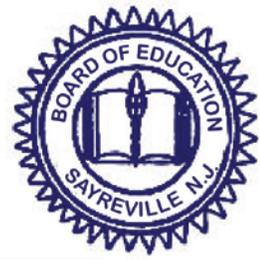




*Sayreville Public  
Schools*



**PANDEMIC MANAGEMENT PLAN**

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# **Sayreville Public Schools**



**PANDEMIC MANAGEMENT PLAN**

**March 2020  
Revised in May 2020**



*Sayreville Public  
Schools*



**PANDEMIC MANAGEMENT PLAN**

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# *Sayreville Public Schools*



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### Preface

Pandemic is defined as a disease affecting or attacking the population of an extensive region, including several countries, and/or continent(s). Pandemics occur when a new virus, such as Influenza or the new Corona Virus or COVID-19, emerge for which people have little or no immunity, and for which there is no vaccine. The disease spreads easily person-to-person, causes serious illness, and can sweep across the country and around the world in very short period of time. There is no pandemic at this time.

The response to, and mitigation of the health and social consequences of a pandemic will take place at both the state and local levels, with the New Jersey Department of Health assuming the lead for the public health response. Based on studies of past pandemics, the most effective approach seemed to be when actions were taken early and quickly. Cities and jurisdictions that responded faster and with more layered protective measures fared better.

In order to rapidly respond to just about any crisis situations, all Sayreville Public Schools have updated Emergency Crisis Management Plans. Such plans encompass all hazards, including pandemics. The following Sayreville Schools Pandemic Management Plan is an addendum to the districts' Emergency Crisis Management Plan. It is purposefully designed to be a plan with specific steps to address the unique challenges that could rapidly unfold if a pandemic were to afflict a school, the district, county or state.

These include:

- 1. Planning, coordination, and evaluation.**
- 2. Continuity of student learning and core operations.**
- 3. Infection control policies and procedures.**
- 4. Identification of legal authorities and communications planning.**



# Sayreville Public Schools



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### Background

According to the World Health Organization (WHO), the medical arm of the United Nations:

“A pandemic occurs when a new virus appears against which the human population has no immunity, resulting in several simultaneous epidemics worldwide with enormous numbers of deaths and illness. With the increase in global transport and communications, as well as urbanization and overcrowded conditions, epidemics due to the new virus are likely to quickly take hold around the world.”

Pandemics are a global outbreak of disease that occurs when three conditions are met:

- A new virus type emerges
- It causes serious human illness
- It spreads easily from person to person

Many viruses experience frequent minor changes to their genetic structure. A new vaccine is needed each year to cover predicted changes in the circulating strain and offer people more complete protection. Occasionally, however, the virus undergoes a major change in genetic composition. It is this major genetic shift that creates a “novel” virus and the potential for a pandemic, which is a global epidemic. Pandemics have occurred for centuries, three times (1918, 1957 and 1968) in the 20th century alone. It is estimated that there were more than 500,000 deaths in the United States and approximately 20 million deaths around the world during the 1918 pandemic.

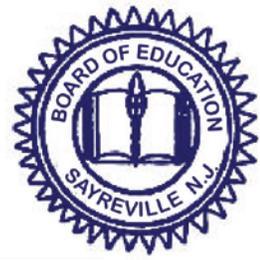
These are the CDC estimates for the impact of a major pandemic on New Jersey.

**Table 1**

Percentage of Population Affected by the Next Pandemic	Number of Affected In New Jersey (Pop.: 8,052,849)	Number of Affected In Middlesex County (Pop.: 789,515)
Up to 35% will become ill	2,818,497	276,330
Up to 19% outpatient services	1,530,041	150,008
Up to 0.4% hospitalized	32,211	3,158
Up to 0.1% result in death	8,053	790

*Source: CDC estimates*

The CDC is especially focused on monitoring the Corona Virus (COVID-19), Influenza, or changes in the *avian influenza*, or “bird flu,” H5N1 virus that could evolve into a pandemic-causing strain. If Influenza, COVID-19, or H5N1 were to mutate and become easily transferred from human to human, there is then the possibility of a pandemic.



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### Coronavirus (COVID-19)

According to the New Jersey Department of Health Memo (3/2/2020), 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 actually quite common and are a frequent cause of respiratory illnesses such as the common cold. They tend to circulate in the fall and winter months. COVID-19 is a new or “novel” Coronavirus which was first identified in 2019 in China and is now 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. However, those who are elderly or have compromised immune systems, are the most vulnerable to severe symptoms.

As noted previously, 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 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. To prepare for possible community transmission of COVID-19, the most important thing for schools to do is plan and prepare. Essentially, it is recommended that public schools:

- Develop or revise an outbreak response/pandemic plan and share with stakeholders before an outbreak occurs.
- Establish procedures to ensure that students and staff who become sick at school or arrive to school sick, are sent home as soon as possible.
- Prepare for the potential of school closures or cancellation of school events.
- Prepare to offer home instruction to students.
- Implement flexible attendance and sick leave policies.
- Establish relationships with local public health officials and identify points of contact.
- Create emergency communication plan and maintain up to date contact information for everyone in your communication chain.
- Establish leadership team, identify essential staff functions, assign tasks and responsibilities.
- Provide information to educate staff, students, and parents on prevention measures.
- Monitor current information from health officials.

It is **not** recommended that schools screen all students or staff to identify cases of COVID-19. However, if a student or staff member presents with symptoms (**fever, cough, or difficulty breathing**), they should be placed away from others until they can be sent home. Likewise, staff members should be sent home and advised to seek medical advice. Finally, schools **must** notify their local health department with any questions or concern about an ill student [www.localhealth.nj.gov](http://www.localhealth.nj.gov).



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### Planning and Coordination

The following staff members make up the district Emergency Response Team. They are responsible for maintaining the continuity of the operation of the school district during a pandemic.

<b>Name</b>	<b>Position</b>
Richard Labbe	Superintendent
Erin Hill	Business Administrator
Eric Glock-Molloy	Assistant Superintendent of IT & Operations
Marilyn Shediack	Assistant Superintendent of C&I
Edward Aguires	Director of Human Resources
David Knaster	Director of Pupil-Special Services
Donna Sicola	Supervisor of Guidance
Jennifer Badami	Director of Athletics
Dr. Sharan	School District Physician
Michael Waranowicz	Director of Technology and Digital Security
James Kolmansperger	Director of Facilities and Operations
Lawrence Gates	Supervisor of Facilities and Safety and Security
Lori Howell	Director of Transportation
Nancy Mannino	Director of Food Services
Jeffrey Sprague	School Safety and Security Specialist
Lucille Bloom	BOE Member
Danielle Pieloch	BOE Member/Parent/Health Industry Leader

EMERGENCY CONTACT LIST 2019-2020					
CENTRAL ADMINISTRATION					
First Name	Last Name	School/Dept.	District Office		
Richard	Labbe	Superintendent	732-525-5200 x5203		
Marilyn	Shediack	Asst. Superintendent	732-525-5200 x5226		
Eric	Glock-Molloy	Asst. Superintendent	732-525-5200 x5530		
Erin	Hill	Bus. Admin.	732-525-5200 x5204		
Kathy	Iannaccone	Confidential Secretary	732-525-5200 x5224 or x5565		
PRINCIPALS					
First Name	Last Name	School/Dept.	School Office		
Robert	Preston	Arleth	732-525-5200 X 4001		
Scott	Nurnberger	Eisenhower	732-525-5200 X 3001		
Amy	Stueber	Truman	732-525-5200 X 2001		
Timothy	Byrne	Wilson	732-525-5200 X 1001		
Stacey	Coglianesse	SUES	732-525-5200 X 6001		
Rich	Gluchowski	SMS	732-525-5200 X 7001		
Dale	Rubino	SWMHS	732-525-5200 X 8001		
Audrey	Burns	Project Before	732-525-5200 X 6343		



