

Belleville Public Schools District



COVID-19

PK-12

Emergency Operations and Food Preparation Plan

March 18, 2020

Dr. Richard D. Tomko

Superintendent of Schools

I. INTRODUCTION

The Belleville Public Schools District (District), Essex County, recognizes the importance of continuing to educate students in the event of a pandemic outbreak. While the District understands it might not be able to operate fully in a traditional school model, this plan will assist the District in continuing to provide students with a high-quality education, breakfast, and lunch for a minimum 4 weeks.

This plan is a growing, “living” document which means that it is constantly being reviewed via feedback loops and through direction from local and state agencies and will be amended as needed to best serve the students, faculty, and school community.

II. PURPOSE

This plan provides guidance to the District and may serve as the plan for maintaining essential functions and services during a pandemic outbreak. It does not replace nor supersede any laws or policies; it simply serves as a guideline to address continuity of operations of the school district, aligned to the requirements set forth by the New Jersey Department of Education (NJDOE) specific to disease outbreak.

Those requirements include:

- 1.) Directive in consultation with the DOH or Local health Agency ordering closure;
- 2.) Equitable access to services for all students;
- 3.) Address provision of appropriate education for Special Ed student; and
- 4.) Provision of school nutrition benefits for eligible students.

III. COMMUNICATION

Communication to District employees and stakeholders is ongoing, and the administration continues to utilize all available communication tools to provide District employees and the community with information and updates. The communication portals include, but are not limited to:

- Student Information System (SIS) robocalls in English and Spanish;
- SIS Emails;
- Social Media outlets (e.g. Twitter, Facebook);
- District website;
- Videoconferencing; and
- District and building-level meetings.

IV. DEMOGRAPHIC INFORMATION

Number of Enrolled Students (as of 3/17/2020)	4626
Number of Special Education Students (as of 3/17/2020)	825
Number of Homeless / Migrant Students	21
Number of Medically Fragile Students (includes 1:1 nursing in district)	1655
Percentage of Students with a Device and Internet at Home (based on 3/14/2020 student survey)	98.5%
Percentage of Students Without a Device and / or Without Internet at Home (based on 3/14/2020 student survey)	1.5%

V. PANDEMIC PLAN

Pandemic Response Team (PRT)

During the time of planning and potential implementation of this plan, the following people are part of the Pandemic Response Team for the District:

- Superintendent
- Business Administrator
- Director of Operations
- Director of Curriculum and Instruction
- Director of Secondary Education
- Director of Elementary Education
- Director of Special Services
- Director of Facilities
- District Technology Coordinator
- Safety Services Coordinator
- Food Services Coordinator

- In addition to the above-mentioned district personnel, district supervisors from both the Curriculum and Instruction and Student Services Departments, building principals, assistant principals, assistant

principal/athletic director, and other employees deemed needed to assist will be called upon, as needed to be part of the PRT.

- Supplemental members of the PRT include:
 - o Belleville Office of Emergency Management (OEM);
 - o Belleville Town Manager;
 - o Essex County Health Department;
 - o Belleville Township Health Department;
 - o Belleville Police Department
 - o Belleville Fire Department
 - o The District legal advisor, Busch LawGroup

Health Related Closure Executive Summary Overview
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1. Communication During Closing

- a. Modes of Communication (e.g., Belleville Website, Facebook, Twitter, Phone, USPS, etc.)
- b. All staff will have access to their emails during regularly scheduled school hours
- c. Google Hangouts (Teacher/Staff/Student consultation); Google Meet (IEP Meetings)

2. Continuity of Operations

- a. Payroll will continue
- b. BOE Meeting March 16, 2020 (in person). Future meetings will be conducted via teleconferencing with respect to OPMA requirements.
- c. Food Services: Chartwells will provide grab-and-go breakfast/lunch for distribution and the high school and via bus route delivery. Location and times of such distribution will be communicated via the Modes of Communication as listed above.

