



**New Jersey Department of Education
(NJDOE) Checklist for Emergency
Preparedness Plans**

New Jersey Department of Health (NJDOH) guidance identifies school closure as a potential strategy to limit transmission within a community. In the event that a district or charter school, in collaboration and consultation with its local health agency, determines that it is in the best interests of students and staff to close individual schools or the entire district, the district or charter school may utilize home instruction to provide instructional services to enrolled students. The provision of home instruction services should be guided by [N.J.A.C. 6A:16-10.1](#) and may include direct services, online instruction, services provided through contract with another district board of education, and/or any other means developed by the district to meet the needs of all students in the district. Any day in which all students impacted by a public health-related school closure have access to home instruction services provided in alignment with this guidance will count as a day in which the board of education has provided public school facilities toward its compliance with the 180-day requirement in [N.J.S.A. 18A:7F-9](#).

County	Atlantic
District	Weymouth Township
Chief School Administrator/ Charter Lead Name	Mary Lou Defrancisco
Phone Contact	609-476-2412

Plan Component Question 1	Mark Yes or No
Does the plan include equitable access to instruction for all students?	Yes
Does the plan include an overall demographic profile for your district, including students counts for state funded pre-school, homeless, low socioeconomic (LSE), Students with Disabilities, and English Language Learners (ELLs)?	Yes
Does the plan ensure that all students, with their varied and age-appropriate needs, are addressed through the plan?	Yes
Does the plan demonstrate a working knowledge (data summary or narrative) of student access to technology for grades identified in your plan as being served by one or more online platforms?	Yes

Notes on Question 1

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Plan Component Question 2**Mark Yes or No**

Does the plan address the provision of appropriate special education and related services for students with disabilities?

Yes

Suggestions for consideration:

- Does the plan include adapted materials and assignments to meet student needs?
- Does the plan prepare for how evaluations, Individualized Education Program (IEP) reviews, eligibility meetings and reevaluation meetings, will be rescheduled?
- Does the plan include communication with all parents, including those of students in out-of-district schools and contracted providers (e.g., Head Start and private preschool providers), in their native language?
- Does the plan consider the needs of students who are medically fragile?
- Does the plan outline the determination of how related services will be provided or how compensatory services for related services will be determined?
- Does the plan include communication with out-of-district schools where district students are attending including what will happen if the district is closed and the school is not?
- Does the plan consider transportation for students attending out-of-district schools and when and how to inform vendors if schools close?

Notes on Question 2

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Plan Component Question 3**Mark Yes or No**

Does the plan address the provision of school nutrition benefits or services for eligible students?

Yes

Notes on Question 3

Per the New Jersey Department of Agriculture, Districts should provide the following information in their plan so it can be passed on to the New Jersey Department of Agriculture in the event the pending waiver request before the United States Department Agriculture is granted:

SFA Name: Weymouth Township Board of Education

Agreement #: #00105760

Date Meal Distribution will begin: March 17, 2020

Date Meal Distribution will end: March 31, 2020

Schools/Site where distribution of meals will take place: Weymouth Township Elementary
1202 Eleventh Avenue
Dorothy, NJ 08317

Meals to be claimed for reimbursement per day: Two meals per day per child
(up to two meals, or one meal and one snack, per child per day)

Please outline the SFA's method(s) for meal distribution, including meal content and meal counting and claiming procedure. If the SFA plans to provide meals for multiple days, please outline the plan below. Include how all food safety requirements will be met.

Meals will be prepared and distributed using all food safety guidelines.

Two meals per day per student.

Delivery arrangements will be made for families that are unable to come to school.



Pandemic Influenza and School Closure Plan

Contents

- I. Planning and Coordination
- II. Continuity of Student Learning and Core Operations
- III. Infection Control Policies and Procedures
- IV. Communication Planning
- V. Weymouth Township School Closure Plan

I. Planning and Coordination

1. The **NJDOH or the health officer of the jurisdiction** is the authority responsible for declaring a public health emergency at the local levels and for officially activating the district's pandemic influenza response plan. The **CSA, School Nurse and Business Administrator** are the legal authorities responsible for executing the community operational plan, including responsibility for case identification, isolation, quarantine, movement restriction, healthcare services, emergency care, and mutual aid.
2. Pandemic influenza preparedness is addressed as part of the district's crisis management plan, involving all relevant stakeholders in the district (e.g., lead emergency response agency, district administrators, local public health representatives, school health and mental health professionals, teachers, food services director, and parent representatives). This committee is accountable for articulating strategic priorities and overseeing the development of the district's operational pandemic plan.