# Sayreville Public Schools



## PANDEMIC MANAGEMENT PLAN

VICE PRINCIPALS					
First Name	Last Name	School/Dept.	School Office		
Rich	Tola	SUES	732-525-5200 X 6002		
Greg	Jegou	SMS	732-525-5200 X 7002		
Silvia	Rego	SMS	732-525-5200 X 7003		
Mike	Salum	SWMHS	732-525-5200 X 8003		
Megan	Romero	SWMHS	732-525-5200 X 8004		
Katelyn	Zurawski	SWMHS	732-525-5200 X 8002		
SUPERVISORS/DIRECTORS					
First Name	Last Name	School/Dept.	School Office		
Jennifer	Badami	Athletics	732-525-5200 X 8125		
April	Magistro	Elementary	732-525-5200 X 6228		
James	Kolmansperger	Facilities	732-525-5200 X 5225		
Michael	Waranowicz	Technology	732-525-5200 X 5246		
Lawrence	Gates	Facilities	732-525-5200 X 5227		
Nancy	Mannino	Food Services	732-525-5200 X 8127		
Doreen	Herrick	Food Services	732-525-5200 X 7298		
Donna	Sicola	Guidance	732-525-5200 X 8060		
Edward	Aguiles	Human Resources	732-525-5200 X 5216		
Donna	Jakubik	S.S. & Perform. Arts	732-525-5200 X 8123		
Kim	Grossman	LAL/ELL/World Lang	732-525-5200 X 8126		
Mala	Maharana	Math & Bus. Tech	732-525-5200 X 8121		
Nina	Obryk	Prof. Dev./SMS	732-525-5200 X 5228		
David	Knaster	Pupil Services	732-525-5200 X 5604		
Kara	Schlaline	Elementary Special Ed	732-525-5200 X 6403		
Jeffrey	Sprague	Safety & Security	732-525-5200 X 5303		
Carolynn	O'Connor	Science & Prac. Arts	732-525-5200 X 8122		
Cynthia	DeFina	Special Ed	732-525-5200 X 8124		
Lori	Howell	Transportation	732-525-5200 X 5604		
SPRING BOARD Education in America - Customer Care: (800) 341-3177 Office: (781) 862-3110					
First Name	Last Name	School/Dept.	Google Voice #	Business Cell	Alt Room Phone
Arielle	Romita	Program Manager		(732) 588-6776	
Nicole	Baur	Area Director		(781) 491-4075	
Huma	Hussain-Abidi	Arleth	(908) 760-0034		



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JoAnn	Kulick	Eisenhower	(732) 723-8601		(732) 525-5233
Huma	Hussain-Abidi	Truman	(908) 760-0034		
Nicole	Heil	Wilson	(732) 723-8695		
Holly	Kenny	SUES/Pre-k	(732) 723-8904		
Torya	Malcolm	SMS	(347) 997-4531		(732) 525-0301
<b>NON PUBLIC PRICIPALS</b>					
<b>First</b>					
<b>Name</b>	<b>Last Name</b>	<b>School/Dept.</b>	<b>E-mail</b>	<b>Home</b>	<b>Cell</b>
Cynthia	Casciola-Kitts	OLV	ckitts@olvnj.com		
Elena	Malinconico	St. Stan's	emalinconico@sskschool.org		

The Superintendent will ensure that the continuity of the operation of the school district is maintained during a pandemic with the assistance of the aforementioned members of the Emergency Response Team.

### Continuity of Teaching and Learning

#### Guiding Principles

- Continuity of operations will be done that will ensure the preservation of student and staff welfare by establishing policies regarding physical and virtual access to the schools.
- Continuity of operations will be done that will ensure that the schools maintain their educational mission. We will also consider alternative methods of study, including distance education, and altered standards of educational quality.
- We will also consider the triggers for canceling athletic or other activities where there is an increased risk of disease transmission.

#### Maintaining Student Learning in Sayreville

NJDOH guidance identifies school closure as a potential strategy to limit transmission within a community. In the event a board of education is provided a written directive by either the NJDOH or the health officer of the jurisdiction to institute a public health-related closure, the board of education 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, or any other means developed by the district to meet the needs of its students. Any day in which students impacted by a public health-related closure have access to home instruction services provided consistent with said 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 accordance with N.J.S.A. 18A:7F-9.



# Sayreville Public Schools



## PANDEMIC MANAGEMENT PLAN

### Implementation Classifications

<u>Classification</u>	<u>Procedure</u>
Individual Students with qualified public health concern	Sayreville Board of Education Policy 6173 – Home Instruction
School or schools closed at direction of the Department of Health for students Staff authorized to report to work assignment	Virtual Instruction Procedures for Students in affected school(s) Staff will utilize classroom technology to facilitate Virtual Instruction Procedures
School or schools closed at direction of the Department of Health for students and Staff	Virtual Instruction Procedures for students and staff in affected school(s)

### Virtual Instruction Procedures

- Appropriately leveled and approved projects and assignments consistent with the current scope and sequence of lessons will be placed on each teacher’s website, classroom applications, and/or learning management class page.
  - Teachers utilizing Google Classroom or OnCourse Classroom to disseminate content to students will provide information and directions for accessing Google Classroom or OnCourse Classroom on their teacher website.
  - Teachers will need to utilize Google Classroom or OnCourse Classroom as part of their normal academic process during a regular in-person academic school day in order to utilize it as part of the virtual instruction procedures.
- IEP/504 accommodations will be provided and identified in the provided online content. In the situation in which a teacher needs to provide specific additional direction to an individual student, teachers will utilize district email for both teacher and student, or the included communication features of Google Classroom/OnCourse Classroom/classroom applications. Student confidentiality and privacy will be maintained at all times.
- Communication and collaboration will be available and maintained utilizing district email for staff and students, as well as the online communication tools located in the Google Classroom/OnCourse Classroom/classroom applications.
- Parents/Guardians may communicate with all staff, including teachers, utilizing the staff member’s district email address
- Administrative, Supervisory, and Support staff (Guidance, CST, etc.) communication will be available and maintained utilizing district email.

### Delivery of Remote and Virtual Instructions

- We will duplicate a student’s school day through the virtual environment by providing meaningful lessons and assignments. Although the times for distance learning activities are less than that in an actual class period, they will reflect the amount of core time that students are engaged in learning, practice, and application. The times listed below are general guidelines and include the instructional component and the time to complete assignments.



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- **Grades 6-12** - 30 minutes for a 45 minute class period; Middle School LAL and Math, which are taught in a block, should be approximately 45 – 60 minutes.
  - **Grades 3-5** – 45 to 60 minutes each for LAL and Math; up to 30 minutes each for all other classes. Students should also devote 15 minutes each day to ST Math.
  - **Grades K–2** – Morning greeting; 45 minutes for LAL (should include 15 minutes of reading) and 30 minutes for Math plus 15 minutes daily of ST Math; up to 20 minutes each for all the other classes.
- We will provide Sayreville students with a rich, online learning environment through a combination of instructional videos, slide shows, and interactive video-conferencing or online chats. Teachers will utilize Group Meet or WebEx sessions with their students, posting self-made videos or guided instruction through narrated PowerPoints, and/or posting other videos, such as specific instructional You Tube, Khan Academy or publishers’ videos. These tools provide an opportunity for students, especially those who are struggling and require a more individualized and differentiated instructional approach, to learn the content and skills being targeting each day. In addition, teachers will email and/or call the parents of struggling students in order to further assist them.

### Attendance Procedures

The following is the district’s virtual attendance procedures, including how the district determines whether a student is present or absent, and how a student’s attendance will factor into promotion, retention, graduation, discipline, and any other decisions that will affect the student.

- We understand that student participation in virtual school days may not be in real time, and as a result students will not to be held accountable for virtual attendance at a specific time period in the day. However, they will be held accountable for each 24 hour period.
- To assist teachers in taking attendance during virtual school days we have created exit survey templates and directions for both Google Classroom and OnCourse classroom. These exit surveys will allow a teacher to assess daily participation in a lesson as well as basic comprehension and time allocation. Teachers using Google Classroom or OnCourse classroom will deploy a daily survey that at minimum includes the guiding questions found in the district samples.
  - Teachers should be flexible and allow students to respond to the survey questions within a 24 hour window.
  - If a student does not respond to the survey within 24 hours please reach out to the student and guardian via email.
  - If you receive no response from the survey or email please refer the student to your building administration and attendance office via email and mark them absent in OnCourse.
- Teachers who are not using Google Classroom or OnCourse classroom will initiate the same survey questions via email to the parent/student.