3. Distance Learning Plan/E-Learning Plan (Home Instruction)

- a. Distance Learning Plan posted on website
 - i. Teacher prepared lessons accessible through website
 - ii. Paper alternatives went home for students without internet access
- b. Prepared lessons
 - i. Differentiated to meet the needs of all students:
 - 1. ESL/ELL

2. At-Risk
 3. Special Education/504
 4. Gifted and Talented
- c. Students will be able to turn in assignments throughout the closure through online platforms. Paper copies will be handed in when classes resume.
- d. Classroom communications will continue through Gmail, Google Drive, Google Hangouts/Google Classroom as per the Distance Learning Plan.

VI. CONTINUITY OF PLAN

Essential Functions

The essential functions of the District will continue as long as possible while buildings remain open and operational. It is expected that central office will remain operational and open while staff will rotate attendance to work remotely to maintain essential functions like payroll, health benefits, instruction, communication, etc.

Equitable Access

During the week of March 9, 2020, students were surveyed on their capabilities of completing work online at home. 98.5% of students have the ability to do so. Lessons for the remaining 1.5% were provided in a more traditional manner with books, worksheets, and activities. Students will also receive contact from teachers, guidance counselors, nurses, case managers, administrators, etc. while schools use remote E-Learning strategies to deliver home instruction. This is to ensure that students have equitable access to their materials and learning, and to address any needs students may have.

Certified Staff Expectations (all levels, all grades, all subjects)

Classroom Teachers are responsible to support students for a minimum 4 hours per day, 20 hours per week. Every teacher is responsible to support students assigned to them for the 2019-20 school year. Teachers will monitor their district-issued email account and respond as appropriate to parent/guardian emails within 24 hours. Teachers will provide academic feedback as appropriate to students and collaborate with building administration and grade/subject-level colleagues as needed for support and consistency throughout the district. Grade-level specific learning experiences have been developed for students through district-wide articulation and curriculum development teams. After week 3, teachers will review scope and sequence for district curriculum areas and incorporate appropriate lessons to continue to deliver instruction and lesson transitional gaps.

District and Building Administrator / Supervisor Expectations

Administration is responsible for continually reviewing ongoing instructional opportunities being provided, both electronically as well as traditionally for students and complete an ongoing “statement of assurance” (electronic) to the Office of the Superintendent of Schools as well as the Office of Curriculum and Instruction in consideration that the following has occurred:

- Continually review daily staff-to-student interactions via email notifications (hours set between 10:00 - 2:00 daily)
- Continually review daily staff-to-parent/guardian(s) interactions via email notifications (hours set between 10:00 - 2:00 daily)
- Continually communicate (phone, email, social media, webpage) with families of students under their supervision
- Continually respond to parent/guardian inquiries, emails, and any correspondence in supporting the education, social/emotional aspects of our students
- Continually review ongoing scope of work and responsibilities for all non-certified staff under their supervision
- Continually review ongoing scope of work and responsibilities for all certified instructional staff under their supervision
- Develop a “rescheduling” plan for all school related activities that are postponed if possible.
- Develop a “rescheduling” plan for any school related class trips that are postponed if possible.
- Continue to work on building/student scheduling for the 2020-2021 school year
- Conduct a full school supply audit in order to ensure that 2020-2021 projected ordering is accurate
- Conduct a full facilities audit to identify all issues/concerns both large and small and provide the audit to the director of facilities, buildings and grounds
- Continually monitor notifications that are brought forth and follow all relevant district policies and procedures
- Review, reflect upon and create a “suggestions list” for changes to current district code of conduct
- Update student handbook for the 2020-2021 school year as applicable
- Review with content area supervisors all student data information both formative and summative in order to develop a cohesive approach to re-entry upon return for students
- Work with data team to review school performance report information and develop a comprehensive plan of action to address deficiencies

- Provide Statement of Assurance to District Directors that instructional staff is working to complete ongoing lesson plans for remote learning past 4-week standard provision
- Completing all other duties and responsibilities as assigned by the superintendent of schools or his designee
- Monitor virtual staff attendance

Continuity of Instruction (Home Instruction/E-Learning Platform)

How a planned District Distance Learning Day(s) works:

- Assignments and activities will be posted in advance of the Distance Learning Day(s), no later than the evening before the scheduled day(s).
- Teachers will hold hours according to regularly scheduled school day hours on the Distance Learning Day.
- The due dates for Distance Learning Day assignments will be flexible to accommodate varying schedules. Please contact your child's teacher if you have specific questions about due dates.
- Paper assignments will be distributed to students who may not have Internet access at home.

