

Waterford Township School District



COVID-19 PANDEMIC Emergency Response Plan

March 2020

County: Camden

District: Waterford Township

Chief Administrator: Dr. Brenda Harring

Demographic Profile

Category	# of Students
Preschool	135
K-6	773
ELL	1
Special Education	125
Socio-Economic	212
Homeless	7
Internet Accessibility/ Device	97%

Emergency Crisis Management Coordinator - Camden County

Superintendent of Schools:	Dr. Brenda Haring 2162 Cooper Road Atco, NJ 08004 856-767-4200
Contact for Non English Speaking Students:	Mrs. Julie Lyons 1106 Old White Horse Pike Waterford, NJ 08089 (856) 767- 8293
Contact for Students with Special Needs:	Mrs. Ashely Power 1106 Old White Horse Pike Waterford, NJ 08089
District "Effective" Communication Mode:	Blackboard Communications to Parents and Staff (Tested Monthly and Deemed Highly Effective) (Information received in less than five minutes)
School Doctor:	Dr. Julian Maressa, D.O. Franklin Family Practice- Suite 100 181 West White Horse Pike Berlin, NJ 08009 (856) 767- 6044
Police Chief:	Chief Daniel Cormaney Waterford Township Police Department 2131 Auburn Avenue Atco, NJ 08004

Emergency Crisis Management Coordinator - Camden County

ADMINISTRATIVE DIRECTORY AND PHONE NUMBERS

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Dr. Brenda Haring	Superintendent Principal Atco Elementary School	(856) 767- 4200
Dan Fox	Assistant Superintendent For Business/ Board Secretary	(856) 767- 8293
Julie Lyons	Director of Elementary Elementary Education	(856) 767- 8293
Ashley Power	Assistant Principal for Elementary Education And Student Services	(856) 767- 8293
Heather Kondas	Principal Waterford Elementary School	(856) 767- 8293
Patrick Davidson	Principal Thomas Richards Early Childhood Center	(856) 767- 2421
Ed Leypoldt	Technology Coordinator	(856) 767- 8293
Christine Storey	School Nutrition Director	(856) 767-8293
Deneen Macauley	Transportation Supervisor	(856) 767- 8293

KEY PERSONNEL

**RULES & RESPONSIBILITIES
(TIMELINES)**

PERSONNEL	RESPONSIBILITY	TIMELINE
NURSES	Through counsel of doctor and/or County Health Officials coordinate all medical response to children and staff- maintain student & staff medical records	Linked by Crisis Communication Measures for Quick Access During Crisis Operations- Ongoing During “Normal” Operating Conditions
SCHOOL DOCTOR	Advise on appropriate medical action. Coordinates with County Health Officials.	Linked by Crisis Communication Measures for Quick Access During Crisis Operations- Ongoing During “Normal” Operating Conditions
POLICE CHIEF	Advises emergency movement of staff/children. Link to County Health Officials and County Hazmat Team.	Linked by Crisis Communication Measures for Quick Access During Crisis Operations- Ongoing During “Normal” Operating Conditions
SUPERINTENDENT OF SCHOOLS	Advises all school personnel as to the extent of emergency. Implements or triggers all school action including school closing information.	Linked by Crisis Communication Measures for Quick Access During Crisis Operations- Ongoing During “Normal” Operating Conditions
DIRECTOR OF ELEMENTARY EDUCATION	Advises Superintendent on curriculum needs of all students.	Linked by Crisis Communication Measures for Quick Access During Crisis Operations- Ongoing During “Normal” Operating Conditions
COORDINATOR OF TECHNOLOGY	Advises Superintendent on feasibility of web based	Linked by Crisis Communication

	alternatives to traditional schooling. Troubleshoots all emergency equipment/ communication links.	Measures for Quick Access During Crisis Operations- Ongoing During "Normal" Operating Conditions
SCHOOL BUSINESS ADMINISTRATOR	Payroll/Finance point of contact.	Linked by Crisis Communication Measures for Quick Access During Crisis Operations- Ongoing During "Normal" Operating Conditions
PRINCIPALS	Oversee students & staff during any crises.	Linked by Crisis Communication Measures for Quick Access During Crisis Operations- Ongoing During "Normal" Operating Conditions
ASSISTANT PRINCIPAL	Key Coordinator of local special needs children- Key Coordinator of out-of-district- special needs students- Key Coordinator of crisis response mental health support team.	Linked by Crisis Communication Measures for Quick Access During Crisis Operations- Ongoing During "Normal" Operating Conditions
CAFETERIA COORDINATOR	Establishes safety standards for food and water in crisis and during normal operating hours.	Linked by Crisis Communication Measures for Quick Access During Crisis Operations- Ongoing During "Normal" Operating Conditions
TRANSPORTATION COORDINATOR	Advises and organizes transportation of pupils in normal and crisis operations (K-12). K-6- Local 7-12- Hammonton	Linked by Crisis Communication Measures for Quick Access During Crisis Operations- Ongoing During "Normal" Operating Conditions