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- Teachers will only be using absent and present attendance codes and will not be utilizing codes such as tardy.
- Building using period-based attendance will continue to take attendance by period. Building using daily attendance will continue to take daily attendance as they would during a regular school day.
  - Daily attendance will be based on the completion of the exit survey for the day's classwork but can be recorded in the homeroom period or period based upon the previously mentioned building-based attendance procedure distinctions.
  - Period attendance will be based on the completion of the exit survey for each class and will be taken in the appropriate class.
- Attendance for students completing work via packets will be handled by the building administration/attendance office. Teachers should leave students completing packet work marked present. Additional guidelines will be provided for administrative and office staff.

### **Minimum daily exit survey/attendance questions:**

- Did you complete your work today?
- Do you have any questions on the work completed today?
- How much time did you spend on today's assignments?

The district will follow up with the family using the below procedures when a student is not participating in online instruction and/or submitting assignments.

### **TEACHERS:**

- Teachers will be flexible and allow students to respond to the survey questions within a 24 hour window.
- If a student does not respond to the survey within 24 hours, teachers will reach out to the student and guardian via email.
- When a teacher receives no response from the survey or email, they will refer the student to their building administration and attendance office via email and mark them absent in OnCourse.

### **ADMINISTRATION:**

#### **Packets:**

- Attendance for students completing work via packets will be handled by the building administration/attendance office. Teachers should mark students completing packet work as present. Additional guidelines will be provided for administrative and office staff.
- Contact will be established via email or phone with the families of the students who are completing packet based work. The student or a representative from the family for each student should be in contact with the teacher via phone or email daily to report at minimum responses to the aforementioned minimum daily exit survey/attendance questions.



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- Packet students and their parents will be made aware of these requirements.
- If a family has students in multiple buildings, they will need to report this information to each building.
- An email and phone extension for each building will be provided to these parents/students (age dependent) to utilize.
- A designated staff member will check the voicemail of the designated phone extension daily on weekdays.
- Attendance will be recorded as appropriate in OnCourse inclusive of a normal review and revision of teacher attendance.

### Noncompliance:

- Referrals from teachers regarding online learning students who are not responding to teacher contact and follow up with the parent/student/family will be made to the building administration.
- Follow-up at the building level will be made by guidance counselors, nurses, and building administration as appropriate for each case.
- If no response is received by a counselor or nurse, building administration shall attempt to follow up using both phone and email for primary and emergency contacts.
- If a parent/student/family is not responsive to attempts to verify attendance within 72 hours, a referral to the Director of Student Services and the Assistant Superintendent of Operations will be made, along with any additional information on the specific situation. Each case will be evaluated and additional actions and guidance will be initiated.

### Noncompliance Follow up:

- Upon referral from a building administrator the Director of Student Services attempts to contact the families using all available communication methods on file.
- If the Director is unable to make contact within 24 hours, the file will be reviewed with the district's safety and security specialist, who will consult with local law enforcement to identify if there is any information pertaining to the student.
- If no information is available, the Assistant Superintendent and/or the School Safety Specialist will request that local law enforcement perform a wellness check.
- Local law enforcement will ascertain the safety of the student and request that his or her family make contact with the school.
- If Local law enforcement is unable to verify the status of the student and family, the Director of Student Services or Assistant Superintendent will make referral to DCP&P

### English Language Learners

- All identified ESL students in Sayreville will receive daily instruction from certified ESL teachers that address the WIDA standards in addition to their ELA lessons. For students in K-5, the pull-out ESL teacher will schedule Google Meetings and post daily lessons. For students in 6-8, ESL will remain a scheduled class and students will participate in all



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elements of virtual learning for two periods per day using teacher created materials, as well as the online text features from the Cengage Nat Geo series. In grades 9-12, students will be scheduled for one period a day of ESL based on their proficiency level, the ESL teacher will deliver daily virtual instruction via the Google Classroom platform, and will hold daily Google Meetings to support students.

- With over 23 languages represented in Sayreville by our ESL population. Our district will use a multi-faceted approach to communicate with families. We will offer Spanish version documents regarding our Pandemic Plan on our district website as it is our most popular second language. We will also utilize a bank of district employed translators for nearly 100% of all languages spoken by our ESL families and our administrators, teachers, counselors and child study team members use the translators during wellness check calls, conferences, IEP meetings, etc. During an ESL family night earlier in the year, our ESL teachers demonstrated the voice feature of Google translate to the parents and families of English language learners and many families utilize that technology tool in one-to-one situations as well. Finally, we will continue the practice of translating all ESL mailings and notifications using Google translate as we did prior to the implementation of this Pandemic plan.
- We will continue to meet the instructional needs of our English Language Learners in a variety of ways. General Education/Content Area Teachers will use the Google translate feature provided within the Google Platform to translate lesson materials for students and allow them to create assignments in their native language, translate, then submit in English when appropriate. Additionally, our K-12 teachers have been SIOP trained and use those research-based best practices to develop their virtual lessons. At the high school level, with the support of an ESL teacher for completing independent activities, we will continue bilingual online learning in science using Apex modules in Biology, Chemistry and Environmental Science. Understanding the challenges presented by virtual learning, ESL teachers and administration will work closely with counselors and teachers in sharing information, making contact with ESL families, and in maintaining a shared spreadsheet with information on a need-to-know basis regarding grading and interventions needed. Anticipating a challenge in scheduling and exiting students, the ESL department will meet virtually to discuss alternate assessment options such as the WIDA Model to replace the WIDA Access 2.0 and is awaiting further direction from the Office of Bilingual Education (NJDOE).

### Students with Disabilities

- We will utilize a multisensory approach to ensure the delivery of remote/virtual instruction to implement Individualized Education Plans (IEPs) for students with disabilities to the greatest extent possible, including accessible materials and platforms. Devices for families that do not have the necessary technology will be provided upon request. Instruction will include certified teacher driven lessons using Google Classroom or OnCourse Systems and Google Meet. Accessibility features, such as a highlighter tool, magnifying tool, and speech to text/text to speech tool will be utilized within the district's Google platform. Behavioral services and resources will be provided via Google Meet, WebEx, District Email, and/or



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Telephone by Board Certified Behavior Analysts, when appropriate. Itinerant services and resources will be provided via online interactive platforms, email, and/or Telephone by Itinerant Teachers of the Deaf, when appropriate. Consultation with the Commission for the Blind and Visually Impaired will be provided when appropriate. Paper-based materials will be utilized when appropriate. Individual IEP accommodations and modifications will be provided to the maximum extent possible.

- A variety of methods will be utilized to document IEP implementation, including the tracking of services, student progress, and the provision of accommodations and modifications. Case managers will regularly collaborate with teachers and related service providers using District Email, Google Meet, WebEx, and/or telephone collaboration in order to ensure that IEP goals and objectives are being addressed, progress toward mastery of the goals and objectives is being assessed, and accommodations and modifications are being provided. Teachers and related service providers will participate in IEP meetings. Progress reports will be distributed consistent with N.J.A.C 6A:14. Google Classroom and teacher lesson plans will be reviewed by district administration.
- Child Study Team Case Managers and School Counselors will follow up with families and adult students via email and phone calls, on a regular basis, to ensure that services are implemented in accordance with IEPs to the greatest extent possible. Annual Review meetings will be held with appropriate meeting participants. Our Frontline Collaboration Portal will also be utilized to send home secured documents, and to facilitate parental consent consistent with N.J.A.C 6A:14. Procedural Safeguards will be distributed consistent with N.J.A.C 6A:14, and available on the Sayreville Public Schools website.
- Virtual IEP meetings and other meetings to identify, evaluate, and/or reevaluate students with disabilities will be conducted via Google Meet or WebEx. Evaluations (i.e., Social History) are being conducted via Google Meet, WebEx, or telephone conference to the greatest extent possible. Medical-based evaluations (e.g., Psychiatric; Neurologic) will be conducted consistent with HIPAA approved provider delivery methods.

