planning.

Chain-of-Command to Carry Out Pandemic Management Plan

Chain of Command for District/Building Based Team

Primary:	George Chidiac., Superintendent (609) 978-5700 Ext 1000 (office)
1 st Back-Up:	Lourdes LaGuardia, Business Administrator (609) 978-5700 Ext. 1032 (office)
2 nd Back-Up:	Barbara D'Apuzzo, Director of Personnel (609) 978-5700 Ext. 1135 (office)
3 rd Back-Up:	David Ytreboe, Director of Pupil Services (609) 978-5700 ext 1029 (office)

Information Technology

The Stafford Township School District Information Technology Department maintains a Disaster Recovery plan for all Educational Records and documents stored on district servers. Backup data storage will enable recovery of these documents and records in the event of a disaster.

Faculty have remote access to email, Google Drive and Google Classroom as well as their class pages located on the District website.

ROLES AND RESPONSIBILITIES

Superintendent:

- Maintains authority over ALL pandemic or crisis management plans.
- Maintains protocol for personnel policies appropriate for both possible long and short term duration of pandemic absences.
- Plans for cross-training for "core" and "essential" jobs.
- Will promote faculty/staff physical and mental well-being.
- Communicates with the media and parents. Guides administration in the communication process.

School Business Administrator:

- Monitors and maintains the following departments prior to and during any emergency:

Business Office/Payroll, Facilities (Buildings and Grounds), Food Service, and Transportation.

- Plans for cross-training for "core" and "essential" jobs.
- Assures clean and sanitized buses and drivers that are free of illness. Secures plans to transport ill students if necessary.
- Assures clean and sanitized buildings that are free of illness.
- Develops continuing nutrition plan.

Director of Curriculum and Instruction:

- Maintains academics and student learning.
- Ensures that instructional materials aligned with the New Jersey Student Learning Standards will be made available and designed to support student learning for up to twenty days.
- Ensures hard copies of material are made available to those in need PreK-6.
- Ensures on-line learning materials are made available PreK-6.
- Provisions will be made for students who do not have access to a technology device or Internet at home.

Director of Special Services:

- Identifies students' special needs
- Maintains a confidential roster
- Builds on current accommodations, modifications, and services
- Works with supervisors and teachers to ensure assignments are accessible by all students.

Supervisor of Buildings and Grounds:

- 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 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 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 - kitchen, tables, chairs, food lines
 - Cleaning of vents
- The Supervisor of Buildings and Grounds with the assistance from the Business

Administrator, assures the provision of power, heat and ventilation, water, sewer, and janitorial services.

Supervisor of School Nurses:

- Coordinates with the Superintendent and School Business Administrator to assure necessary medical supplies and assistance are available.
- Communicate as necessary with the Superintendent, the school physician, and the County and State health officials.
- Monitors both student and staff absences, provides proactive health education, and assists the District in developing the pandemic management plan.

Sodexo- Shannon Loschiavo:

- Maintains the food service environment including serving stations, food storage areas, and food preparation areas. Ensures servers are free from illness.
- Provides a contingency for the continued provision of food for free and reduced breakfast and lunch students.
- Coordinates with Transportation Department for delivery of free and reduced student breakfast and lunch

Information Technology:

- Provides a personal electronic device (e.g. Chromebook, iPad, etc.) to any student in grades 1-6 who needs a device to complete online work at home. The parent of any student who needs a device would pick up a device in the vestibule of their child's school once available. The parent and child would complete the acceptable use agreement below in exchange for receiving the device.
 - [Acceptable Use Agreement for Personal Electronic Device](#)
- Students will keep the device until they have reported back to school.
- A record of Stafford's Acceptable Use Agreement for Personal Electronic Device - 1:1 for all loaned devices shall be maintained by the Principal in conjunction with the Technology Department.

General Education, Special Area and Special Education Teachers:

- Reinforce student infection control procedures.
- Send students to the school nurse who appears ill.
- Bring home their district issued device, with charging cable, each day going forward in case the need for a remote learning day occurs.

- In the event of remote learning, teachers will be expected to monitor their email and respond accordingly.
- Teachers will be responsible for replying to emails, grading work turned in electronically and providing feedback on work submitted.
- Keep a daily log of the tasks they worked on and approximate times each task took. Staff will be required to email a copy of their log to their direct administrator.

Building Principals and Supervisors:

- Reinforce student infection control procedures.
- Support and endorse nursing decisions.
- Monitor and report absences to the central office.
- Bring home their district issued device, with charging cable, each day going forward in case the need for a remote learning day occurs.
- In the event of remote learning days, be available via Google Hangout for conferencing with the central office and the administrative team.

Administrative Support Staff:

- Reinforce infection control procedures.
- Respond to parent phone calls using District provided script
- Maintain a log or journal of all calls received
- Keep building administration informed

Training

The following training shall be completed according to assignments and responsibilities:

Administration and All Staff

- Superintendent or designee will review the Pandemic Management Plan with the administrative staff.
- Administration will review the Pandemic Management Plan roles and responsibilities at their building faculty meeting.
- Administrators and supervisors will review the plans for E-learning, IEP/504 accommodations and modifications expectations as well as teacher and student expectations for remote learning.
- Administrators and supervisors will communicate these expectations listed in the above bullets to teachers.

