

CARTERET PUBLIC SCHOOLS



RAMBLERS RISE

INFLUENZA / PANDEMIC PREPAREDNESS PLAN

MARCH 2020



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BACKGROUND

BACKGROUND: Coronaviruses, COVID-19, and Pandemics

A pandemic is defined as a disease affecting or attacking the population of an extensive region including countries and/or continents. A coronavirus pandemic occurs when a new coronavirus emerges for which people have little or no immunity and for which there is no vaccine. The disease spreads easily from person to person, causes serious illness, and can sweep across the country and around the world in a short time.

Coronaviruses are quite common and are a frequent cause of respiratory illnesses such as the common cold. Coronaviruses tend to circulate in the fall and winter months. COVID-19 is a coronavirus which was first identified in 2019 in China. It is a new type of coronavirus that is infecting people for the first time (which means that people do not have immunity to it). The typical symptoms include cough, fever and shortness of breath. There is no vaccine to prevent COVID- 19 at this time.

It is not completely clear how COVID-19 is spread person-to-person, but with most respiratory viruses, people are most contagious when they are the sickest. Although there has been some person-to-person spread in the United States, the risk to the general public remains low. In addition, most people who contract the virus will have mild or no symptoms. Those who are elderly or have compromised immune systems are the most vulnerable to severe symptoms.

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.

This Pandemic COVID-19 Management Plan is an addendum to the districts' Emergency Management Plan.



CONTINUITY OF OPERATIONS

Superintendent of Schools

- Maintains authority over all pandemic or crisis management plans.
- Communicates with the media and the school community.
- Utilizes email, Student Management System, District Website, and social media to keep the school community informed.
- Guides principals in the communication process.
- Maintains protocol for personnel policies appropriate for both possible long and short term duration of pandemic absences.
- Communicates with Local/County/State level officials.
- Will promote faculty/staff physical and mental well-being.

Assistant Superintendent

- Maintains academics and student learning.
- Ensures instructional materials for each New Jersey Student Learning Standard is made available and designed to support student learning for up to two weeks.
- Considers ALL students when developing instructional plan.
- Communicates with Manager of IT to ensure District website, Teacher Pages, Google Classrooms, Schoology, etc. are utilized to deliver necessary instruction.
- Provides templates and guidelines for teaching staff members expected to continue to develop and deliver instruction and assessments.
- Collects and assesses tech surveys to determine technology needs of the students and families
- Devises plan that includes the dissemination of hard copies

School Business Administrator

- Monitors and maintains the following departments prior to and during any emergency: Facilities (Buildings and Grounds), Transportation, and Food Service.
- Work with the supervisor in each area to ensure proper responses to any emergency.
- Works with busing companies to assure clean and sanitized buses and drivers that are free of illness.

Manager of Buildings & 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 — tables, chairs, food lines
- The Manager, with the assistance from the Business Administrator, assures the provision of power, heat and ventilation, water, sewer, and janitorial services.

School Nurses

- Coordinate with the Director of Guidance to assure necessary medical supplies and assistance are available.
- Communicate as necessary with the Superintendent of Schools and the County and State health officials.
- Monitor both student and staff absences.
- Assist the district in altering their reaction plan as necessary.

Food Service Manager

- 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 possible provision of food for free and reduced lunch students.



Staff Roles

Hours for staff will remain the same during online learning days

Role	Responsibility
Secretaries	<ul style="list-style-type: none"> • Submit a plan for 10 days-worth of work (project) • Answer phone calls • Answer emails • Communicate with principals and teachers on a daily basis • Communicate with parents as needed
Instructional Staff	<ul style="list-style-type: none"> • Plan for (10) 30 minute lessons for the two-week period • Post lessons at the end of the day prior for the next day • Be available via email and Google chat during instructional time • Google Hangout for direct instruction • Track student progress
District Paraprofessionals	<ul style="list-style-type: none"> • Complete live online trainings
Nurses	<ul style="list-style-type: none"> • Submit a plan for 10 days-worth of work • CDC updates - share as received • In-servicing • Plan for 20-21
Counselors	<ul style="list-style-type: none"> • High school will continue to schedule with students one on one via Google hangout • Naviance scheduling for 20-21 • State testing prep
Social Workers/Psychologists	<ul style="list-style-type: none"> • Counseling via paper based lessons • Counseling via Google Classroom, • Phone conference to address goals and objectives in IEP
CST	<ul style="list-style-type: none"> • EP compliance • Evaluation Reports

	<ul style="list-style-type: none"> ● Phone conferences ● Student issues ● Transportation forms ● ESY projections ● 2020-2021 projections
Speech/OT/PT	<ul style="list-style-type: none"> ● Deliver services via Google Classroom. ● Paper based consumable lessons to address goals and objectives in the IEPs where appropriate**
Specialists	<ul style="list-style-type: none"> ● Develop plans for address extended school year ● Update 19-20/ 20-21 data
BCBA/BCBA Tech	<ul style="list-style-type: none"> ● Develop and deliver Para training- via daily communication with paras with training videos, online learning, phone conferencing, power points
Tech Department	<ul style="list-style-type: none"> ● Assisting with all tech related issues
Custodians	<ul style="list-style-type: none"> ● Clean and disinfect all buildings
Pathways	<ul style="list-style-type: none"> ● Continue to council using online methods ● Send daily affirmation and resources
Maschio's	<ul style="list-style-type: none"> ● Inventory perishable and non-perishable items to create care packages for students