### Summer Programming

#### Students with Disabilities

- Extended School Year (ESY) for students with disabilities will be delivered utilizing a virtual platform, during the months of July and August 2020. To prevent regression and facilitate recoupment in the fall, IEP goals and objectives will be targeted utilizing certified special education teachers and appropriately certified related service providers. A focus on language arts literacy, mathematics, and social-emotional learning will be emphasized.
- Assessment of learning loss for students with disabilities and an initial plan for potentially addressing learning loss will be completed utilizing a collaborative model between certified teachers, related service providers, school counselors, and child study team case managers. This will include data derived from teacher driven instruction during the period of virtual learning, and standardized assessments upon return to in-person learning when appropriate. Achievement data from the district's approved instructional software will be reviewed when appropriate, including Achieve3000, ST Math, and Link-It. Parental input will be elicited



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from certified teachers, school counselors, and child study team case managers. IEP meetings will be scheduled, when appropriate, to review student progress and develop an individualized educational program.

### General Education Students and/or Credit Completion

- Every summer Sayreville offers a Middle School Credit Completion Summer School to allow students to earn credit and demonstrate proficiency in courses where they received a failing grade. The classes are taught by our teachers using our curriculum and provide the students with targeted instruction using individualized data. This program will continue virtually in a synchronous environment during a pandemic when in-person instruction is not possible. Students in the Middle School Credit Completion Summer School will be provided with ChromeBooks to facilitate their online learning. We will use reallocated Title I funds to purchase these devices.
- Sayreville War Memorial High School students will be provided the opportunity to enroll in Educere for credit recovery.
- Upon return to school, the district will assess students to measure learning loss and adjust curriculum and instruction to target specific skills and knowledge identified. The assessments may include Developmental Reading Assessments (DRA), LinkIt!, publisher end-of-the-year tests, and OnCourse tests. In addition, Tier 2 and Tier 3 intervention services will be utilized to address individual student needs. The first weeks of school will be devoted to the reviewing of skills and knowledge from the previous school year.

### Links to Teacher Websites

Arleth School	<a href="https://app.uncoursesystems.com/school/menu/24525">https://app.uncoursesystems.com/school/menu/24525</a>
Eisenhower School	<a href="https://app.uncoursesystems.com/school/menu/24539">https://app.uncoursesystems.com/school/menu/24539</a>
Truman School	<a href="https://app.uncoursesystems.com/school/menu/24540">https://app.uncoursesystems.com/school/menu/24540</a>
Wilson School	<a href="https://app.uncoursesystems.com/school/menu/24542">https://app.uncoursesystems.com/school/menu/24542</a>
Samsel Upper Elementary School Project Before @ Samsel School	<a href="https://app.uncoursesystems.com/school/menu/24541">https://app.uncoursesystems.com/school/menu/24541</a>
Sayreville Middle School	<a href="https://app.uncoursesystems.com/school/menu/24524">https://app.uncoursesystems.com/school/menu/24524</a>
Sayreville High School	<a href="https://app.uncoursesystems.com/school/menu/11199">https://app.uncoursesystems.com/school/menu/11199</a>
Project Before @ Selover School	<a href="https://app.uncoursesystems.com/school/menu/33110">https://app.uncoursesystems.com/school/menu/33110</a>
Project Before @ Acclero Learning	<a href="https://app.uncoursesystems.com/school/menu/33109">https://app.uncoursesystems.com/school/menu/33109</a>
Project Before @ Garden Friends	<a href="https://app.uncoursesystems.com/school/menu/33108">https://app.uncoursesystems.com/school/menu/33108</a>
Project Before	<a href="https://app.uncoursesystems.com/school/menu/24804">https://app.uncoursesystems.com/school/menu/24804</a>

### Links to School Websites

Sayreville School District	<a href="http://sayrevillek12.net/home">http://sayrevillek12.net/home</a>
Arleth School	<a href="https://arleth.sayrevillek12.net/">https://arleth.sayrevillek12.net/</a>
Eisenhower School	<a href="https://eisenhower.sayrevillek12.net/">https://eisenhower.sayrevillek12.net/</a>



# Sayreville Public Schools



## PANDEMIC MANAGEMENT PLAN

Truman School	<a href="https://truman.sayrevillek12.net/">https://truman.sayrevillek12.net/</a>
Wilson School	<a href="http://wilson.sayrevillek12.net/">http://wilson.sayrevillek12.net/</a>
Samsel Upper Elementary School	<a href="https://samsel.sayrevillek12.net/">https://samsel.sayrevillek12.net/</a>
Sayreville Middle School	<a href="http://www.sayrevillemiddle.net/">http://www.sayrevillemiddle.net/</a>
Sayreville High School	<a href="http://www.sayrevillehigh.net/">http://www.sayrevillehigh.net/</a>
Project Before @ Selover School	<a href="https://selover.sayrevillek12.net/">https://selover.sayrevillek12.net/</a>
Project Before	<a href="https://projectbefore.sayrevillek12.net/">https://projectbefore.sayrevillek12.net/</a>

### Technology Support for Virtual Instruction

- Staff: Technology assistance will be available during normal school operation hours. Staff should utilize the following procedures for requesting technology assistance:
  1. Complete an online technology request at <http://helpdesk.sayrevillek12.net>
  2. Email [helpdesk@sayrevillek12.net](mailto:helpdesk@sayrevillek12.net)
  3. Call the helpdesk phone at extension \_\_\_\_\_
- Students and Parents: Technology assistance will be available during normal school operation hours. Students and parents should utilize the following procedures for requesting technology assistance:
  1. Contact the child’s teacher using email or the included communication tools in Google Classroom/OnCourse classroom/classroom applications
  2. Email [student.helpdesk@sayrevillek12.net](mailto:student.helpdesk@sayrevillek12.net) (Only available when Virtual Instruction Procedures have been activated)
  3. Call the helpdesk phone at 732-525-5200 x5678 (Only available when Virtual Instruction Procedures have been activated)
  4. Email the building principal

### Equitable Access for Virtual Instruction

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:

- Annually the district will conduct a survey of all staff and students to identify the current availability of devices and internet access at home
- Centralized locations within the district will be made available to obtain hard copies of projects and assignments
  - Although the locations and hours of material pick up will be announced via the districts automated phone and email messaging system and posted on both district and school websites, the district will drop off materials at designated bus stops for students who ride busses. For those students who are not assigned to a bus, their parents will be required to pick up materials during the hours designated at their child’s respective school.
  - Locations will be for curriculum resource pickup only. All paper resources should be maintained by the student and parent until normal school operation resumes. Children



# Sayreville Public Schools



## PANDEMIC MANAGEMENT PLAN

must be accompanied by adults at all times at these locations. There will be no student drop off or instruction provided at this locations.

- A limited amount of hard copies (printed assignments with directions) will be available for each grade level and subject area.
- Computers and printers will be available for parents/guardians to print out the appropriate assignments for their children.
- Email kiosks will be available at these locations to provide an opportunity to email a child’s teacher and/or principal.
- When available and appropriate the district may provide internet access and/or devices for use in the home environment.

### Student Resources for Virtual Instruction

Student Resources	<a href="http://www.sayrevillek12.net/students">http://www.sayrevillek12.net/students</a>
Clever	<a href="https://clever.com/in/sayreville-board-of-education6ff7a9300011b3c78">https://clever.com/in/sayreville-board-of-education6ff7a9300011b3c78</a>
OnCourse Connect and Classroom	<a href="https://sayreville.onscourseconnect.com/">https://sayreville.onscourseconnect.com/</a>
Google Classroom	<a href="https://classroom.google.com">https://classroom.google.com</a> or Use Clever Login
Achieve 3000	Use Clever Login
Discovery Education	Use Clever Login
Envision	Use Clever Login
IXL	Use Clever Login
Linkit	Use Clever Login
Raz Kids/Learning A-Z	Use Clever Login
STMath	Use Clever Login
Imagine Learning	Use Clever Login
MobyMax	Use Clever Login
Big Ideas Math	Use Clever Login

*\*\*Additional Resources and logins may be provided for specific grades and/or classes by a child’s teacher.*

