

Warren Glen Academy School Closure Preparedness Plan COVID-19

The following preparedness plan has been developed during the current COVID pandemic requiring the closing of school ordered by the State of New Jersey and its authoritative agencies.

Health-Related School Closure Preparedness Plan

revised May 12, 2020

NOTE: On May 4, 2020, Governor Murphy announced the closure of all New Jersey schools for the remainder of the 2019-20 school year. This plan will remain in effect until further notice and/or revised.

1. Communication

Information will continue to be disseminated to families through our Blackboard telephone alert system, district website, e-mail, USPS, and individual contact. We are following current recommended health protocols and continue to revise as guidance is provided. The Warren Glen Academy will be staffed only by essential employees for critical needs until further notice.

2. Instructional Time

Each student is provided guided learning experiences as designed by the school's teaching staff and supported by para-professionals. Students are expected to devote assigned time and engage with these activities on each school day. Instructional and support staff work remotely to interact with students and update guided learning experiences daily.

3. Instructional Expectations

a. All Grades

- i. Students are engaged in guided learning experiences, meetings, and assessments using available online resources provided by their teachers through Zoom or other media platform. Students are in possession of their textbooks and other print materials prior to the start of the COVID school closure.

4. Internet Access and Digital Devices

Hardcopies of materials are provided to students when/if they are having difficulty with technology access.

5. Special Learning Needs and Student Support Services

- a. Any student with special learning needs who cannot participate successfully in remote learning is being provided hard copies of guided learning experiences in addition to textbooks and other print materials.
- b. Student support services (i.e., OT, speech, counseling) are being provided remotely where possible. To address mental health needs, the guidance counselor/social worker is available virtually, by e-mail, and phone throughout the day at specific times and as requested.
- c. Individual special education needs are addressed by teachers, para-professionals, counselor, administration of Warren Glen and as needed by sending district case managers. Parents are invited to participate when necessary in their child's instruction and during virtual IEP meetings by mutual consent.
- d. The Warren Glen Academy has no ELL students.

6. Attendance and Grading

Student attendance is based on participation in guided learning experiences and counts toward promotion and graduation according to policy. Attendance is maintained by the staff via daily school participation by the student. If that student is ill and unable to participate on any given day, or is unreachable, documentation is kept. Lack of participation is addressed by staff phone calls to parents to address the issues as well as formal letter mailed home. Grading continues to be handled in the same manner as it was prior to closure.

7. Free and Reduced Meals

All families were contacted prior to the closure of school and directions were provided pertaining to participation in the program.

8. Activities and Field Trips

All school related trips and activities have been cancelled for the remainder of the 2019-2020 school year.

9. Building Access

The school is closed to the public until further notice. If necessary, special arrangements can be accommodated through advance notice enacting all the necessary personal precautions.

10. Building Maintenance

Heightened cleaning procedures include regular disinfection of desks, tabletop surfaces, and touch points (doorknobs, handles, handrails, sinks, faucets, toilets, urinals, etc.) that are used daily. These procedures have been used during normal cold and flu seasons and are helpful preventive measures. The disinfectant being used has been approved by the distributor for treating multiple types of bacteria, influenza, and coronaviruses including COVID-19. Maintenance and custodial projects are continuing to keep the building structure safe, functional and clean.

Extended School Year

The Warren Glen Academy will offer its Extended School Year July 6 through August 14 (30 days) remotely. The ESY program is designed to meet individual needs as specifically as possible under the current COVID conditions.

Additional Information

This plan will be revised as new guidance is provided by the authoritative agency responsible for health and safety reunification of an academic school year.

For further information please go to the State of New Jersey's website at <https://covid19.nj.gov>

Execution of Community Operational Plan

Warren County Health Department officials are responsible for the execution of community operational plans as they specifically relate to public health, especially those for case identification, isolation, quarantine, movement restriction, healthcare services, emergency care, and mutual aid.

Warren County Health Department officials will notify the Warren Glen Academy Executive Director or designee of concerns and desired actions to be initiated when necessary. The Executive Director will activate the district’s pandemic response plan as warranted.

The school nurse will inform the Executive Director when a substantial increase in student absenteeism due to infectious symptoms occurs. The school nurse is the point of contact with the Warren County Health Department. The Executive Director and school nurse will work closely with the Warren County Health Department to coordinate the school’s pandemic plan with the community plan.

The Executive Director will notify the Warren County Executive County Superintendent when the pandemic response plan is implemented.

Types of Pandemics/Epidemics

- | | |
|--|---|
| COVID-19 (Wuhan Virus) | Coxsackie |
| H1N1 (Swine Flu) | Middle East Respiratory Syndrome (MERS) |
| H5N1 (Bird Flu) | Smallpox |
| West Nile | Encephalitis |
| Influenza – Pneumonia | Monkey Pox |
| Severe Acute Respiratory Syndrome (SARS) | |

Basic Information, COVID-19

There have been significant developments in health recommendations and school/public domain planning in anticipation of the Coronavirus (COVID-19). The Warren Glen Academy is closely following the recommendations of the Center for Disease Control (CDC) and that of the Warren County Department of Health. The guidance we receive from the Department of Education and Department of Health can literally change throughout the day. We are vigilant in staying alert to the guidance.