All staff will complete ALL NCADD mandatory training



PANDEMIC EMERGENCY RESPONSE TEAM

Main Number 732-541-8960

Staff Name / email	Title	Phone Number
Rosa Diaz rdiaz@carteretschools.org	Superintendent	ext. 6001
Melissa Jones mjones@carteretschools.org	Assistant Superintendent	ext. 6003
Hector Berrios hberrios@carteretschools.org	Business Administrator/Board Secretary	ext. 6005
Carmela Collazo ccollazo@carteretschools.org	Assistant Business Administrator Transportation, Food Services	ext. 6004
Christopher Androvich candrovich@carteretschools.org	Manager of Buildings & Grounds	ext. 6011
Sweety Patel spatel@carteretschools.org	Director of Guidance	ext. 4093
Sean Powers spowers@carteretschools.org	School Safety & Security Specialist	ext. 6032
David Salvatore dsalvatore@carteretschools.org	Principal, CHS	ext. 4000
Tara Romero tr Romero@carteretschools.org	Principal, CMS	ext. 8000
Erika Barrett ebarrett@carteretschools.org	Principal, Nathan Hale	ext. 5000
Mayling Cardenas mcardenas@carteretschools.org	Principal, Columbus	ext. 2000
Cheryl Bolinger cbolinger@carteretschools.org	Principal, Minue	ext. 3000
Susan Connolly sconnolly@carteretschools.org	Nurse, CMS	ext. 8006
Lauren Balkan lbalkan@carteretschools.org	Program Director, Pathways	ext. 4304



CLASSROOM TIPS AND STAFF RESOURCES

COVID-19 CLASSROOM TIPS

Coronaviruses are a large family of viruses that cause illness ranging from the common cold to more severe diseases. COVID-19 is caused by a novel coronavirus; this means it is a new strain that has not been previously identified in humans. COVID-19 is a respiratory disease that is mainly spread person-to-person. Currently, there is no available vaccine or curative treatment, so the best preventative strategy is to avoid exposure. To reduce the spread of the virus, a variety of approaches will be used, including keeping those who are sick away from others and promoting healthy hygiene strategies. As a reminder, the CDC always recommends everyday preventive actions to help prevent the spread of respiratory diseases.

The CDC recommended checklist that follows provides steps you can take as school leaders to plan for a possible disease outbreak.

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60 percent alcohol. Always wash hands with soap and water if hands are visibly dirty.
- Perform routine environmental cleaning.
- Clean and disinfect frequently touched objects and surfaces (e.g., doorknobs, light switches, countertops) with the cleaners typically used. Use all cleaning products according to the directions on the label.
- Provide disposable wipes so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down by students and staff before each use.

WHO TO CONTACT WHEN:

- A staff member or student has the following symptoms — fever, cough, shortness of breath: School Nurse
- Classroom or section in building needs to be cleaned: School Principal
- Parents ask questions regarding COVID-19: School Secretary/School Nurse/School Principal

FOR ALL STAFF
Precautionary Measures in Response to COVID- 19

According to the CDC, patients with COVID-19 have reportedly had mild to severe respiratory illness. Symptoms may appear 2 - 14 days after exposure and include fever, cough, and shortness of breath. Call your healthcare professional if you develop symptoms and have been in close contact with a person known to have the disease or if you recently traveled from an area with widespread or ongoing community spread of the disease.

The district is taking the following proactive measures in response to guidance information received regarding COVID-19:

- Appropriate measures are being taken to minimize, to the greatest extent possible, the risk of transmission in school facilities with vigorous cleaning practices. This includes, but is not limited to, cleaning and sanitizing hard surfaces, bathrooms, and the cafeterias,
- Emergency Operations Plans are being reviewed and updated. These include facilities, transportation and food services.
- The Superintendent is monitoring information, is in contact with the County and State Health Officials and is communicating with the nurses in each building
- Nursing services will continue to monitor students and staff who may exhibit respiratory symptoms. They will adhere to exclusion recommendations from public health. For acute respiratory illness; fever free for 24 hours without fever-reducing medication.

As always, if a student in your class is exhibiting signs of illness, including signs of the flu, they should be immediately referred to the school nurse for assessment.

There are common steps that you can take to prevent the spread of any respiratory virus, including the Coronavirus:

- Get your flu vaccine.
- Cover your coughs and sneezes with a tissue or into your sleeve, not your hands.
- Avoid touching your eyes, nose and mouth.
- Wash hands often for at least 20 seconds, especially after coughing or sneezing. Use alcohol based hand sanitizer (60% alcohol) if soap and water are not available.
- Stay home if you're sick, especially with a fever.
- Avoid close contact with people who are sick.
- Avoid shaking hands. An elbow bump is recommended as an alternative.
- Use a closed fist or hip to open and close doors whenever possible. Use a knuckle rather than the pad of your finger to turn on light switches.

- Practice other good health habits. Get plenty of sleep, be physically active, manage your stress, drink plenty of fluids, and eat nutritious food.
- Follow the CDC's recommendations for using a face mask.

The NJDOH has established a hotline (800-222-1222) to answer questions about COVID-19. Operated by the Poison Information and Education System, the 24-hour public hotline is staffed with trained healthcare professionals and can accommodate callers in multiple languages.

FOR NURSING STAFF
Precautionary Measures in Response to COVID-19

What are common symptoms of COVID-19?