How an unplanned District Distance Learning Day(s) works:

- Parents/Guardians will receive automated communications (i.e., phone call or email via the School Messenger service) through the district website and social media outlets announcing the closure.
- Students will not report to school but will engage in e-learning activities as assigned.
- Students who do not have internet access will engage in the previously distributed paper assignments.
- Teachers will be remotely available during the school day to answer questions and provide guidance.
- The due dates for e-learning day assignments will also be flexible.

Provision of School Nutrition Benefits for Eligible Students

The District has the following food service plan in place to ensure the provision of meals to eligible students. In accordance with guidance released March 6, 2020 from the USDA, the District will provide the following food drop off sites for clusters of school areas to supply food for both breakfast and lunch. The school areas cover the entire district and represent all district

students in elementary, middle, and high school. Meals will also be available for pick up and Belleville High School. The food service will run continuously from 8:45 am – 11:45 am daily. One-Thousand-Six-Hundred-and-Fifty (1650) meals will be prepared and attempt to be distributed at the start of the food service program. Daily tallies and trends will be monitored in order to ensure appropriate food preparation for District students.

ROUTES ALONG CONTINUOUS DELIVERY

3

OAK & DIVISION
HORNBLLOWER BACK OF SCHOOL # 3
FOREST & MALONE AVE
AIDELAIDE TAPPAN
DEWITT ST FROM GRELOCK TO JORALEMON
ALL OF UNION AVE ON BOTH SIDE OF STREET STARTING AT SUNSET TO MILL ST
(DO NOT CROSS OVER BUS WILL COME BACK ON OTHER SIDE OF STREET)
JORALEMON & HORNBLLOWER
ALL OF DEWITT FROM JORALEMON TO BELLEVILLE AVE
LINDEN AVE & ESSEX ST
LIDEN & TAPPAN
MERTZ ST
CEDAR HILL AVE

4

NEWARK AVE BELMONT
BELMONT AVE BACK OF # 4 SCHOOL
SUPER FRESH
HONISS & HECKEL
HONISS & EUGEN
FRANKLIN ST & ST ANTHONYS CHURCH
HECKEL & JERALDO
NORTH 10 ST
4 SCHOOL ON MAGNOLIA ST
NEWARK & ROCCO (AMVETS BUS STOP)
NEWARK & WATSESSING AVE
NEWARK AVE & FREDERICK ST
SANFORD & BRIGHTON AVE
SANFORD & HARRISON ST
HARRISON & WALLACE ST
WALLACE & BRIGHTON
HARRISON & BRIGHTON

5

NOLTON BEHIND STADIUM
GREYLOCK BELMOHR
5 SCHOOL
ALL OF DEWITT TO LITTLE ST

ALL OF BREMOND TO LITTLE
ALL OF BEECH TO LITTLE
ALL OF FLOYD TO LITTLE
ALL OF FOREST ST TO JORALEMON
ALL OF AIDELAIDE TO JORALEMON
AIDELAIDE & SUNSET
ALL OF WASHINGTON AVE ON BOTH SIDES OF STREET STARTING AT CRAMER
AVE TO MILL ST
(DO NOT CROSS OVER BUS WILL COME BACK ON OTHER SIDE OF STREET)
MARY ST & FOREST
ALL OF UNION AVE FROM SUNSET TER TO MILL ST

7

CONTINENTAL & CELIA TER
CELIA TER & BELLEVIEW COURT
DORTHEA ROAD
PLENGE DR
BERNICE ROAD
RUTAN ROAD
CHESTNUT & JEFFERSON
MARY & EMMIT
DIVISION TO UNION
REC HOUSE
GARDEN AVE & DAWSON
BALDWIN & DAWSON
YALE & PRINCETON
DIVISION AVE FROM LIBERTY TO UNION AVE
CHESTNUT & MOORE PL
LIBERTY & JEFFERSON
MAY ST & CHARLES ST
CENTRE ST