Outbreaks of novel virus infections among people are always of public health concern. The risk from these outbreaks depends on characteristics of the virus, including how well it spreads between people, the severity of resulting illness, and the medical or other measures available to control the impact of the virus (for example, vaccine or treatment medications). The fact that this disease has caused illness, including illness resulting in death, and sustained person-to-person spread is concerning. These factors meet two of the criteria of a pandemic. As community spread is detected in more and more countries, the world moves closer toward meeting the third criteria, worldwide spread of the COVID-19 virus.

- As per the CDC the general American public, who are unlikely to be exposed to this virus at this time, the immediate health risk from Coronavirus is considered low.
- Under current circumstances, certain people will have an increased risk of infection, for example healthcare workers caring for patients with Coronavirus, other close contacts of persons with the virus, and those with weakened immune systems.

More cases are likely to be identified in the coming days, including more cases in the United States. It's also likely that person-to-person spread will continue to occur, including in the United States. Widespread transmission of the Coronavirus in the United States would translate into large numbers of people needing medical care at the same time. Schools, childcare centers, workplaces, and other places for mass gatherings may experience more absenteeism. Public health and healthcare systems may become overloaded, with elevated rates of hospitalizations and deaths. Other critical infrastructure, such as law enforcement, emergency medical services, and transportation industry may also be affected. Health care providers and hospitals may be overwhelmed. At this time, there is no vaccine to protect against COVID-19 and no medications approved to treat it. Nonpharmaceutical interventions would be the most important response strategy. These interventions can include the suspension of large gatherings to contain the spread of the virus.

The CDC response recommends avoiding nonessential travel, avoiding cruise ship voyages, places of large gatherings, and persons exhibiting illness. We are taking a very practical approach here at Warren Glen Academy and we ask families do the same at home. These recommendations are the same as if you were to contract the flu. (see chart)

- **Keep your child home if they are ill**
- Limit contact in large areas
- Receive a flu shot
- **Wash hands** with frequency with soap at least 20 seconds especially after bathroom use, blowing nose, sneezing and touching public items
- Cough or sneeze into crux of arm
- Avoid touching eyes, nose, mouth
- Wash clothing

- **Disinfect** common areas, doorknobs, faucets, toilet flush, car steering wheel, tv remote, cell phones, keyboards/mouse

School Emergency Response Team (SERT)

Team Members

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|--------------------------------------|-----------------------------------|
| Stacey Ritchie, Level I teacher | sritchie@warrenglenacademy.com |
| Kristin Andreychak, Level II teacher | kandreychak@warrenglenacademy.com |
| John Arrigan, Level III teacher | jarrigan@warrenglenacademy.com |
| Sarah Fallstich, Level IV teacher | sfallstich@warrenglenacademy.com |
| Meghan Dragotta, Counselor | mdragotta@warrenglenacademy.com |
| Joan Holland, school nurse | nurse@warrenglenacademy.com |
| Robert Breithoff, custodian | |
| Dr. Randy Pratt, Executive Director | rpratt@warrenglenacademy.com |

The School Emergency Response team has met and has gathered the most current information and best practices to develop such a plan in providing a continuation of instruction. While this is an unprecedented development in our modern society, we are confident that our program plan will be implemented in cooperation with the parent and child.

How the program will work during mandated school closure

The student will have WEB access to a program called "MobyMax" or "IXL" depending upon the child's grade level. The child's classroom teacher will have already prompted the child in how to access/log-on the program (password protected) and how to navigate through the pages. (A copy of the log-on procedures and password will be made available to the parent). The prescribed lesson will appear, and the child will complete the lessons in Math, Science, Language Arts/Reading and Social Studies on the computer. Dependent upon the scope of the core subject work assigned, textbooks, workbooks and individual packets may also be sent/mailed home for use. These materials are to be returned to the school in good condition. A separate work packet has been developed for the child to alternatively choose a subject to complete daily in the area of Physical Education, Life Skills, or Social Skills. Only one of these topics (the child's choice and can be varied each day) is requested to be completed daily and a log (included in packet) is to be kept of the activity completed.

Extraordinary services such as OT, PT, and Speech will provide activities for those students receiving services to maintain those practices which have been worked on in school.

If the child does not have internet access or access to a computer or other type of technology device to complete the assignments, a paper packet will be provided. The paper packet will either be mailed home, or if notified in advance of the school closure it will be sent home with the child. If the family DOES NOT have technology capability, they are to contact the classroom teacher as soon as possible to make arrangements to receive a paper packet. (We will reach out to each family to determine if they have this capability if they have not notified us).