Information to date suggests this virus is causing symptoms consistent with a respiratory illness such as cough, fever, and shortness of breath.

How is COVID-19 spread?

At this time, it's unclear how easily or sustainably this virus is spreading between people. Typically, with most respiratory viruses, people are thought to be most contagious when they are most symptomatic (the sickest). Chinese officials report that sustained person-to-person spread in the community is occurring in China. Similar spread has been reported in other countries. Person-to-person spread in the United States has been detected but the risk to the general public remains low. Cases in healthcare settings, like hospitals, may also occur.

What measures can be taken to prevent COVID-19?

There is currently no vaccine to prevent COVID-19 infection. The best way to prevent infection is to avoid being exposed to this virus. However, as a reminder, CDC always recommends everyday preventive actions to help prevent the spread of respiratory viruses. (see below)

How is COVID-19 treated?

Currently, there is no specific antiviral treatment recommended for the coronavirus. There is no vaccine to prevent this virus, and the CDC advises that the best way to prevent infection is to avoid being exposed to this virus.

How will school nurses receive communication on COVID-19?

To date, the Superintendent has provided nurses with all information that she has received on COVID-19. You will continue to be updated as new information becomes available.

What should you do when a student or staff presents with symptoms of COVID-19?

- COVID-19 presents with signs and symptoms that may be indistinguishable from much more common respiratory viruses. At this time, respiratory illnesses are much more likely to be due to common viruses (e.g., influenza, common cold) than COVID-19. If a community (or more specifically, a school) has cases of COVID-19, local health officials will help identify those individuals and will follow up on next steps. You are not expected to screen students or staff to identify cases of COVID-19.
- Students with fever, cough, or difficulty breathing should be placed away from others and asked to wear a face mask until they can be sent home.
- Staff members should be sent home by the Principal and advised to seek medical advice.
- Maintain contact with the Superintendent, and/or the local health department with any questions or concern about an ill student.

<http://www.middlesexcountynj.gov/Government/Departments/PSH/Pages/Office-of-Health-Services.aspx>

What else can you do?

Instruct and encourage staff, students, and families to follow the common steps that everyone can take to prevent the spread of any respiratory virus, including COVID- 19:

- Get your flu vaccine.
- Cover your coughs and sneezes with a tissue or into your sleeve, not your hands.
- Avoid touching your eyes, nose and mouth,
- Wash hands often for at least 20 seconds, especially after coughing or sneezing. Use alcohol based hand sanitizer (60% alcohol) if soap and water are not available.
- Stay home if you're sick, especially with a fever.
- Avoid close contact with people who are sick.
- Avoid shaking hands. An elbow bump is recommended as an alternative.
- Use a closed fist or hip to open and close doors whenever possible. Use a knuckle rather than the pad of your finger to turn on light switches.
- Practice other good health habits. Get plenty of sleep, be physically active, manage your stress, drink plenty of fluids, and eat nutritious food.
- Follow the CDC's recommendations for using a face mask.

The NJDOH has established a hotline (800-222-1222) to answer questions about COVID- 19.

Operated by the Poison Information and Education System, the 24-hour public hotline is staffed with trained healthcare professionals and can accommodate callers in multiple languages.

Coronavirus Secretary Response to Parent Inquiries

Directions:

1. Parent phone calls that are received by clerical staff will respond by using the Phone Script below. If the parent requires more support, please ask the caller for the child's name.
2. Look up the child's information in the SMS to ensure caller is the guardian of the child.
3. Once information is verified, please transfer the call to the child's school nurse.
4. Calls that are received from community members who do not have children in our schools, will be Transferred to the office of the Superintendent.
5. If the media contacts your school or your office, take a message and call the Superintendent's Office.

Phone Script

Thank you for your phone call, we have information for parents about the Coronavirus that is located on our district and school websites. This information can be found under: [For Parents – Coronavirus Resources](#)

If you have a more specific question, I can transfer you to the principal or the school nurse who can provide you with more assistance.

For Calls specific to Home Schooling or Parents Keeping Students Home

Thank you for your call. At this time there is no reason for alarm. We have no confirmed cases in our schools and we are ensuring our schools are clean and sanitized environments for your child to learn. The county and state health officials are monitoring the situation. We will certainly close if the Health Department recommends it.



VIRTUAL SCHOOLWORK DIRECTIONS

EMERGENCY PREPAREDNESS CURRICULUM AND INSTRUCTION

In order to ensure educational continuity in the event of an extended emergency, the following steps will be implemented by the teaching staff with the assistance of district and school-based administration in conjunction with the coaches:

Pre-K

- **English/Language Arts** - Story-time lessons, consistent with the students' current unit of study, will be shared via the teacher's communication app. Students will continue to work on listening and speaking skills. Learning activities will be made available, via hard copies, and placed online using an easily identifiable tab on the school websites and the teacher webpages for each grade. Directions will be included.
- **Mathematics** - Projects appropriate for grade level content and objectives and consistent with the current scope and sequence, will be made available, via hard copies, and placed online using an easily identifiable tab on the school websites and the teacher webpages for each grade. Directions will be included.
- **Special Education** - All lessons will be modified for students with IEPs. The modified assignments can be found by visiting your child's teacher webpage. Preschool disabled students will be sent home with IPADs to access curriculum and to decrease the interruption of instruction.
- **Communication** You may expect and continue to communicate with your child's teacher and/or the principal via the normal channels of email, apps, and/or phone messages.