Planning & Coordination

CDC Recommendations/

To prepare for possible community transmission of COVID-19, the most important thing for schools to do now is plan and prepare. As the global outbreak evolves, schools should prepare for the possibility of community-level outbreaks. Schools want to be ready if COVID-19 does appear in their communities.

Childcare and K-12 school administrators nationwide can take steps to help stop or slow the spread of respiratory infectious diseases, including COVID-19:

District Action Steps:

Review, update, and implement emergency operations plans (EOPs).

- Communicate with staff, students, and parents about good practices for slowing the spread of infection.
- Disseminated a flyer for preventing Cold, Flu, and the Coronavirus.
- Communication was sent by the Superintendent regarding the use of good judgment over adhering to an attendance incentive.
- Posted Healthy Habits flyers around the school community and in restrooms where appropriate with messages for staff/students about handwashing, preventing the spread of germs, and staying home when sick.
 - Ensure handwashing strategies include washing with soap and water for at least 20 seconds or using a hand sanitizer that contains at least 60% alcohol if soap and water are not available.
- Reference key resources while reviewing, updating, and implementing the EOP:
 - CDC, Department of Health, & heathychildren.org were used to identify effective ways to communicate with the school community.

Develop information-sharing systems with partners.

- Information-sharing systems can be used for day-to-day reporting (on information such as changes in absenteeism) and disease surveillance efforts to detect and respond to an outbreak.
- Front office secretaries will report the number of absences to the building principal each morning. The building principals will report their attendance numbers to the Superintendent, who will then have the option of sharing this information with the public through Blackboard or Facebook.
- The Atco School Nurse will check the CDC website each morning to account for the number of new cases, where they are located, and the impact on the district. The Atco nurse will relay the information to the Superintendent who can then share the latest updates with families through Blackboard or Facebook.
- Local health officials should be a key partner in information sharing.

Monitor and plan for absenteeism

- Review the usual absenteeism patterns at your school among both students and staff.
 - Meet with principals and nurses to identify a plan for reporting attendance trends.
 - Contact the Department of Health as per the Requirements for Reporting Communicable Disease and Work-Related Conditions.
 - Alert local health officials about large increases in student and staff absenteeism, particularly if absences appear due to respiratory illnesses (like the common cold or the “flu,” which have symptoms similar to symptoms of COVID-19).
 - Send out a communication to the staff to remind them to stay home when sick.
 - Review attendance and sick leave policies. Encourage students and staff to stay home when sick. Use flexibility, when possible, to allow staff to stay home to care for sick family members.
- Discourage the use of perfect attendance awards and incentives.
 - Communication from the Superintendent should be sent home to encourage parents to use good judgment regarding his/her child’s illness. This takes precedence over any attendance incentives.
- Identify critical job functions and positions, and plan for alternative coverage by cross-training staff.
 - As necessary, staff members will be pulled from positions that provide non-essential instruction to cover those positions that require immediate supervision.
- Determine what level of absenteeism will disrupt continuity of teaching and learning.
 - Building Level
 - A Daily Attendance Google Doc has been created to identify the number of students absent in the school as well as each classroom.
 - In the event the school has more than 10% of the population absent, the school principal will be notified.
 - If a classroom has **more than 20%** absent, the school nurse will notify the Supervisor of Maintenance to take special care in cleaning the room that evening.
 - District Level
 - In the event of an increase in absenteeism the district will consult with the county health department prior to any closure for public health. (Closing for PD planning if your decision.) Per the guidelines sent by NJDOE on 3/5, you need a written directive from the NJDOH or jurisdiction to close and have the days count utilizing virtual/alternative learning plans:
 - **Requirements to Implement a Public Health-Related School Closure 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 the guidance in this memo 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.