8

BRANCH BROOK DEVELOPMENT
COLUMBUS AVE
CEDAR HILL & HOLMES
MT PROSPECT & HOLMES
LLYOD PLACE
CLEARMON PL & ROSSMORE AVE
VAN HOUTEN & HORNBLLOWER
DEWITT & VAN HOUTEN
HIGH ST & VAN HOUTEN
BACK OF MIDDLE SCHOOL
LINCOLN TER & RUTGERS COURT
WILLIAM ST & BRIDGE
DOW ST & MILL ST
ST PETERS CHURCH
CLEVELAND & VAN RENSSSELEAR
8 SCHOOL

PARSIDE AVE
MILL ST & BRIDGE
STEPHENS & WILLIAM
RALPH & BELLEVILLE AVE
VALLEY & BELLEVILLE AVE
CORLANDT & HOLMES
K MART (STEPENS & JORALEMON)
HOLMES & STEPHENS

9

JORALEMON & CORTLANDT
ALL OF STEPHENS ST EVERY CORNER STOP
ALL OF RALPH ST EVERY CORNER STOP
IN FRONT OF # 9 SCHOOL
ROOSEVELT PLACE
GREYLOCK PLACE
MAIN ST & LITTLE
MAIN ST & HOLMES ST
SIGNATURE GYM

10

LITTLE LEAGUE FIELD (BEHIND SANDY LANE)
SMALLWOOD & ARTHUR
ALL OF SMALLWOOD AVE
HEWITT AVE
STEVENS ST
10 PARKING LOT
FAIRWAY & CONTINENTAL
CONTINENTAL & CARPENTER PL
COTTAGE PL
DELAVAN AVE
KING ST

SAMPLE MENU*

Breakfast – Req. to give milk/fruit/grain option

Day 1 – choice of individual wrapped muffin / hand fruit / milk
Day 2 – choice of bowl cereal / juice cup / milk
Day 3 – choice of bagel and cream cheese or stuffed bagels / fruit cup / milk
Day 4 – choice of individually wrapped cereal bar / juice cup / milk
Day 5 – choice of individual wrapped muffin / hand fruit / milk

Lunch – Req. to give milk/fruit/grain/veggie/meat or meat alternative

Day 1 – milk / hand fruit / baby carrots / chicken salad (USDA diced chicken or strips) / dinner roll or crackers
Day 2 – milk / bagged apple slices / broccoli cups / choice of sandwich on WG bread

Day 3 – milk / applesauce cups / crudité / buffalo chicken dip or buffalo chicken salad / crackers
Day 4 – milk / cupped canned fruit / baby carrots / chipotle bbq chicken wraps or ranch chicken wraps
Day 5 – milk / hand fruit / garlic broccoli / hot pasta dish with chicken (chicken alfredo and penne) / dinner roll

**Menu subject to change*

Chartwells Food Service Supervisor:
Meaghan Harlan

VENDORS:

Performance Food Group
Contact Person- Sam Roselli

Gargiulo Produce
Contact Person- Dean Mentos

Creamoland Dairy
Contact Person- Paul Louro

Pechters Bakery
Contact Person- Denise

CLEANING PROCEDURES (food preparation)

- Sanitizing all stations throughout the day, especially during prep & service
- Staff changing gloves throughout the day
- Sanitizer at all stations
- Continue to wash hands thoroughly throughout the day

HEALTH CARE FOR ASSOCIATES:

Teladoc
email: teladoc.com
All schools received the Compass Pandemic Management Policy

District Level Continuity of Operations

Superintendent of Schools or Designee

- Maintains authority over all operations and crisis management plans.