Kindergarten — Grade 2

- **English/Language Arts** — Reading comprehension lessons, consistent with the students' current units of study will be made available via hard copies, placed on the teacher webpage, and on an easily identifiable tab on the school websites. Personalized online learning activities will also be available for students utilizing district resources. Directions will be included.
- **Mathematics** - Math activities consistent with the current scope and sequence and grade level standards will be made available via hard copies, placed on the teacher webpage, and on an easily identifiable tab on the school websites. Personalized online learning activities will also be available for students utilizing district resources. Directions will be included.
- **Science** - Project based learning activities will be assigned (i.e. appropriate grade level content and objectives) and consistent with the grade level expectations will be made available via hard copies, placed on the teacher webpage, and on an easily identifiable tab on the school websites. Directions will be included.

- **PE/Related Arts** - Students will be assigned daily physical activities and related arts projects to be completed over the duration of time. Lessons will be made available via hard copies, placed on the teacher webpage, and on an easily identifiable tab on the school websites. Directions will be included.
- **Special Education** - All lessons will be modified for students with IEPs. The modified assignments can be found by visiting your child's teacher webpage.
- **Communication** You may expect and continue to communicate with your child's teacher and/or the principal via the normal channels of email and/or phone messages.

Grades 4-8

Students may use their login credentials to access their Gmail accounts.

- **English Language Arts** - Reading comprehension lessons, consistent with the students' current units of study will be made available via Google Classroom and on an easily identifiable tab on the school websites. Personalized online learning activities will also be available for students utilizing district resources. Directions will be included.
- **Mathematics** - Math activities consistent with the current scope and sequence and grade level standards will be made available via Google Classroom and on an easily identifiable tab on the school websites. Personalized online learning activities will also be available for students utilizing district resources. Directions will be included.
- **Science** - Project based learning activities will be assigned (i.e. appropriate grade level content and objectives) and consistent with the grade level expectations be made available via Google Classroom and on an easily identifiable tab on the school websites. Reading comprehension will be included in the assignment. Directions will be included.
- **Social Studies** - Project based learning activities will be assigned (i.e. appropriate grade level content and objectives) and consistent with the grade level expectations will be made available via Google Classroom and on an easily identifiable tab on the school websites. Reading comprehension will be included in the assignment. Directions will be included.
- **PE/Related Arts** - Students will be assigned daily physical activities and related arts projects to be completed over the duration of time. Lessons will be made available via Google Classroom and on an easily identifiable tab on the school websites. Directions will be included.
- **Special Education** - All lessons will be modified for students with IEPs. The modified assignments can be found by visiting your child's teacher's Google Classroom.
- **Communication** You may expect and continue to communicate with your child's teacher and/or the principal using e-mail.

Grades 9 - 12

Work flow will be posted as normal using Google Classroom or under the Teacher Pages on the school's website. Students may use their login credentials to access their Gmail accounts. Communication, collaboration and dialog will take place as normal via Google Classroom and/or teacher email accounts.



Virtual School Instructional Plan

Parents and Students

Introduction:

The Carteret Public School District is dedicated to the continuity of instruction, especially when emergent conditions require alternate plans. In the event we move to remote learning, CPSD will adopt a virtual school platform for students in grades 3-12 which is a way for instruction to continue. Students in grades PreK-2 will be provided with learning tasks as a way for instruction to continue.

The purpose of this document is to outline how CPSD will continue to provide instruction if a traditional classroom setting is not possible. This plan outlines the roles and responsibilities of all stakeholders, as the success of remote learning will be dependent upon the dedication of faculty/staff, students, parents, and district administration. This plan has been developed in accordance with the recommendations from the NJ Department of Education.

Important Notes for Parents:

- Chromebook and Wifi needs have been identified through a district survey
- Classroom teachers will follow their schedule in a virtual learning environment.
 - Although synchronous lessons will not be provided, teachers will be available virtually (online, email) for questions/feedback and correspondence as outlined below.
- Parents/Guardians will be contacted by teachers if students are not demonstrating active participation through the online platforms and virtual assignments.

In grades **PreK - 2**, lesson assignments were sent home in a packet. Lesson plans will be posted on the [District Website](#). Online learning activities are also available for students.

In grades **PreK - 3**, virtual lesson assignments will be posted on the [District Website](#) as well as on each of the individual school building websites.

In grades **3-12**, virtual lesson assignments will be posted on the [District Website](#) , as well as each teacher will utilize Google Classroom/Schoology for the students. When students log in to Google they have access to each of their virtual classes.

Roles and Responsibilities - Preschool Parents

Support your child in their learning process by:

- Complete the lessons scheduled for each day
- Check your teacher's Remind/Dojo all daily
- Schedule regular times each day for you to work with your child
- Have your child take movement & brain breaks after each activity.
- Contact your child's teacher via email with any questions, problems/concerns.
- Know that your child's teacher will contact you and/or your child throughout the week.

Roles and Responsibilities - K-2 Parents

Support your child in their learning process by:

- Complete the lessons scheduled for each day
- Scheduling regular times each day for your child to do school work.
- Selecting a quiet, comfortable place for your child to work.
- Having your child take movement breaks after each subject's work.
- Talking with your child about their assignments and checking for understanding throughout each day.
- Contacting your child's teacher via email with any problems/concerns.
- Knowing that your child's teacher will contact you and/or your child throughout the week.

