****

****

**SAINT JAMES**

**ELEMENTARY SCHOOL**

**RED BANK**

**COVID-19 PANDEMIC**

**School Closure Plan**

**Planning and Coordinating**

**Principal**

* Communicate with
  + School nurse on students’ health
  + Health Officials
  + Dioceses of Trenton Department of Education
  + Local Public School Superintendent
  + Pastor
  + Maintenance
  + RBC principal
  + Parents
  + Media
* Develop and implement pandemic preparedness and educational continuity plan.
* Communicate with and educate the school community about approved public health practices and what each person can do to prepare or respond to minimize health risks.
* Review procedures for sending ill individuals home and make adjustments if necessary.
* Communicate absentee information with state/local health officials.
* Update staff and provide information on extent of infection at school site and potential changes that might take place at school.
* Develop a recovery plan that provides for education support and emotional support for staff and students.
* Report suspected COVID 19 cases to the local public health authorities.
* Communicate, collaborate, and coordinate surveillance, epidemiology, and containment activities with local public health authorities.
* Separate those who are ill and send them home as soon as possible.

**Vice Principal**

* Communicate with
  + Teachers
  + Parents
  + MOESC employees
  + Maintenance
* Develop and implement pandemic preparedness and educational continuity plan.
* Communicate with and educate the school community about approved public health practices and what each person can do to prepare or respond to minimize health risks.
* Guide teachers and MOESC employees in developing and implementing educational support plans for students with ISP’s
* Review procedures for sending ill individuals home and make adjustments if necessary.
* Develop a recovery plan that provides for education support and emotional support for staff and students.
* Document actions taken.
* Communicate, collaborate, and coordinate surveillance, epidemiology, and containment activities with local public health authorities.
* Separate those who are ill and send them home as soon as possible.

**School Social Worker**

* Develop a recovery plan that provides for education support and emotional support for staff and students.
* Share information with parents on reducing anxiety

**School Secretary**

* Document actions taken.

**Director of Early Childhood**

* Communicate with teachers
* Supervise online preschool learning
* Identify websites for online instruction

**Business Administrator**

* Review Attendance and inform administration on number of absenteeism with respect to staff and students
* Communicate with parents via Email/Instant Alert
* Maintain attendance records during online instruction

**Maintenance**

* Inform principal and vice principal on cleaning procedures
* Purchase necessary cleaning solutions
* Clean surfaces multiple times during the day
* Conduct frequent sanitary, health & safety inspections of the school.
* Order gloves, masks and wipes
* All cleaning materials will be made available at the start of each school day.

**Nurse**

* Inform administration if anyone exhibits flu like symptoms
* Educate school community non-medical measures to decrease the spread of disease throughout the school community as guided by the epidemiology of the pandemic and NJDOH.
* Review procedures for sending ill individuals home and make adjustments if necessary.
* Identify and procure needed resources.
* Communicate, collaborate, and coordinate surveillance, epidemiology, and containment activities with local public health authorities.
* Separate those who are ill and send them home as soon as possible.

**Teachers**

* Communicate with parents regarding availability of technology
* Communicate with students and parents on delivery of online instruction
* Share lessons and any online platform with administration
* Report to administration unusual high number of absenteeism

**Athletic Director**

* Cancel sports events
* Contact coaches and educate coaches on health guidelines

**Maintenance and Cleaning Procedures**

**Products:**

* Hydrogen peroxide based sanitizer/virucide called H2 Orange 2 made by Envirox 117 (<https://www.enviroxclean.com/h2orange2/product/h2orange2-concentrate-117?categoryname=h%E2%82%82orange%E2%82%82-sanitizer-virucide>)
* This product is being sprayed on:
  + Door knobs/handles
  + Railings
  + Bathroom fixtures
  + Water fountains
* Custodial closets will be stocked with nitrile gloves and H2Orange2 in ready to use spray bottles for staff to use.
* Clorox wipes
  + Clean desks and lockers
* Anti-bacterial soap in all hallway and bathroom dispensers
* **Lysol in the restrooms**
  + <https://www.lysol.com/products/multi-purpose-cleaners/lysol-all-purpose-cleaner-lemon-breeze/>