3. The Incident Command System manages the execution of the district's pandemic flu plan. An Incident Command System, or ICS, is a standardized organization structure that establishes a line of authority and common terminology and procedures to be followed in response to an incident. There is compatibility between the district's established ICS and the local/state health departments and state education department's ICS.
4. The CSA is accountable and responsible for planning and executing specific components of the operational plan. The plan includes timelines, deliverables, and performance measures. The Essential Personnel designated in the Emergency Management Plan also serve as the ICS.
5. The district works with the local and/or state health department and state education agencies to coordinate with their pandemic plans. Pandemic planning is coordinated with the community's pandemic plan as well as the state department of education's plan.
6. Linkages are provided between the district's Incident Command System and the local/state health departments and state education department's Incident Command System.
7. The district contributes to the local health department's operational plan for surge capacity of healthcare and other services to meet the needs of the community (e.g. schools designated as contingency hospitals, schools feeding vulnerable populations, community utilizing LEA's healthcare and mental health staff).
8. Incorporated into the pandemic influenza plan are the requirements of students with special needs (e.g. low income students who rely on the school food service for daily meals), those in special facilities (e.g. juvenile justice facilities) as well as those who do not speak English as their first language.
9. The district will actively participate in exercises of the community's pandemic plan.
10. The district will work with the local health department to address provision of psychosocial support services for the staff, students, and their families during and after a pandemic.
11. The school nurse will provide a surveillance system that alerts the local health department to a substantial increase in absenteeism among students.
12. District personnel will test the pandemic plan and revise it periodically.
13. The district will share what has been learned from developing the preparedness and response plan with other LEAs as well as private schools within the community to improve community response efforts.

II. Continuity of Student Learning and Core Operations:

1. The ICS will develop scenarios describing the potential impact of a pandemic on student learning (e.g. student and staff absences), school closings, and extracurricular activities based on having various levels of illness among students and staff.
2. Alternative procedures to assure continuity of instruction in the event of district school closures. See Section V.

III. Infection Control Policies and Procedures:

1. The district will work with the local health department, as well as following CDC guidance, to implement effective infection prevention policies and procedures that help limit the spread of influenza at schools in the district (e.g. promotion of hand hygiene, cough/sneeze etiquette). Make good hygiene a habit now in order to help protect children from many infectious diseases such as flu.
2. The district provides sufficient and accessible infection prevention supplies (e.g. soap, alcohol-based/waterless hand hygiene products, tissues, and receptacles for their disposal).
3. District policies and procedures are flexible enough to permit students and staff sick leave absences unique to a pandemic influenza (e.g. non-punitive, liberal leave).
4. Sick leave policies address staff and students suspected to be ill or who become ill at school. Staff and students with known or suspected pandemic influenza should not remain at school and should return only after their symptoms resolve and they are physically ready to return to school.
5. Policies include procedures for transporting ill students.
6. The CSA will assure that the LEA pandemic plan for school-based health facilities conforms to those recommended for health care settings (refer to www.hhs.gov/pandemicflu/plan).

IV. Communications Planning:

1. The CSA is responsible for ensuring readiness to meet communication needs in preparation for an influenza pandemic, including regular review, testing, and updating of communication plans.
2. The School Emergency Notification System and the school website will provide for communication with staff, students, and families, including lead spokespersons and links to other communication networks. This Emergency Notice system will ensure language,

culture, and reading level appropriateness in communications by including community leaders representing different language and/or ethnic groups on the planning committee as appropriate. We will also ask for their participation both in document planning and the dissemination of public health messages within their communities.

3. Develop and test platforms for communicating pandemic status and actions to school district staff, students, and families.
4. The district will maintain up-to-date communications contacts of key public health and education stakeholders and use the network to provide regular updates as the influenza pandemic unfolds.
5. The district provides a redundant communication system with multiple channels that allow for the expedited transmission and receipt of information.
6. The Parent/Student Handbook provides district staff, students, and families where to find up-to-date and reliable pandemic information from federal, state, and local public health sources.
7. Information about the LEA's pandemic influenza preparedness and response plan (e.g. continuity of instruction, community containment measures) will be disseminated annually via the Student/Parent Handbook and the school web-site.
8. The district disseminates information from public health sources covering routine infection control (e.g. hand hygiene, cough/sneeze etiquette), pandemic influenza fundamentals (e.g. signs and symptoms of influenza, modes of transmission) as well as personal and family protection and response strategies (e.g. guidance for the at-home care of ill students and family members).
9. In anticipation of the potential fear and anxiety of staff, students, and families as a result of rumors and misinformation, the district will provide accurate information and emotional support, as appropriate.