Roles and Responsibilities - 4-8 Parents

Support your child in their learning process by:

- Scheduling regular times each day for your child to do school work.
- Selecting a quiet, comfortable place for your child to work.
- Checking your child's Google Classroom/Schoology assignments daily with them.
- Having your child show you their completed work each day to assure they are working on their assignments.
- Having your child take movement breaks after each subject's work.
- Talking with your child about their assignments and checking for understanding throughout each day.
- Contacting your child's teacher via email with any problems/concerns.
- Knowing that your child's teacher will contact you and/or your child principal

Roles and Responsibilities - Secondary Parents

Support your child in their learning process by:

- Monitoring CPSD updates and checking in with your child daily about the virtual school learning tasks, activities, and assessments that they are working on.
- Encouraging adherence and attendance in the virtual school check-in times offered by each of your children's teachers.
- Designating a place where your child will work independently on his/her assigned tasks.
- Asking your child to provide a brief summary of the learning he/she is engaging in for each class to ensure their understanding of the content and of the process they are being asked to engage in to demonstrate their learning.
- Asking your child about assignment due dates and supporting them, as needed, in submitting assignments in accordance with the established deadlines.
- Reminding your child to email his/her teachers if they have any questions.

Roles and Responsibilities Elementary Students (PreK-5)

- Schedule regular times each day to complete school work.
- Select a quiet, comfortable place for your work space.
- Check the PreK-2 homeschooling template for each day.
- Grade 3-5 check your Google Classroom assignments each day
- Find and complete the assignment(s) for Language Arts, Math, Science, Specials, and more.
- Take movement breaks after each subject's work.
- Talk with an adult about your assignments each day.
- Email (grades 4 & 5) or ask an adult to contact your teacher with your questions.
- Know that your teacher will check in with you throughout the week so you can ask any questions.

Roles and Responsibilities - Secondary Students (Gr. 6-12)

- Dedicate appropriate time to learning, as guided by your teachers.
- Check appropriate Google Classrooms/Schoology and emails for information on courses, assignments, and resources, on a daily basis.
- Attend and participate in virtual school check-in times offered by each of your teachers
- Identify a comfortable and quiet space to study/learn.
- If you are having difficulty accessing the internet please email your classroom teacher
- Engage in the virtual school platform with academic honesty.
- Submit all assignments in accordance with provided timelines and/or due dates.
- Note: If remote internet access is required, please visit the public internet access locations listed at the end of this document.

Roles and Responsibilities - Teachers -DURING Instruction

- Engage with students via Google Classroom and/or Google Hang-outs and/or GoGuardian
- Read & Respond to Email Correspondence
- Monitor Google Chat/Hangout Conversations
- Provide Feedback to students during “interactive” assignments
- Verify that all students have logged in and note it as attendance

Grades 6-12 will have virtual check-ins with students using Google Classroom (Meet) and Google Hangout (GAFE) during their course time. Students will also have an opportunity to ask questions through these applications.



EQUITABLE ACCESS

EMERGENCY PREPAREDNESS FOR CURRICULUM AND INSTRUCTION/STUDENTS WITHOUT INTERNET CONNECTIVITY

In order for all students to have access to curriculum during an extended absence, the actions below will be taken for those without access to a technology device and/or an internet connection.

- Hard copies (printed assignments with directions) will be available for each grade level and the appropriate subject areas outlined in the K-12 Preparedness Plan.
- A tech-survey was created to assess the on-line capabilities of students when working from home
- Devices will be assigned to students who do not have access Grades 3-5.
- Supplemental services will be provided for OTPT, Speech, etc. through Google hangout and/or paper-based lessons to ensure continuity of services. Compensatory services will be provided upon return to school, if needed.
- Opportunities will be made available for parents to email their child's teacher and/or principal if necessary.
- Counselors/Social Workers will continue to provide services via phone and on-line access.
- Pathways Related Health Service Provider will remain in communication with all patients/students to provide daily support, as needed.
- Case Managers will be available via phone and email for parents, students and teachers.



CONTINUING NUTRITION PLAN

Pandemic School Closure Continued Nutrition Plan

Carteret Public Schools continues to work towards ensuring that all students and families are safe and cared for. In preparation for this week's school closure, Mashio's staff members distributed to-go meal bags for all students in the district to take home with them on Friday, March 13th. These meals were given out at no cost to the families, regardless of a student's lunch eligibility.

As part of the district's continued commitment to the community, we will be providing meals for all children in the local and surrounding areas 18 years and younger during school closures caused by COVID-19. Families with children 18 and under may come to one of three designated pick-up sites to collect a grab-and-go bagged lunch. All meals will be aligned to USDA child nutrition guidelines. The following locations will be set up to provide meals starting Monday, March 16th, 2020. All children claiming a meal will be asked to sign in and food service staff will check to verify that all individuals claiming meals are 18 and under.

Columbus School from 11:00am to 1:00pm

1 Carteret Ave, Carteret, NJ 07008

Tent will be set up in front of the side doors on Carteret Ave.