The Stafford Township Board of Education maintains the following policies related to Staff Emergency Training

[Policy- 8420- Emergency and Crisis Situations](#)

E-LEARNING

Remote Learning Days

We believe that learning can take place anytime and anywhere. In the event of a pandemic, Remote Learning Days will allow our academic schedule to continue uninterrupted, which is vital to both short-term and long-term learning and success. These days will also enable us to take advantage of our investment in technology and will help students develop skills in independence and time management.

Goal: To implement an alternative instructional process that is flexible yet meets the standard for structured learning time so that school days missed for a pandemic crisis can be counted towards the required days of instruction for the calendar year. This requires several objectives and an understanding that this may look different at each level, preschool, Kindergarten, and elementary.

General Plan for Remote Learning Days

- Remote Learning Days are designed to reduce the impact and disruption to the school calendar and programs in the event of a pandemic emergency.
- On Remote Learning Days, students will be expected to logon to the school district website to access grade level work that has been developed to support the appropriate grade level standards and curriculum. For those with no internet or computer access, hard copy work that is equivalent to the online work will be available for pick up in the vestibules of each school. For those with no computer, a device will be available for pick up in the vestibule of each school. A lending form will be required.
- The work assigned will outline daily expectations that serves as an extension to previous learning or bridge to new learning.
- A Remote Learning Day is a day that students stay home but it is a school day.
- Staff members can bring home their district issued device, with charging cable, each day going forward in case the need for a remote learning day occurs. Staff members will ensure they have access to any passwords they may need to get on Genesis, Google Drive, etc.

- Any Remote Learning Day will be stated clearly via the district's automated notification by the Chief School Administrator.

General Procedures for Remote Learning Days

- From 8:15 am - 12:15 pm general education teachers, special education teachers, special area teachers, school counselors, school nurses, child study team members, and interventionists will be available for students and families to contact virtually, as needed.
- Student needs related to established additional school supports (ELL, 504, IEP) will have their work modified based upon their needs. This will happen prior to the Remote Learning Days and may include additional time and resources for these students upon their return to school.
- All students are expected to complete the assignments independently putting forth their personal best effort (parents may read directions to students if needed).
- On Remote Learning Days, the required coursework will be posted weekly through electronic means by 8 a.m Monday.
- The assignments may be in Google Classroom, Teacher Web Page, or on a paper handout. Teachers will be available via email or Google Classroom to answer questions and support students with their work.
- Teachers will log in to their district email daily by 8:15 a.m. to check in and view any necessary updates. They will be required to keep a daily communication log.
- Students may be asked to complete a variety of learning tasks that include, but are not limited to:
 - Reading assignments (either digital or paper-based)
 - Video assignments with accompanying assessments
 - Youtube/ or video based
 - Web based learning activities
 - Writing Activity
 - Math content
 - Science/ Social Studies Activities
- Teachers will provide detailed instructions about the assignments that will include the following information:
 - Description of the tasks, including the directions/resources required to complete the assignments
 - Assignment submissions (in-person when students return, online, etc.)
 - Due dates of the assignments

- Students will be expected to work each day for a minimum of 4 hours, equivalent to a half day of school instruction.

General Procedures for Remote Learning Days (Special Education Related Services)

- Activities and exercises will be made available for Speech, Counseling, Occupational Therapy and Physical Therapy. District Therapists will reach out to parents/guardians 1-2 times per week to provide support and direction with activities and exercises. Online resources- as well as therapist made activities will be provided online to parents/guardians.
- District Staff will be available (Case Managers, BCBA, Speech, Physical Therapists, Occupational Therapist) for parental support with activities/exercises via email, Google Hangout, Google Classroom, Zoom or other on-line platforms.
- Assistive technology- including communication devices will be sent home and/or available to support instruction-per IEP.
- Therapists will monitor time being spent with parents/guardians completing exercises and activities with students in order to determine eligibility for compensatory hours.
- Access to technology- students sent home with Chromebooks/IPADs and online learning opportunities are based on students' ability and programming. Free internet access opportunities were shared with families.
- Teachers will continue to complete Present Levels of Functioning consistent with present practice. Case managers will continue to plan for IEPs and reach out to teachers for information.
- Child Study Team Members will work with sending districts, families and other staff to provide guidance and direction regarding how annual reviews, re-evaluations and conferences will take place.
- Child Study Team meetings due to expire while the district is closed will occur via phone conferences/other online platforms and include, when possible, all members of the IEP team. Social Work assessments can be conducted through telephone calls. Meetings that are unable to be held due to parent requests, inability to test students or other reasons may be rescheduled at the Case Manager/CST director's discretion
- Timelines to remain in compliance will not restart until we are officially permitted back in school.

Instructional Plans

Specific classroom assignments can be found on district Teacher Webpages. Use the link below to see additional assignments for each grade level if needed.