### Staff Resources for Virtual Instruction

Staff Resources	<a href="http://sayrevillek12.net/staff">http://sayrevillek12.net/staff</a>
Clever	<a href="https://clever.com/in/sayreville-board-of-education6ff7a9300011b3c78">https://clever.com/in/sayreville-board-of-education6ff7a9300011b3c78</a>
OnCourse and Classroom	<a href="https://sayreville.onscoursesystems.com/">https://sayreville.onscoursesystems.com/</a>
Google Classroom	<a href="https://classroom.google.com">https://classroom.google.com</a>
District Webmail	<a href="http://outlook.office365.com/">http://outlook.office365.com/</a>
Virtual Desktops	<a href="https://desktop.sayrevillek12.net/">https://desktop.sayrevillek12.net/</a>
Technology Helpdesk	<a href="http://helpdesk.sayrevillek12.net/">http://helpdesk.sayrevillek12.net/</a>



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Google Apps

<http://google.sayrevillek12.net/>

*\*\*Additional Resources and logins may be provided for specific grades and/or classes by a principal, supervisor, or other administrator.*

### Building Principal Emails

Arleth School	<a href="mailto:Robert.Preston@sayrevillek12.net">Robert.Preston@sayrevillek12.net</a>
Eisenhower School	<a href="mailto:Scott.Numberger@sayrevillek12.net">Scott.Numberger@sayrevillek12.net</a>
Truman School	<a href="mailto:Amy.Stueber@sayrevillek12.net">Amy.Stueber@sayrevillek12.net</a>
Wilson School	<a href="mailto:Timothy.Byrne@sayrevillek12.net">Timothy.Byrne@sayrevillek12.net</a>
Samsel Upper Elementary School	<a href="mailto:Stacey.Coglianesi@sayrevillek12.net">Stacey.Coglianesi@sayrevillek12.net</a>
Sayreville Middle School	<a href="mailto:Richard.Gluchowski@sayrevillek12.net">Richard.Gluchowski@sayrevillek12.net</a>
Sayreville High School	<a href="mailto:Dale.Rubino@sayrevillek12.net">Dale.Rubino@sayrevillek12.net</a>
Project Before	<a href="mailto:Audrey.Burns@sayrevillek12.net">Audrey.Burns@sayrevillek12.net</a>

### Supervisor Emails

Physical Education	<a href="mailto:Jennifer.Badami@sayrevillek12.net">Jennifer.Badami@sayrevillek12.net</a>
Language Arts , World Languages, ELL	<a href="mailto:Kimberly.Grossman@sayrevillek12.net">Kimberly.Grossman@sayrevillek12.net</a>
Mathematics, Business, Computer Science	<a href="mailto:Mala.Maharana@sayrevillek12.net">Mala.Maharana@sayrevillek12.net</a>
Science, ARJROTC, and Practical Arts	<a href="mailto:Carolynn.OConnor@sayrevillek12.net">Carolynn.OConnor@sayrevillek12.net</a>
Social Studies, Music, and Arts	<a href="mailto:Donna.Jakubik@sayrevillek12.net">Donna.Jakubik@sayrevillek12.net</a>
Elementary Education	<a href="mailto:April.Magistro@sayrevillek12.net">April.Magistro@sayrevillek12.net</a>
Middle School Education	<a href="mailto:Nina.Obryk@sayrevillek12.net">Nina.Obryk@sayrevillek12.net</a>
Secondary Special Education	<a href="mailto:Cynthia.DeFina@sayrevillek12.net">Cynthia.DeFina@sayrevillek12.net</a>
Elementary Special Education	<a href="mailto:Kara.Schlaline@sayrevillek12.net">Kara.Schlaline@sayrevillek12.net</a>
Guidance	<a href="mailto:Donna.Sicola@sayrevillek12.net">Donna.Sicola@sayrevillek12.net</a>

## Continuity of Nutrition

### Guiding Principles

- **If required to do so**, maintain the productive, sanitary, and safe operation of the food services and nutrition program during an incident through the following:
  - The Food Services department will purchase prepackaged breakfasts and lunches from US Foods. Included with the prepackaged breakfasts and lunches will be fruit cups and juice in order to meet the requirements of a reimbursable meal. Examples of prepackaged lunches are: Turkey, Ham & Cheese, Sunbutter and Jelly, Cheese, and Bagels. Examples of prepackaged breakfasts are: Yogurt, cereal, and breakfast bars.
    - In order for students or their parents to communicate with the Food Service Department their breakfast/lunch menu selections in advance so that everything can be sorted and bagged prior to delivery, an online menu and ordering form will be posted on the Pandemic page of the district website and the link for it will be shared



## **PANDEMIC MANAGEMENT PLAN**

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- to parents during broadcast communication via School Messenger. The data from the ordering form data will automatically transfer to a spreadsheet, which will be downloaded on Monday and Wednesday morning by the Director of Food Services.
- Food Services workers or volunteers will sort and bag all breakfasts/lunches early on Monday and Wednesday mornings before they are loaded onto one of four delivery buses.
  - The Food Services department will provide a list of students that are free/reduced to each school and the transportation department. The Transportation department will utilize district buses to deliver meals to designated centralized stops for all parents to pick up from.
    - This information will be communicated via School Messenger and will posted on the Pandemic page of the district website.
  - 2-3 staff members or volunteer workers will accompany the bus driver on deliveries. One worker will have the roster of eligible students. At each stop, that worker will check student and/or parent IDs and check them off the list as participating. If a parent does not have the technology necessary for them to place their orders prior to deliveries, that worker will also take their order for the next day. The various options the students can select from will be in cooler bags on the bus. The other worker(s) will bag their selections and provide that to the student. If students successfully placed their orders, they will be prepacked and labeled with the student's information. The other worker will get their bag and provide it to the student.
  - After all deliveries are made, the workers will return to a school to enter into Nutrikids the students that participated so that they can be reported for reimbursement.

### **Essential Supplies**

#### Guiding Principles

- If necessary, provide school community members in need with essential supplies required to maintain a safe and sanitary environment for students at home.
- The district will provide families in need with toilet paper, tissues, paper towels and hand sanitizer.
- In order for students or their parents to communicate with the district their supply needs in advance so that everything can be sorted for delivery, an online supply ordering form will be posted on the Pandemic page of the district website and the link for it will be shared to parents during broadcast communication via School Messenger. The data from the ordering form will automatically transfer to a spreadsheet, which will be downloaded on Monday mornings.
- With the exception of hand-sanitizer, delivery workers or volunteers will sort and bag all supplies early on Monday mornings before they are loaded onto one of four delivery buses.
- The supplies will be delivered on the same buses with meals. Parents will pick them up from the same designated centralized meal pick-up locations.



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### **PANDEMIC MANAGEMENT PLAN**

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- Hand sanitizer will be made available for the community to access via self-serve in a secure location at the high school during specific hours and days of the week.

#### **Finances**

##### Guiding Principles

- Maintain the effective financial operation of district during an event.
- Assures the operation of Board's general account, school lunch program, and athletic account during an incident.
- Assure the provision of power, telecommunications, heat and ventilation, water, sewer, etc. appropriate to facilities based on their classification during an event.
- Assure the administration of an efficient payroll system, state pension plan, and employee and health benefits program for all personnel housed or working in the school district during an incident.
- Assure the completion of all financial reports consisting of monthly bill list, Secretary's report, appropriations and expenditure report, annual report of all local state and federal funds, transportation and cafeteria reports during an incident.
- Assures the signing of all checks, purchase orders, vouchers and legal contracts on behalf of the Board.

#### **Human Resources**

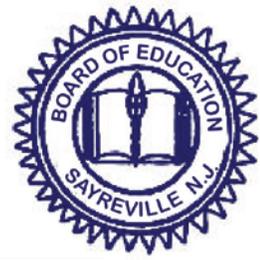
##### Guiding Principles

- Create and maintain a mechanism and protocols for the development of personnel policies appropriate to both short-duration and long-duration extraordinary events.
- Promote faculty and staff physical and mental well-being during the event.
- Assure public safety for all personnel housed or working in the schools during an incident.
- Define and implement a plan for achieving appropriate depth of cross-training for "core" or "essential" job classifications in the business, superintendent and central offices for the emergency situations.