Private Nicholas Minue School from 11:00am to 1:00pm

83 Post Blvd, Carteret, NJ 07008

Tent will be set up near Handicap parking spots near the park

Carteret High School from 11:00am to 1:00pm

199 Washington Ave, Carteret, NJ 07008

Tent will be set up in the Parking Lot by Lewis Street

For more information, please contact:

Hector Berrios, School Business Administrator, 732-404-7442

Carmela Collazo, Assistant Business Administrator, 347-380-2616

Debbie Valley, Maschio's Food Service Director, 908-313-2140



FEDERAL, STATE, AND LOCAL RESOURCES AND GUIDANCE

Middlesex County Updates:

<http://www.middlesexcountynj.gov/Government/Departments/PSH/Pages/2019-CoV.aspx>

Department of Health:

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

US Department of Education:

<https://www.ed.gov/coronavirus>

CURRENT SITUATION RESOURCES

- CDC Poster: COVID-19 Stop the Spread of Germs
- CDC: Get your Workplace Ready for Pandemic Flu
- CDC: Pandemic Flu Checklist: K-12 School Administrators
- CDC: Interim Guidance for Administrators of US Childcare Program and K-12
- School to Plan, Prepare, and Respond to Coronavirus Disease 2019 (COVID-19)
- CDC: What to do if you are Sick with Coronavirus Disease 2019 (COVID-19)
- National Association of School Nurses: Coronavirus Disease 2019 (COVID-19)
- National School Boards Association: COVID-19 Preparing for Widespread Illness in your School Community
- New Jersey Department of Health: COVID-19 Guidance for Child Care and K-12 Schools
- The National Child Traumatic Stress Network: Creating Effective Child and Family Focused Disaster Behavioral Health Messages on Social Media



SAMPLE LETTERS

Letter explaining current response

You are no doubt aware of reports concerning Coronavirus disease 19 (COVID-19), which has spread throughout China and to 31 other countries and territories, including the United States. Carteret Public Schools is preparing for the possibility that the disease could make its way to our area.

The District already has many protocols in place due to cold and flu season, which we will continue to implement and can increase, should that be warranted. In addition, the District has an Emergency Operation Plan that is aligned with the best practices specified by FEMA.

What the District is Doing:

- **Communication and Monitoring:** At this time of year, the Superintendent's office monitors student illness reports, trends and absenteeism and is in frequent contact with the Office of Public Health.
- We monitor information from the NJ Department of Health and the Centers for Disease Control and Prevention (CDC). These agencies let us know when cases of certain communicable diseases are confirmed, and issue guidelines for action and communications.
- Finally, we ask families to let us know if household members have recently returned from places where COVID-19 has been confirmed. And that all students currently in school, who have returned from impacted countries, are cleared by the School Nurse before reentry to classrooms.

Planning for Contingencies: The Pandemic Team is meeting regularly to share information from governmental health officials and to plan responses. So far, work has begun to:

- Ensure the District has adequate cleaning and disinfecting supplies
- Plan how classes could be held using technology, if school closures are warranted
- Create grade-level and content area plans for continuing education for all students
- Determine how best to communicate timely and accurate information to staff and families

Cleaning: As always, the custodial staff and nurses work together to try to limit the spread of diseases whenever possible. Although most diseases are not typically spread through inanimate objects, the custodial staff provides extra cleaning attention to schools during times of increased illness. Furthermore, additional hand-sanitizing stations have been purchased and installed throughout the schools

Please visit our district website to obtain additional information.

Sincerely,

Rosa Diaz
Superintendent of Schools

Letter for positive cases in Middlesex, but schools remain open

Dear Parents/Guardians and Staff:

While cases of coronavirus have been found in Middlesex County, the New Jersey Department of Health does not see an immediate threat to Carteret students, families, and staff. Schools will remain open for instruction (after-school sports/activities??). We will continually update you with any important information.

If coronavirus continues to spread, schools may close for days or weeks. If schools close, children must stay at home. We ask that you begin to plan for childcare in your home now.

The coronavirus is thought to be spread via person-to-person contact through contaminated air droplets from coughing and sneezing by an infected person. As with controlling the spread of other viruses, we urge you to speak to your child about the following prevention measures:

- Wash hands regularly, especially after using the restroom and before preparing or consuming food. Use soap and hot water, wash for 20 seconds, including fingertips.
- Cough or sneeze into a tissue, then throw the tissue away. If you don't have a tissue, cough/sneeze into your arm.
- Avoid touching your eyes, mouth and nose.
- Stay at least three feet away from people who are sick.
- If you are sick, stay home from work and school and avoid others until you are fever free for 24 hours and symptoms have dramatically improved.
- Avoid shopping malls, movie theaters, or other places where large groups of people convene.

Individuals who need medical care should call their medical provider to report their illness prior to seeking care at a clinic, physician's office, or hospital. Any students or staff member with an influenza-like illness should stay at home for <# HOURS/DAYS> after the onset of the illness, or for at least 24 after the symptoms have disappeared.

If you have questions, please do not hesitate to contact your school nurse.

Sincerely,

Rosa Diaz
Superintendent of Schools

Letter for School Closure - Community

March 13, 2020

Dear Parents and Community Members:

Be advised all Carteret Public Schools will be closed Monday, March 16 through Friday, March 20, 2020. Children should stay home. The closures affect all programming at the schools, including before and after-school activities including childcare, all athletic and extracurricular practices and competitions, and weekend events.