School Business Administrator

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

Payroll

- The Payroll Office will continue regular functioning from an outside location, if necessary. If at an outside location, timesheet payment may be delayed until access to the central office is permitted.
- The Payroll Officers and Confidential Secretary for Human Resources if necessary, will work remotely from individual homes and access the payroll and attendance systems to ensure continuation of pay.
- The Accountant, business personnel, and Assistant SBA will function from an outside location, if necessary, to manage wire transfers and all functions to ensure continuation of pay.

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Purchasing, Accounting and Accounts Payable

- These offices will be able to function in a limited capacity remotely to approve emergency purchases, manage wire transfers, and make critical payments.

Transportation

- The Transportation Office will continue regular functioning from an outside location, if necessary
- Transportation staff will work remotely and calls will be forwarded to District supplied cell phone of Transportation Coordinator.
- The Transportation Coordinator will assure buses are clean and sanitized and drivers are free of illness in conjunction with the Lead Nurse.

Facilities and Operations

- Takes appropriate measures to minimize, to the greatest extent possible, the risk of a viral transmission in the school facilities with cleaning policies and practices which include (but are not limited to) on a daily basis:
 - Replacement of soap and hand sanitizer dispensers
 - Ensuring all paper towel holders are filled and functioning at all times;
 - Sweeping and wet mopping all floors;
 - Vacuuming rugs;

- Cleaning and sanitizing hard surfaces including fountains, door knobs, work areas, computer keyboards, counter tops, railing, stairwells, and writing tools;
- Cleaning and sanitizing bathrooms - toilets, sinks, walls, floors;
- Cleaning and sanitizing cafeterias - tables, chairs, food lines; and
- Cleaning vents
- Takes steps to assure the provision of power, heat and ventilation, water, sewer and janitorial services.

Technology

- The Technology Department will continue to function regularly from an outside location if necessary.
- Team members will be available during regular hours of 8am-4pm to respond to technology issues pertaining to district programs and equipment.
- Staff can email with their needs and can expect same day responses by email or phone during regular work hours.
- District servers housed on site can be monitored remotely to ensure all systems are operational.
- Address and take responsibility for any and all other issues, items, topics, responsibilities as assigned by the Superintendent of Schools.

Director of Curriculum and Instruction, Secondary, Elementary Education

- Maintains all academics and student learning with the support of supervisors, other directors, and building administrators.
- Provides access to instructional materials aligned to New Jersey Student Learning Standards (available and designed to support student learning).
- Communicates with teaching staff members with the exception to develop and deliver instruction and assessments through the duration of the school closure.
- Updates Superintendent of Schools (as well as other members of District Central Office Team) on a regular basis.
- Address and take responsibility for any and all other issues, items, topics, responsibilities as assigned by the Superintendent of Schools.

Directors of Elementary and Secondary Education

- Communicates daily with building administration to ensure the safety and wellbeing of students, staff and the community are being met.
- Be available to answer all staff and community questions/concerns in regards to the safety and wellbeing of our students in addition to all operational aspects of our schools.
- Update the superintendent of schools on operational aspects of district schools on a daily basis.

- Ensure that Kindergarten Registration is appropriately rescheduled (if needed) providing continued equity in access throughout the district.
- Support the Business office with the food distribution process and procedures. Work with building principals to help coordinate in the distribution effort.
- Assign educational videos from Safe Schools and advises for other virtual professional development opportunities.
- Supports district nursing team.
- Supports the needs of building principals.
- Supports Director/Supervisors of Curriculum and programming and Directors of elementary and Secondary Education with operations.
- Address and take responsibility for any and all other issues, items, topics, responsibilities as assigned by the Superintendent of Schools.

Director of Special Services

- Maintain academics and student learning in consideration of special populations with the support of supervisors, other directors, and building administrators.
- Communicate with teaching staff and student services staff to ensure student needs are being met
- Assign paraprofessionals development videos from Safe Schools and other educational sites.
- Be available to answer staff and parent questions in regards to school closings and student supplemental needs
- Work with district special services supervisor to maintain IEP meeting status.
- Updates Superintendent of Schools (as well as other members of Central Office Team on a regular basis.
- Address and take responsibility for any and all other issues, items, topics, responsibilities as assigned by the Superintendent of Schools.