#### **Technology**

##### Guiding Principles

- Maintain the safe and productive operation of district technology infrastructure, including but not limited to the LAN, WAN, and virtual network; educational devices and software; and radio and telecommunications during an incident.
- Assure the activities necessary to develop and maintain standard operating procedures for all technology systems and ensure that disaster recovery plans and security schemes are in place.
- Assure that that all necessary and required information is accessible on the district and each school's website when it is needed and in a manner that complies with district expectations and public image..
- Maintain software and hardware inventories, licensing, warranties, purchasing, support partnerships, and shared services and assure that all software systems identified for utilization in the teaching and learning continuity plan are fully operational for staff and students.



## PANDEMIC MANAGEMENT PLAN

### Facilities Maintenance

#### Guiding Principles

- Assure that appropriate actions are taken to minimize the risk of viral transmission in school facilities to the greatest extent possible.
- Assure that all facilities can reliably function as part of community response efforts (e.g., a building used as an isolation facility).
- Minimize the time required to restore facilities to their normal use.
- In the event that schools are closed for in-person instruction but not under quarantine, custodial, maintenance, grounds, and stockroom workers will maintain the facilities and grounds during an abbreviated workday.
- In the event that schools are closed and under quarantine with maximum restrictions, all schools will be closed for all staff, including the above mentioned buildings and grounds staff. Therefore, the Director of Facilities and the Evening Supervisor of Buildings and Grounds will perform walkthroughs of each building at least one time per weekday. The only exception to this will be the high school, which as noted previously, will be utilized to prepare and deliver meals and supplies as part of the district's continuity of nutrition and essential supplies plans.

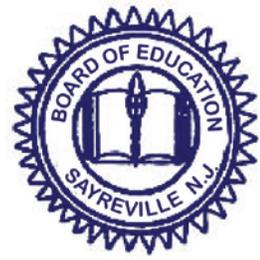
### Infection Control

#### Guidance for Staff

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 following CDC recommended checklist provides steps that can be taken to prevent a possible disease outbreak.

- Get the flu vaccine.
- Avoid close contact with people who are sick
  - 6 feet is recommended
- 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.
  - However, always wash hands with soap and water if hands are visibly dirty.
- Avoid touching your eyes, nose, and mouth.
- Cover your cough or sneeze with a tissue, toilet paper, or paper towel and then throw in the trash.
  - Use a bent elbow if none of the above are available.
  - Empty trash receptacles multiple times per day.



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- 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 finger to turn on light switches.
- Stay home when you are sick for at least 24 hours, without relief of medication, after symptoms or no longer detectable.
- Practice other good health habits. Get plenty of sleep, be physically active, manage your stress, drink plenty of fluids, and eat nutritious food.
- 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.
- Use disposable wipes to disinfect commonly used surfaces (e.g., keyboards, desks, remote controls) by students and other staff before each use.

### Who To Contact When:

- Contact the **School Nurse** if a staff member or student has the following symptoms - fever, cough, shortness of breath.
- Contact the **School Principal** if a classroom or section in building needs to be cleaned.
- Contact either the **Nurse or Principal** if parents ask questions regarding COVID-19.

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.

### **District Precautionary Measures**

The district will execute the following proactive measures that are in alignment with guidance information received regarding COVID-19:

- Multiple daily cleaning and sanitizing of hard surfaces in health clinics.
- Daily cleaning and sanitizing of hard surfaces in classrooms, offices, bathrooms, cafeterias, gymnasiums, and media centers.
- Emptying of trash receptacles multiple times per day.
- Monitoring by school nurses of students and staff who may exhibit respiratory symptoms, as such are required to adhere to exclusion recommendations from public health.
- Analysis of health information collected and provided by school nurses by administration in consultation with school nurses, district physicians, and county and state Department of Health Officials.

### **Preemptive and Reactive Health Related School Closures**



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#### Authorities and References

The New Jersey Department of Education has established a protocol for closing schools if there is a pandemic or infectious disease outbreak. Additionally, if the New Jersey Pandemic Influenza Task Force (PIRT) or the Department of Health and Senior Services recommend closure, the Commissioner of Education will convene the department's essential staff to assess and make recommendations to the Governor about the needed response. NJDOE in consultation with the Governor's Office, PIRT and NJDHSS will determine if all or some school districts should be directed to close and implement their protocols for closing.

Please note, however, that before this protocol is implemented by the NJDOE, key information about the spreading virus is collected by the NJDHSS. The State depends on the local health departments for surveillance and detection of any spreading virus.

#### School Surveillance

The Sayreville School District will play a vital role in the detection, response and recovery from an pandemic. Children are at higher risk of the disease and more likely to spread it through a community. The actions taken by school officials could have a significant impact beyond school teachers, staff and students to include the entire community.

Even if regular classes are suspended during an outbreak, schools will contribute to the community response by providing important information to the public and for children who are isolated or quarantined. Thus, this pandemic preparedness plans has been developed in coordination with and integrated with community-wide plans.

The Sayreville Public Schools will work with the local health departments to develop policies and procedures to:

- Identify and isolate infected or potentially exposed students;
- Disseminate information to students, families and staff;
- Mass distribute prophylactic medications or vaccines to students and staff;
- Assist with community isolation and quarantine efforts; and
- Assist with community mass prophylaxis and vaccination efforts.

In the event that the State and/or NJDOE has not made a decision on school closures, the Superintendent of Schools or Chief School Administrator will reserve the authority to close respective schools. However, this decision will be made in consultation with the Middlesex County Executive Superintendent of Schools, the local health department, and the office of emergency management.

#### Guiding Recommended Actions

##### Recognize Early

- Immediately report suspected influenza cases to public health authorities.



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- Communicate, collaborate, and coordinate surveillance, epidemiology, and containment activities with public health authorities.

### Surveillance and Epidemiology

- Track the number of absentees and specifically monitor for student and staff reporting signs and symptoms of a contagion. The timing, specifics and scope of surveillance activities will be conducted under the supervision and close coordination of the local health department.

### Transmission Containment

- Limit the spread of germs amongst students and staff through “social distancing” or “non-pharmaceutical interventions” and the following:
  - Increasing separation amongst students
  - Hand, cough and sneeze hygiene
  - Disinfection of contaminated surfaces

### Case Isolation

- Procedures will be taken by the district for handling students and staff who have the signs and symptoms of a contagion. These include:
  - Providing masks for the caretakers and if possible the infected to wear.
  - Identifying a place to isolate the infected.
  - Developing policies for discharging sick students.
  - Develop procedures for transporting sick students.

### Quarantine

- People who have been exposed to a contagion are at risk for contracting it and becoming sick themselves. Since people can be contagious up to 24 hours before showing signs and symptoms, it may be necessary to quarantine (separate them from other people) these individuals until they show symptoms or are proven to be germ free.
  - Typically, it is health department officials who draft and enforce orders of quarantine. If an outbreak is not expected to be fairly widespread, official quarantine is unlikely. However, informal self-quarantine to prevent the spread of infection to contacts is likely to be encouraged.

### Work Quarantine

- Some people within the district, by virtue of their home or work situation, are unable to stay home for an extended quarantine. They may provide essential services. It is also possible that so many people will be exposed that home quarantine will be entirely impractical. These individuals can continue to work provided certain precautions are taken.
  - Social distancing (see below)
  - Respiratory protection (mask)
  - Gloves
  - Strict hand washing enforced



## PANDEMIC MANAGEMENT PLAN

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- Facility disinfection procedures

### Mitigation Measures, Including Social Distancing

- We will implement prevention strategies to make the school environment conducive to good hygiene by:
  - Reminding students and staff to clean their hands and make sure they have the supplies to do so by making soap, alcohol-based hand rubs, paper towels, and sinks accessible.
  - Reminding students and staff to cover noses and mouths with a tissue or sleeve when coughing or sneezing and have tissues readily available. Make sure tissues are available in all classrooms and common areas such as libraries and lunchrooms and remind students and staff to dispose used tissues in waste receptacles.
  - Conducting frequent sanitary, health & safety inspections of the schools. Encourage staff and the custodial team to wipe down any surfaces that may have been contaminated by saliva or other respiratory secretions.
- We will reduce the spread of a contagion by identifying the district's responsibilities to the students and community:
  - Upon notification that a pandemic is occurring, set up prominent notices at all entry points to facilities, advising staff, students, and visitors not to enter if they have symptoms of influenza.
  - Educate employees, students, and visitors on how to stop the spread of the virus. Notices containing information regarding hand hygiene, covering coughs and sneezes, and student spacing should be placed around the schools. Fact sheets with this information should be distributed also.
  - Established policies and procedures for implementing containment measures (canceling sports events and other mass gatherings).
  - Ensure adequate supplies of tissues, hand sanitizing gels, soap and water and cleaning supplies are available to students and staff.
  - In collaboration with the Health Department, develop and implement support plans for "Student Health Centers" that will be designated to triage/evaluate and/or treat influenza patients not requiring hospital care.