In order for all students to have access to curriculum during an extended absence, the actions below will be taken:

- Hard copies (printed assignments with directions) for each grade level were made available for all students without internet access.
- Devices have been assigned to students who do not have access in Grades 3-12.
- Supplemental services will be provided for OT/PT, Speech, etc. through Google hangout and/or paper-based lessons to ensure continuity of services to eligible students.
- Pathways Related Health Service Provider will remain in communication with their students to provide daily support, as needed.
- Teachers will be available during regular work hours via email, and other digital platforms.
- Counselors/Social Workers & Case Managers will be available via email. Phone conferences may also be scheduled.
- School Principals and Secretaries will be available to answer questions, as needed during school hours.
- Tech Support will be available during school hours to assist and can be reached at the following extensions 732- 541-8960 ext. 6100 ext. 6101 ext. 6102 ext. 6103

Students in grades 3-12 can access their schoolwork through their teacher's Google Classroom/Schoology pages. Students in grades PreK-2 came home with work packets that should be completed, daily. All lessons, Pre-k – 5, as well as additional learning information for all grades, can be found on-line via a link on the **Carteretschools.org** website. Effective March 15 Comcast is offering 2 months of FREE internet service for eligible families. Visit this link for additional information <https://www.internetessentials.com/covid19> . **Please continue to visit the www.carteretschools.org website for updates regarding school closures and for information regarding your child's classwork.**

Lunch will continue to be available for our students DAILY at three different outdoor locations:

Carteret High School (parking lot), Private N. Minue School (near main entrance), and Columbus School (on Carteret Avenue) Monday –Friday from 11:00 am – 1:00 pm.

Additionally, continue to speak to your child about the following prevention measures:

- Wash your hands regularly, especially after using the restroom and before preparing or consuming food. Use soap and hot water, wash for 20 seconds, including fingertips.
- Always cough or sneeze into a tissue, then throw the tissue away. If you don't have a tissue, cough/sneeze into your arm.
- Avoid touching your eyes, mouth and nose.

If you or someone in your family has been diagnosed or suspected to be exposed to COVID-19 please notify the school district.

Regards,

Rosa Díaz

Letter for School Closure – Faculty & Staff

[Date]

Dear Faculty and Staff:

Be advised all Carteret Public Schools will be closed Monday, March 16 through Friday, March 20, 2020. The closures affect all programming at the schools, including before and after-school activities including childcare, all athletic and extracurricular practices and competitions, and weekend events.

I'd like to thank you all for working so diligently to prepare for this inevitable closing. Thanks to all of you, the District is prepared to offer meaningful on-line learning, continued supports and therapies, as well as nutritious meals every day.

Please be reminded, we are all expected to be available during regular work hours. If you are not available due to personal business or illness, please be sure to enter it in the AESOP/Frontline system. Also note, travel/vacation plans should not take place during this time. I ask that we all take precautions to minimize the potential for exposure.

Please note essential staff will need to report Monday morning to assist with the transition to Closure and On-line Learning. All Administrators and Secretaries should report to their buildings at 9:00 am. Custodians and Technology should follow their supervisors' instructions.

For now, we are closed for one week, but we don't know how long this can be extended. I will reassess by the end of next week. In the meantime, I ask that teachers find ways to continue to engage their students. This is an opportunity to get creative with learning experiences, especially at a time when children could use some distraction.

Please continue to practice prevention measures:

- Wash your hands regularly, especially after using the restroom and before preparing or consuming food. Use soap and hot water, wash for 20 seconds, including fingertips.
- Always cough or sneeze into a tissue, then throw the tissue away. If you don't have a tissue, cough/sneeze into your arm.
- Avoid touching your eyes, mouth and nose.
- If you or someone in your family has been diagnosed or suspected to be exposed to COVID-19 please notify the District.

Thank you again, and I hope you all stay safe and healthy during this time.

Regards,

Rosa Díaz

Letter Informing Parents & Staff of School Closure

Dear Parents and Community Members:

On <DATE>, Carteret Public Schools was notified by the Middlesex County Department of Health that a <NAME OF SCHOOL> student has a probable, presumptive case related to the coronavirus disease.

As a result of this identification, the health department has ordered the school immediately closed as a precautionary measure against transmission of the coronavirus. The school will remain closed until further notice.

The closures affect all programming at the school, including before and after-school activities, all athletic and extracurricular practices and competitions, and weekend events.

The coronavirus is thought to be spread via person-to-person contact through contaminated air droplets from coughing and sneezing by an infected person. As with controlling the spread of other viruses, we urge you to speak to your child about the following prevention measures:

- Wash your hands regularly, especially after using the restroom and before preparing or consuming food. Use soap and hot water, wash for 20 seconds, including fingertips,
- Always cough or sneeze into a tissue, then throw the tissue away. If you don't have a tissue, cough/sneeze into your arm.
- Avoid touching your eyes, mouth and nose.

Individuals who need medical care should call their medical provider to report their illness prior to seeking care at a clinic, physician's office, or hospital.

Parents of students exhibiting flu-like symptoms or staff exhibiting flu-like symptoms are asked to contact the Middlesex County Health Department at <TELEPHONE NUMBER>.

The reverse side offers tips to help those who are sick with Coronavirus. We will continue to update you on the status of our schools as soon as information is available.

Sincerely,

Rosa Diaz
Superintendent of Schools

Students Traveling Out of the Country

[Date]

Dear [Insert Name],

As you are already aware the District has shared information regarding preventative measures in addressing the Coronavirus. This correspondence relates to the monitoring efforts of the spread of the Coronavirus (COVID-19). It has come to my attention that your child, [Insert First Name], is currently traveling or has traveled within the last 15 days, outside of the United States.