For our planning purposes and continuity of instruction teachers have planned an interval of 20 days in advance for lessons. This can be lengthened given the circumstances of the prolonged effect of the virus guidance. The child should be able to complete the core academic lessons provided within a minimum of a 2 to 2½ hour timeframe per day. The Physical Education, Life Skills, or Social Skills packet can be completed at the child's leisure. Teachers will have remote access to the child's work as they complete the lessons provided and provide guidance as necessary.

Teachers will be available via their school e-mail and will be able to communicate basic information through e-mail. Parents or students may request a phone call through an e-mail and the teacher will call when available. Parents are to be aware that the call may identify as "unknown caller" on their phone ID.

The success of the plan and the child's instruction will partially rely upon the parent/guardian to cooperate and follow-up with their child to ensure that the instructional lessons have been adhered by the child. Once we return to school, all lessons are to be returned to the classroom teacher.

Below please find the child's teacher e-mail address;

Level I - Mrs. Ritchie: sritchie@warrenglenacademy.com

Level II - Mrs. Andreychak: kandreychak@warrenglenacademy.com

Level III - Mr. Arrigan: jarrigan@warrenglenacademy.com

Level IV and V - Mrs. Fallstich: sfallstich@warrenglenacademy.com

Counselor - Mrs. Dragotta: mdragotta@warrenglenacademy.com

Executive Director - Dr. Pratt: rpratt@warrenglenacademy.com

Free and/or Reduced Lunch;

If the child has qualified for free and/or reduced lunch, the Maschio's Food Service will be providing a bagged lunch service for those students. Lunch will be provided at the Warren Glen

Academy for pick-up only at the lower parking lot door. (Time is to be determined). There is no need for the parent to call each day since this will be a predetermined bagged type lunch and available each day. However, we do need to know in advance if the parent will be participating by calling 908-995-1999 ext. 101 and leave a message. Each family receiving free and reduced lunch will be contacted if they have not reached out to us.

Staffing of school;

During the time of school closure school personnel will have access to the building. In particular the Executive Director, Business Manager, School Secretary, School Nurse and custodian. On a case by case basis additional staff i.e. teachers may be permitted to have access. All personnel however must be free of symptoms and not have been associated with anyone ill.

Cleaning/Sanitation of building;

Each day the custodian and staff will take the necessary steps to wipe down surface areas with the appropriate solution and disinfectant to prevent the spread of germs and virus. This will be repeated prior to the opening of school in the event the school is closed.

Reopening of school;

When there has been clearance provided by the authoritative agency to reopen school, we will follow the procedures as outlined in our Emergency Crisis Plan.

In closing;

These are indeed unprecedented times and these measures are the best at the present time we can accomplish from what can be considered a "moving target" with guidelines changing. The health of the child, your family, and staff in combating any air borne illness is for the well-being of our school and larger society. We will heed the advice of the health professionals and modify plans as needed for the desired outcome in overcoming this virus.

Notes:

- If the school were suddenly mandated to close because of COVID-19, the above referenced information will immediately kick into gear.
- Field Trips planned have been cancelled through April 19. This will be reevaluated as time progresses.
- If the sending district happens to close, and we are not, the sending district will not provide transportation for the child. Lesson's will be made available to the students as described in this plan.

If there are questions pertaining to the information above, parents are asked to contact their child's teacher or the main office. As mentioned, the guidance is frequently changing. We will update parents as we move forward using USPS, e-mail, phone, or our website www.warrenlenacademy.com

WARREN GLEN ACADEMY

| <u>List of Essential Employees</u> | <u>Role of Employee</u> | <u>Duties</u> | <u>Per Cat.</u> | <u>How Many</u> | <u>Instruction</u> |
|------------------------------------|---|--|-----------------|--|--------------------|
| <u>Hours per Day</u> | | | | | |
| Administration | Maintaining the instructional continuity and school operations during the COVID-19 shutdown | Communication with staff daily and hourly as necessary. Main-training the daily structure operations of the school. | 3 | on a rotating schedule in building. Daily online and phone | |
| Maintenance/Custodial | Maintenance | Cleaning, sanitation, disinfecting, repair, floor waxing, lawn | 1 | | |
| Technology | Support | To ensure students and staff are capable of accessing necessary software programs and assisting with hardware problems | 1 | | |
| Teachers | Daily Instruction | Web based learning design, phone and email contact, daily reports and review | 4 | 4 ½ hours | |
| Para-professionals | Student assistance | Email and phone contact | 14 | | varies |

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|-------------------------|----------------------|--|---|----------|
| | | to assist students and support | | |
| OT/Speech varies IEP | Services | Packets of information and telephone and email support | 3 | |
| Food Service | Provide school meals | No parents accepted the meal plan | | |
| Special Area Teachers | Art, PE, Music, Tech | Assist teachers with subject integration | 4 | varies |
| Social Worker | Counseling | Contact with staff, parents and students to provide assistance, reassurance and support | 1 | everyday |