Note that packets of the same assignments will be available for those without computer or Internet access. Packets will be found in the vestibules of each school.

2020 Instructional Plans for Public Health Related School Closure

Communication - You may expect and continue to communicate with your child's teacher and/or district staff via the normal channels of email. Note: Sick children will be reported to each school nurse via the parent portal.

Students who are ill on a Remote Learning Day and Cannot Complete the Work

Sick children should be reported via standard absentee procedures in the parent portal. Students would still be responsible for the assigned work, but would have additional day(s) to complete it.

Students who have technical issues that prevent them from completing their work

If there is an unforeseen circumstance that prevents students from accessing their assigned work, parents/guardians should pick up the available hard copy packets of work that are available at each school's vestibule.

EQUITABLE ACCESS

As a proactive measure, in the event Stafford Township School needs to close to prevent communicable disease transmission, a Technology Accessibility Survey was disseminated to families to determine the technological needs of our students in order to provide options in the event of a long term school closure. The information provided in this survey will be seen only by

Stafford Township School Administration and will not be shared. If parents indicate on the survey that their child does not have access to a dedicated device or WiFi at home, Stafford Township School District will provide availability for parents to loan a technological device or pick up a hard copy packet. We will leverage the learning platforms and tools that we have available to deliver the most appropriate content under the potential circumstances we may face.

Accommodations and/or modifications will be provided for assignments by the special education teacher based on students' Individualized Educational Plan. Related services will share general strategies to implement at home and will be available via email or Google Hangout to assist parents.

Assisting the Special Needs Population

Planning considerations address the needs of students and staff with hearing, mobility, sight or other physical or health impairments. Lesson modifications have been made based on individual needs and are included in the teacher's lesson plans as needed.

1. Stafford Township School District maintains a Nursing Services Plan which includes a description of how nursing services will be provided in emergency situations, detailed nursing assignments sufficient to provide the services to pupils.

The Stafford Township School District Board of Education maintains the following policies related to assisting the special needs population:

[Policy- 5307- Nursing Services Plan](#)

CONTINUING NUTRITION PLAN

Continued Meal Service Plan

In the event of a school closure due to a pandemic, the food service department will be directed to make daily meals for each student who qualifies for free or reduced breakfast and/or lunch per the Master Eligibility List (MEL). In the event of closure, Stafford Transportation Department will be directed to drop off food to the address of each student who qualifies for free or reduced breakfast/lunch. Available options may include: Breakfast Options: 1. Breakfast Break- Apple Jacks cereal, juice 2. Breakfast Break- Fruit Loops cereal, juice Lunch Options: 1. Smuckers

Peanut Butter and Jelly with yogurt, pretzel Goldfish and Juice or 2. Smuckers Peanut Butter and Jelly with a cheese stick, pretzel Goldfish and Juice.

Prior to the delivery occurring, approximate delivery times will be posted on the district website. The family will be told that the delivery will be placed in front of the families door. As a precaution, the family will be asked to not take the delivery into their home until the staff member dropping off the delivery has left. This will ensure as minimal contact as possible between the staff member and the family. The food services department should ensure that once the first week of shelf stable meals is ordered, that an additional order is placed. Should shelf stable pre-packed meals become unavailable, Sodexo Food Service would be asked to propose an alternate shelf stable meal that may be made up of multiple items as opposed to one package.

Sodexo Food Service would be responsible for inputting the daily meals into the point of sale system and maintaining proper edit check reports for each of the days that the meals were appropriated for. This will allow for the meals to be reimbursed through the monthly report submitted to the State via the SNEARS portal.

COMMUNICATIONS

1. The Superintendent will provide updates and the latest research information to staff, students, and parents via phone/text message and the district website.
2. The Superintendent will cancel and announce cancellation of all large group activities including sporting events if directed to do so by the NJ Health Department and/or County Superintendent's office.
3. The school nurse will disseminate messages about preventive hygiene and conduct respiratory etiquette programs (cough in your sleeve). Dissemination techniques will include, but not be limited to, classroom presentations, press releases, school-wide posters, videos and training to staff via in-services or faculty meetings, hand washing signs in all bathrooms. Teachers will be trained in pandemic related symptom identification.

ALL-HAZARDS ANALYSIS

School Climate & Culture

An assessment of the school climate and culture is conducted periodically by the school safety/climate team.

Staff

Stafford Township School District utilizes **Blackboard Connect** and the **District Website** to communicate with staff members, students, parents, and emergency contacts in the event of an emergency. Notifications are authorized by the Principal or designee.

Students

Stafford Township School District utilizes **Blackboard Connect** and the **District Website** to communicate with staff members, students, parents, and emergency contacts in the event of an emergency. Notifications are authorized by the Principal or designee.

Parents/Guardians

Stafford Township School District utilizes **Blackboard Connect** and the **District Website** to communicate with staff members, students, parents, and emergency contacts in the event of an emergency. Notifications are authorized by the Principal or designee.

RESOURCES

[COVID-19 Resources and Information from NJ Department of Health](#)

[COVID-19 Resources from the CDC](#)