### Student Spacing

- Student spacing (social distancing) are non-medical measures intended to reduce the spread of disease from person-to-person by discouraging or preventing people from coming in close contact with each other. Education on student spacing will be distributed to all staff, students and parents. Student spacing strategies may include:
  - Spacing students' desks three (3) feet apart, in small pods or clusters.
  - Discouraging prolonged congregation in hallways, lunch rooms, etc.
  - Limiting group activities and interaction between classes
  - Canceling gym classes, choir or other school activities that place individuals in close proximity.



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### School Cleaning

- Disinfecting shared work areas, counters, railings, door knobs and stair wells should be performed more frequently during the influenza pandemic. We will manage Illness in Staff, Students or Visitors
  - In collaborations with the local Health department, educate staff and students regarding symptoms of illness.
  - If a person becomes ill, or if someone observes that another person is exhibiting symptoms of influenza at work/school, make sure the ill person leaves the school as soon as possible.
  - Encourage sick students and staff to stay home until they have been without fever for 24 hours to help prevent spreading illness to others.
  - Invoke school policy about staying home and returning to work/school.

### Communication

According to New Jersey School Safety Guidelines, coverage of events by representatives of the communications media can make or break the success of an operation. In all emergencies, remember that there are two versions of reality. First is the actual event, what is really happening, and second, what people think is happening based on rumors, media reports, past history and perceptions of what they know and hear.

### Guiding Principles

- Prior to the event, the Superintendent of Schools/Chief School Administrator (CSA) and/or his/her designee shall communicate with the parents and the media.
- The CSA or his/her designee is the Public Information Officer (PIO)
- The local, county and state health officials shall help develop and deliver the message
- Staff will direct media people to the PIO
- PIO will be prepared, honest, accessible, and brief. And he/she will stress concern for student safety. He/she will have facts available about the school and the number of students enrolled.

### Broadcast Communication

The district will prepare staff, parents, and students for potential schools closing due to a pandemic by reminding them that among other things, they should:

- Have contingency plans in place for childcare if schools are closed for the day, dismissed early, or delayed in opening.
- Have a secondary plan in place in case their workplace is also closed.
- Ensuring that your contact information, including email addresses and cell phone numbers, as well as that of your delegated emergency contacts, is accurate and current.

It will do everything possible to give parents and staff advanced notice of any school schedule changes using the district [website](http://www.sayrevillek12.net) (<http://www.sayrevillek12.net>), automated calling system, and district e-mail system. However, we also recommend that you check our [Facebook](#) page, [Twitter](#), and [Instagram](#) accounts, along with News 12 New Jersey, Fios 1, and NJ 101.5.



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### Secretary Response to Parent Inquiries

- 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 the child's name. Look up the child's information in Oncourse to ensure caller is the guardian of the child. Once information is verified, please transfer the call to the child's school nurse.
- Calls that are received from community members who do not have children in our schools, will be transferred to central administration.
- If the media contacts your school or your office, take a message and inform your immediate supervisor. Immediate supervisors should then contact the Superintendent and/or a designee.

### Phone Script

*Thank you for your phone call, we have information for parents about the virus that is located on the Parent page of our district website. Look for the title [Important NJDoH Information on the Coronavirus](#). 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.*

### Sample Parent Letters and Tips for Coping

#### A. SAMPLE PARENT Letters

#### **Prevention Letter for Pandemic**

Dear Parents,

This letter will help your family prepare for a pandemic that could make many people sick. It is important to know that at this time, there is no pandemic of any kind in the United States. However, public health officials are worried Coronavirus or COVID-19 may worsen and cause a worldwide flu outbreak, called a pandemic.

Public health officials want people to protect themselves against a pandemic.

Here are some ways to protect your family:

- Keep children who are sick at home. Don't send them to school.
- Teach your children to wash hands often with soap and water for 20 seconds. Be sure to set a good example by doing this yourself.
- Teach your children to cover coughs and sneezes with tissues or by coughing into the inside of the elbow. Be sure to set a good example by doing this yourself.
- Teach your children to stay at least three feet away from people who are sick.



## *Sayreville Public Schools*



### **PANDEMIC MANAGEMENT PLAN**

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- People who are sick should stay home from work or school and avoid other people until they are fever free for a minimum of 24 hours and illness symptoms are dramatically improved.

Enclosed with this letter is a checklist to help families get ready for a pandemic outbreak. This information can also help your family get ready for any kind of emergency. If you have questions, please contact your school nurse or healthcare provider.



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### **PANDEMIC MANAGEMENT PLAN**

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#### **B. FIRST CASE:**

Use this letter to help prepare parents for a pandemic after first case is found in the district.

Dear Parents,

As expected, the Coronavirus is now in Sayreville. Health officials are worried that the virus may spread rapidly so that more people get sick from it. If that happens, it could easily spread from person-to-person. This would cause a community-wide outbreak, called a pandemic.

So even though there is no pandemic yet, we want to remind you about some ways to protect your family from getting sick:

- Keep children who are sick at home. Don't send them to school.
- Teach your children to wash hands often with soap and water for 20 seconds. Be sure to set a good example by doing this yourself.
- Teach your children to cover coughs and sneezes with tissues or by coughing into the inside of the elbow. Be sure to set a good example by doing this yourself.
- Teach your children to stay at least three feet away from people who are sick.
- People who are sick should stay home from work or school and avoid other people until they are better.
- Do not touch any sick or dead birds.

Enclosed with this letter is a checklist to help families get ready for a pandemic outbreak. This information can also help your family get ready for any kind of emergency. If you have questions, please contact your school nurse or healthcare provider.



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#### C. Initial Pandemic Outbreak – Schools are Opening:

Use this letter to let parents know schools are open.

Dear Parents,

This letter will give you information about a viral outbreak in Sayreville. Every year, some people get sick with a viral infection during the fall and winter months. This year, there is a new virus that is making many people in Sayreville sick. So many people are sick in New Jersey and the United States that health officials call it a “pandemic.” A lot of students and teachers in our school are sick with the infection. We hope they will all get better quickly. At this time, the county health department tells us that students who are not ill can safely come to school. The schools will remain open. We will keep you updated with any important information.

To keep the infection from spreading to more people, we ask you to keep sick children home. Any children who are sick in school will be sent home.

Public health officials want you to protect yourself and your family against a pandemic. Here are some ways to stop the spread of germs and sickness:

- Keep children who are sick at home. Don’t send them to school.
- Teach your children to wash hands often with soap and water for 20 seconds. Be sure to set a good example by doing this yourself.
- Teach your children to cover coughs and sneezes with tissues or by coughing into the inside of the elbow. Be sure to set a good example by doing this yourself.
- Teach your children to stay away at least three feet away from people who are sick.
- People who are sick should stay home from work or school and avoid other people until they are fever free for a minimum of 24 hours and illness symptoms are dramatically improved.
- Stay away from shopping malls, movie theaters or other places where there are large groups of people.

If the pandemic continues to spread and more students become ill, schools may close for days or weeks. The purpose of closing schools will be to keep children from getting sick. If schools are closed, children should stay at home. Begin planning now for childcare in your home. Recommendations may change during the course of a pandemic outbreak.

We are also giving you some tips about how to care for your family if they are ill. If you have questions, please contact your School Nurse or healthcare provider.



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D. Expanded Outbreak:

Use this letter to let parents know schools are open and urge ill children to stay home.

Dear Parents,

We wrote to you recently to tell you about a pandemic outbreak in our community. Here is some new information.

There are now even more students in our schools who are ill with this virus. Still the county health department tells us that students who are not ill can continue to attend school. The schools will remain open. We will keep you updated with any important information.