At this time, as an additional precaution, parents/guardians of all children who travel outside of the United States are required to seek medical clearance from a physician prior to sending their child back to school. The District will also refer these cases to our Health Department as they have the jurisdictional responsibility and will work with your family to determine the appropriate timeline for re-entry to school.

Should you have any questions regarding this precautionary measure, please contact your child's building principal or Central Registration at (732) 541-8960 ext.6002.

Letter to Reopen Schools

Dear Parents/Guardians and Staff:

Middlesex County Health Officials have declared the coronavirus outbreak is under control and Schools will reopen on <Date>. At that time, students may return to class.

Even though schools are reopening, there are still school community members who are sick from the coronavirus. Health officials have told us that pandemic outbreaks sometimes happen in waves. This means that more people could become sick with the second wave.

Because coronavirus can still be spread from person-to-person, children and those who are sick need to remain at home and not come to school until cleared by a physician. A physician's note will be required upon return.

Should more people become ill with coronavirus, schools may need to close again. We will continue to provide updated info as we receive it.

With well wishes for health.

Sincerely,

Rosa Diaz
Superintendent of Schools



PARENT RESOURCES

Information/Suggestions for Parents

LIMIT THE SPREAD OF GERMS AND PREVENT INFECTION

There are common sense steps we can all take to prevent the spread of any respiratory virus:

- Follow physician's advice for getting your flu vaccine.
- Avoid close contact with people who are sick.
- Stay home when you are sick.
- Cover your mouth and nose with a tissue when coughing or sneezing. It may prevent those around you from getting sick.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing or sneezing. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Always wash hands with soap and water if hands are visibly dirty.
- Avoid touching your eyes, nose or mouth.
- Practice other good health habits. Get plenty of sleep, be physically active, manage your stress, drink plenty of fluids and eat nutritious food.
- Disinfect doorknobs, switches, handles, computers, telephones, bedside tables, bathroom sinks, toilets, counters, toys and other surfaces that are commonly touched around the home or workplace.
- Follow the CDC's recommendations for using a facemask.

GET YOUR HOUSEHOLD READY

There are things you can do right now to be ready for any emergency, and many of these same tips will help you

- Prepare for any influenza situation.
- Have a supply of food staples and household supplies like laundry detergent and bathroom items, and diapers if you have small children.
- Check to make sure you have health supplies on hand.
- Know how your local public health agency will share information.

- People with elderly parents or relatives should have a plan in place for caring for them if they
- Help family members and neighbors get prepared and share the safety messaging with those who may not have access to it.
- Have a child care contingency plan if your child is sick and cannot attend school.

According to the CDC, patients with COVID-19 have reportedly had mild to severe respiratory illness. Symptoms may appear 2-14 days after exposure and include fever, cough and shortness of breath. Call your healthcare professional if you develop symptoms and have been in close contact with a person known to have the disease or if you have recently traveled from an area with widespread or ongoing community spread of the disease.

Differences Between Seasonal Influenza and Pandemic Influenza:

SEASONAL FLU:	PANDEMIC FLU:
Happens annually and peaks between December and February	Rarely happens: 3 times in 20th century
Usually there is some immunity from previous exposures and influenza vaccines	Most people have little or no immunity because they have no previous exposure to the virus or similar viruses
Certain people are at risk for flu complications - elderly, infants, people with chronic health conditions	Even healthy people are at risk for serious complications
Health care providers can meet the needs of patients easily	Health care providers and hospitals are overwhelmed and it is very difficult to meet the needs of the exposed public
Vaccines are updated annually and one dose is sufficient	Although the US govt maintains a stockpile of pandemic vaccines, the overwhelming need of vaccines may not be available, and may require 2 doses
Usually cause minor impact on schools and the public. Sick people should stay home	May cause major impact on the general public May cause travel restrictions, school and business closings
Antiviral drugs are readily available and help within the first 48 hours of presenting symptoms	Antiviral drugs will still be prescribed, but will be less readily available and more difficult to come by. Symptoms will also be more severe and antivirals may not be as helpful

Treatments for pandemic flu include antiviral drugs and non-pharmaceutical interventions (NPIs). These actions do not include medications or vaccinations. NPIs will be the only early intervention tools that will most likely mitigate the quick transmission from person to person.

COVID-19 (Coronavirus) - Symptoms of COVID-19 have reportedly had mild to severe respiratory illness accompanied with fever, cough, and shortness of breath. The 2020 outbreak originated in the Wuhan province of China. Symptoms may appear 2-14 days after exposure. The virus is spread person-to-person between people within close contact (about 6 feet), via respiratory droplets produced when an infected person sneezes or coughs, and these droplets can land in the mouths or noses of people who are nearby where the droplets are inhaled into the lungs. Transmission may also be possible through contact with contaminated surfaces, but this is not thought to be the main way of transmission. People at risk are those who have recently traveled to/from China or those in close contact to positively diagnosed individuals.



Index Related Policies

2000 Series — Program
2412 Home Instruction Due to Health Condition

5000 Series — Students
5305 Health Services Personnel
5307 Nursing Services Plan
5310 Health Services
5320 Immunization

7000 Series Property
7420 Hygienic Management

8000 Series — Operations
8420 Emergency and Crisis Situations
8441 Care of Injured and Ill Persons
8451 Control of Communicable Disease

End of Plan



RAMBLERS RISE