V. School Health-Related Closure Plan

The Superintendent in consultation with the Department of Health (State or Atlantic County) will provide written documentation to be submitted to the County Office regarding a school closing decision. The Superintendent will communicate with the BOE, administrators, staff and community leaders through full faculty meetings, parent letters, email and the mass communication system.

Student Academic Progress

- a) In the event that school is closed due to a public health related school issue, Weymouth Township School will participate in Off-Site Learning Days. The goal is for students to continue learning at home during the days that school will be closed.
- b) Teachers will provide tasks that are age and grade level appropriate. The tasks follow the continuity of the learning goals based on the NJ Student Learning Standards.
- c) Students should be engaged in learning for approximately 45 minutes to 2 hours a day for grades PK through 2. Approximately 2 hours a day for grades 3 through 5. Students in grades 6 through 8 should work in each content area for approximately 35 minutes a day.
- d) A survey will be conducted to determine student access to technology. Both the availability of devices and access to Wi-Fi or internet connection will be surveyed. Students that require a device will have the availability of signing out a school device. Students with no Wi-Fi or internet connection will be given hard copies of learning materials.
- e) All plans will be available for download on the school website and will be sent home as hard copy packets as needed. Materials that support learning will be provided.
- f) Teachers will be available to respond to parent and student questions through their school email and Google Classrooms each day that school is closed. Teachers will maintain a log of their activities.

2. Special Education and Related Services

- a) If a child has an Individual Education Plan, the child's case manager and providers will arrange for accommodations and modifications as needed. Continuation of related services will be completed when school reopens.
- b) Off-Site activities of related services will be provided on an individual basis.
- c) Continuation of evaluations already in progress will resume when school reopens.
- d) All eligibility and reevaluation meetings will be rescheduled when school reopens.
- e) Medically fragile students' needs will be considered on case by case basis.
- f) All communication for out-of-district students and contracted providers will occur through the Child Study Team supervisor and the CSA.

3. Food Service

- a) As a participant in the National School Lunch Program through coordination with our food service provider we will arrange to provide food for our students. Dependent upon Department of Agriculture approval and waivers, our food service provider will provide boxed meals through a "Grab and Go" method. Either daily or weekly meals will be

distributed as is necessary for our school community. Parents will drive up and the meals will be accounted for by a food service employee. Food will be distributed at that time. The Superintendent or his/her designee will coordinate a transportation route to deliver lunches to any identified family unable to participate in the “Grab and Go” process. The food service provider will determine the days and times of food pick up. Personnel will be available to assist.

- b) Meals will be claimed for reimbursement: two meals per day per child. All food safety requirements will be met.

4. Facility

- a) In the event the school is closed, administrative, custodial/maintenance, select instructional and cafeteria personnel may be on-site to assist in providing services to the community and school.
- b) Custodial staff will utilize cleaning and disinfecting protocols and cleaning solutions recommended by the CDC.

5. Essential Personnel Plan

Superintendent	1	Maintain district operations	Remotely and on-site depending on need.
Business Administrator	1	Maintain day-to day operations and assist superintendent	Remotely and on-site depending on need.
Central Office/Clerical	2.5	Needs of the Superintendent, Business Administrator	1 will be On-site as needed 1 will work remotely with remote applications.
Facilities	2.5	Clean and maintain the building and assist with Food Service Distribution, on-site.	On-site
IT	1.2	Maintaining systems on-site and with remote applications as needed.	On-site as needed and remotely

Supervisor of Instruction	1	Assist the superintendent, oversee off-site learning, assist teachers, and plan and provide resources for professional development	Remotely and on-site depending on need.
Teachers	18	Instruction, Lesson Plans, Google Classroom, email and phone calls with students and parents	Remote
CST	1	Assist Special Education teachers with accommodation and services for special education population.	Remote
School Nurse/School Counselor	1	Maintain contact with county health department. Provide virtual activities and lessons to support SEL.	Remote
Paraprofessionals	7	Professional Development	Remote
Food Service	2	Prepare and maintain accounting for food distribution	On-site

The information provided in this plan is to be used as guidance and may change based on the circumstances of a specific event. References in this updated plan may be specific to the COVID-19 outbreak.

6. District Demographics

Total Count: PreK-8 172 students

Homeless Students: 0

Free & Reduced Students: 75

Special Ed Students: 24

ELL Students: 0

Updated 3/23/2020 Subject to revision.