(To keep the virus from spreading to more people, we ask you to keep sick children home. Any children who are sick in school will be sent home.)

Public health officials want you to protect yourself and your family against a pandemic. Here are some ways to stop the spread of germs and sickness and take care of your family

- Keep children who are sick at home. Don't send them to school.
- If some of the people in your home are sick with the flu, keep them away from the people who are not sick.
- If some of the people in your home are sick with the virus and you cannot see a health provider, some things you can do to help them are:
  - Have them drink a lot of liquid (juice, water)
  - Keep the ill person as comfortable as possible. Rest is important.
  - For fever, sore throat and muscle aches, in adults, use ibuprofen (Advil) or acetaminophen (Tylenol). Do not use aspirin with children or teenagers; it can cause Reye's syndrome, a life-threatening illness.
  - Keep tissues and a trash bag within reach of the sick person.
  - Be sure everyone in your home washes their hands frequently.
  - Contact a healthcare provider for further advice. If the ill person is having difficulty breathing or is getting worse, contact the healthcare provider right away.

If the pandemic flu continues to spread and more students become ill, schools may close for days or weeks. The purpose of closing schools will be to keep children from getting sick. If schools are closed, children should stay at home. Begin planning now for childcare in your home.

We are also giving you some tips about how to care for your family if they are ill. If you have questions, please contact your School Nurse or healthcare provider.



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### PANDEMIC MANAGEMENT PLAN

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#### School Closure

Use this letter to inform parents schools are closed

Dear Parents,

Middlesex County health officials have ordered all schools in Sayreville and/or Middlesex County to close. This order is because of the pandemic situation here. All schools are immediately closed until further notice and children should stay home.

Schools may be closed for days or even weeks to reduce contact among children and stop the spread of the flu.

We know that many students and their families are very sick. We know this is a hard time for our community and our hearts go out to those who are ill.

Because this virus is easily spread from person-to-person, it is not safe for large groups of people to gather. During this time, both children and adults should stay away from other people and groups as much as possible. They should not gather in locations such as shopping malls, movie theaters or community centers.

We know that it may be hard to get a doctor's appointment, go to a clinic or even be seen in a hospital emergency room. Here are some tips for helping those who are sick with the flu:

- Have them drink a lot of liquid (juice, water).
- Keep the sick person as comfortable as possible. Rest is important.
- For fever, sore throat and muscle aches, use ibuprofen (Advil) or acetaminophen (Tylenol). Do not use aspirin with children or teenagers; it can cause Reye's syndrome, a life- threatening illness.
- Keep tissues and a trash bag within reach of the sick person.
- Be sure everyone in your home washes their hands frequently.
- Keep the people who are sick with the flu away from the people who are not sick.

For more information, call your healthcare provider or visit the Middlesex County Health Care Agency. We will contact you as soon as we have information about when school will reopen.



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#### E. School Re-Opens

Use this letter to inform parents that schools are re opened.

Dear Parents,

Middlesex County health officials have declared the pandemic is under control. Our schools will open again on \_\_\_\_\_. At this time, students may safely return to class.

Even though school is opening, there are still some people who are sick from the virus. Health officials say that pandemic outbreaks sometimes happen in waves. This means more people could become sick soon again. If more people get sick, schools may need to close again. We will continue to give you any important information.

Because the virus can still be spread from person-to-person, please keep children who are sick at home. Don't send them to school.

We are looking forward to seeing your children again.



# Sayreville Public Schools



## PANDEMIC MANAGEMENT PLAN

### Tips for Parents

Plan for an extended stay at home during a pandemic.

- Ask your employer about how business will continue during a pandemic.
- Ask your employer if you can work from home during a pandemic.
- Plan for a possible reduction or loss of income, if you are unable to work or your place of employment is closed.
- Check with your employer or union about leave policies.
- Plan home learning activities and exercises. Have materials, such as books, on hand.
- Plan recreational activities that your children can do at home.
- Ask the school administration how lessons will be conducted/resumed in the event of school closures.

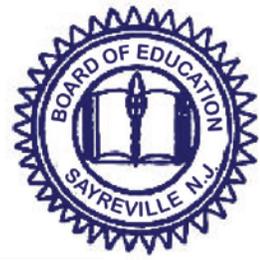
Items to have on hand for an extended stay at home:

<b>Examples: Non-Perishable Foods</b>	<b>Health and Emergency Supplies</b>
Ready to eat canned meats, fruits, vegetables, soups	Prescribed medical supplies such as glucose and blood pressure monitoring
Protein or fruit bars	Soap and water or alcohol based hand wash
Dry cereal or granola	Medicines for fever, such as acetaminophen (Tylenol) or ibuprofen (Advil)
Peanut butter and jelly	Thermometer
Dried fruit, nuts, trail mix	Vitamins
Crackers	Fluids with electrolytes, such as Pedialyte®
Canned juices	Flashlight with extra batteries
Bottled water	Portable radio with extra batteries
Canned or jarred baby food	Manual can opener
Baby formula	Garbage bags

If someone in your home develops symptoms (fever, dry cough, shortness of breath):



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- ✓ Encourage plenty of fluids to drink.
- ✓ Keep the ill person as comfortable as possible. Rest is important.
- ✓ For adults with fever, sore throat and muscle aches, use ibuprofen (Advil) or acetaminophen (Tylenol).
- ✓ Do not use aspirin in children or teenagers; it can cause Reye's syndrome, a life-threatening illness.
- ✓ Sponging with tepid (wrist-temperature) water lowers fever only during the period of sponging. Do not sponge with alcohol.
- ✓ Keep tissues and a trash bag for their disposal within reach of the patient.
- ✓ All members of the household should wash their hands frequently.
- ✓ Keep other family members and visitors away from the person who is ill.
- ✓ Contact a healthcare provider for further advice. If the ill person is having difficulty breathing or is getting worse, contact the healthcare provider right away.

For more information, call your healthcare provider or visit the Middlesex County Board of Social Services' website at: [Middlesexcwa.newark.rutgers.edu/programs.html](http://Middlesexcwa.newark.rutgers.edu/programs.html) or visit the federal government's pandemic flu website: <http://www.pandemicflu.gov>.

## Crisis Response Network

During the next few days, you may at some time experience one or more of these normal reactions to stress. The key to managing stress is to recognize these common symptoms:

Physical Reactions	Cognitive Reactions	Emotional Reactions	Behavioral Reactions
Fatigue/exhaustion Insomnia Sleep disturbances Over/Under activity Nightmares Change in appetite Digestive problems Physical problems Headaches Nausea	<b>LACK OF CONCENTRATION</b> Flashbacks Difficulty with decisions Memory disturbance Amnesia Confusion Poor problem solving Disturbed thinking Poor abstract thinking Change in alertness	Fear Guilt Emotional numbing Over sensitivity Anxiety Depression Feeling helpless Anger Irritability Frustration	Change in activity Change in communication Withdrawal Suspiciousness Hyperalertness Startle reflex Change in sexual behavior Emotional outbursts Scapegoating Pacing

Remember that these reactions to stress are normal. In order to combat these identified symptoms here are some things to try that are known to lessen or alleviate stress:

Things to try:

- ◆ Within the first 24 - 48 hours, periods of strenuous physical exercise alternated with relaxation will alleviate some of your physical reactions.



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### **PANDEMIC MANAGEMENT PLAN**

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- ◆ Structure your time - keep busy.
- ◆ You're normal and having normal reactions - don't label yourself as crazy.
- ◆ Talk to people - talk is the most healing medicine.
- ◆ Beware of numbing the pain with drugs or alcohol. You don't need to complicate this with a substance abuse problem.
- ◆ Reach out - people do care.
- ◆ Keep your lives as normal as possible.
- ◆ Spend time with others.
- ◆ Help those around you as much as possible by sharing feelings and checking out how they are doing.
- ◆ Give yourself permission to feel rotten.
- ◆ Keep a journal - write your way through those sleepless hours.
- ◆ Do things that feel good to you.
- ◆ Realize that those around you are under stress.
- ◆ Accept offered help.
- ◆ Eat nutritious, well-balanced meals high in carbohydrates and low in sugar.
- ◆ Avoid excessive use of caffeine.
- ◆ Don't make any big life changes.