**Mitigation Measures: Communicate and Instruct on Health Guidelines**

Here are some tips for keeping safe:

* Wash your hands frequently with soap and water for at least 20 seconds
* Keep your hands away from your mouth, eyes, and nose
* Do not share food or drinks
* Contact your healthcare provider immediately if you experience symptoms
* Do not send your child to school if he/she is sick
* Cover your cough or sneeze with a tissue or sleeve
* Avoid close contact with people who are sick
* Stay home if you’re feeling sick

**Communication Methods**

* Administration
  + Via E-blast/emails/Instant Alert
* Teachers
  + Via emails, Google Classroom, E-boards

**Continuity of Learning**

Dear Parents,

We take the responsibility of educating your children seriously. Our teachers, working with the administration, are researching, working individually and collaborating to craft the most efficient approaches to serve the needs of our students. They have also been utilizing technology and innovative strategies to deliver a robust online learning program.

Online Instructional Guidelines and Information:

* Depending on the grade level, teachers will be posting assignments on their E-boards and Google Classroom.
* Assignments will be posted daily, Monday thru Friday.
* Daily assignments will be posted by 9AM and due by 7PM that evening.
* Teachers will use students’ daily correspondence for ‘virtual’ attendance purposes.
* If you are not able to complete daily assignment please contact the teacher as soon as possible.
* Preschool to Grade 4:
  + Teachers will communicate assignments via E-boards and email.
* Grades 5 to 8:
  + Teachers will utilize Google Classroom, E-boards, emails and various other platforms.
* If a student requires assistance with an assignment/concept, the student should reach out to the teacher(s) by 3PM.
* Assignments that cannot be submitted digitally should be submitted to the teacher(s) upon return to school.
* All packets distributed prior to school closure are due upon returning to school.
* All worksheets that are required to be downloaded and completed are due upon returning to school.
* If you are unable to download or print assignments please notify your child’s teacher.

At this time we ask for your patience and support as we navigate through this uncertain time. We also ask that you develop an educational home routine to hold your child(ren) accountable and assist them to have good work habits.

Please contact your child’s teacher with any concerns or questions.

**Resources:**

**Health/Medical Resources:**

Burlington County Department of Health - Coronavirus Disease 2019 (COVID-19) Outbreak

<http://www.co.burlington.nj.us/1845/2019-Novel-Coronavirus-Information>

Centers for Disease Control and Prevention - Coronavirus Disease 2019 (COVID-19) Situation Summary

<https://www.cdc.gov/coronavirus/2019-ncov/summary.html>

Mercer County Department of Health - Coronavirus Disease 2019 (COVID-19) Outbreak

<http://www.mercercounty.org/departments/division-of-public-health/coronavirus-disease-2019-covid-19-outbreak>

Monmouth County Department of Health –

<https://co.monmouth.nj.us/page.aspx?ID=1932>

National Association of School Psychologists - Talking to Children About COVID-19 (Coronavirus): A Parent Resource

<https://www.nasponline.org/resources-and-publications/resources-and-podcasts/school-climate-safety-and-crisis/health-crisis-resources/talking-to-children-about-covid-19-(coronavirus)-a-parent-resource>

New Jersey Department of Education - Coronavirus (COVID-19) Information

<https://www.nj.gov/education/topics/index.shtml>

New Jersey Department of Health – Communicable Disease Service – COVID 19

<https://www.nj.gov/health/cd/topics/ncov.shtml>

Ocean County Department of Health – Preparing for Local Outbreak

<https://www.ochd.org/2020/03/03/the-coronavirus-may-be-novel-but-preparing-for-a-local-outbreak-isnt-anything-new-for-ocean-county-health-department/>

World Health Organization – COVID 19 Outbreak

<https://www.who.int/>