Students and staff who become sick at school will follow the following procedures:

- Staff members will be sent home upon reporting illness.
- Students who are exhibiting symptoms of respiratory illness will be contained to the nurse's office and sent home.
- Students and staff who are ill will be kept separate from other students/staff until they exit the building.
- Keep sick students and staff separate from well students and staff until they can leave.
 - Once a student has been identified as showing signs of illness, the nurse will keep the student in the nurse's office and contact parents to pick their child up.
 - In the event the symptoms are of a contagious nature, the nurse will recommend the parent takes his/her child to the doctor to reduce the spread of illness.
- Remember that schools are not expected to screen students or staff to identify cases of COVID-19. The majority of respiratory illnesses are not COVID-19. If a community (or more specifically, a school) has cases of COVID-19, local health officials will help identify those individuals and will follow up on next steps.

Continuity of Student Learning & Core Operations

CDC Recommendation:

The below information is meant to correspond to the seriousness of a local outbreak. Educational responses may range from:

- Cancellation of extra-curricular events; up to and including school closure.
- Distance learning and Google Classroom would figure prominently into plans for WES students, while those in primary grades (PK-2) might be provided printable exercises to hone their numeracy and literacy skills.
- Knowing that students in primary grades may not have access to technology and many older students do not live in homes with internet connectivity, these plans would require individualized solutions for some students. Our ability to provide those individualized solutions would depend, in part, on the restrictions put in place by the Camden County Health Department.
- In any situation, such as a community-wide quarantine that required the closure of all schools for more than just a few days, Waterford Township Schools would make every effort to continue providing educational programming in an age-appropriate manner. Doing so is important to maintain learning and to provide students with a sense of normalcy and a positive focus during a stressful situation.

District Action Steps:

Develop alternative procedures to assure **continuity of instruction** (e.g., web-based distance instruction, telephone trees, mailed lessons and assignments, instruction via local radio or television stations) in the event of district school closures.

1. Access to Technology

- Conduct an assessment to determine the web access in homes.
- Survey teachers and parents to identify the number of students that have internet access and/or a device to allow for virtual learning to occur within the home.
- At the present time, 97% of all students have access to devices and/or internet.
- Upon completion of the plans, a system will be set up on Google and/or the network to share the plans out to the parent community in the event of health related closing.

2. Remote Learning Opportunities.

- Instruction will occur 10 hours per week. Teachers will be available to students from 10am-12pm Monday thru Friday.
- A communication will be sent to the student to greet them and present the learning activities for the day.

3. Framework for Planning

- A three week plan has been created for each grade level. All units of study will be placed in the Virtual BackPack.
 - Grades PK-2 will receive a hard copy of the activities
 - Grades 3-6 will receive a hard copy in the event that a student does not have access to a device or internet (under 5% of the student population).

4. Special Education

- Individualized accommodations have been created for the at-risk i.e. Title I and Special Education population as well as related services.
- Special Education teachers collaborated with general education teachers to create plans that follow curriculum as well as provide general adaptations and modifications.
 - Self Contained classrooms also provided additional curriculum specific to the needs of the students in their classrooms.
 - Special education teachers were directed to make daily contact with parents as to how to provide individualized modifications for the lessons of the day.

5. Child Study Team (CST)

- Meetings will continue remotely through the use of Google Meet.
- CST members have reached out to parents to verify availability and capability for attending remote meetings.
- Social reports will be completed remotely.
- CST has created a document which outlines all evaluations due.
 - This document includes all legal due dates as well as which evaluations have been completed. The team will use this to prioritize scheduling of evaluations when school reopens.
- The district has communicated with all parents. CST is reaching out to the private schools to create a plan for continued communication and hosting meetings. After information has been gathered from the school, parents of students who are provided with out- of-district services will be contacted by the Child Study Team.
- A plan for medically fragile students will be developed as we continue to communicate with schools and families of students who require those special considerations.
- CST is in contact with out -of-district schools. A solidified plan will be developed within the next two weeks. The district has currently agreed to send students to their respective out-of-district placements if those schools are open.
- The Transportation Department is directed to be in consistent contact with Camden County Educational Services. CCES provides transportation

services for Waterford Township students, including those who attend out-of-district schools. They serve as a liaison between the bus companies and schools. The Transportation Department then communicates with administration and CST members. The district has instructed CCES to transport students to schools that open before Waterford and they have agreed to this plan.

6. Related Services

- Related services members have created resources for students to utilize at home. This is not a replacement of services, but will serve as a way to limit regression as much as possible.
- The related services team is documenting all parental contact as well as any session that a student has missed.
- Service providers will be in contact with administration weekly in order to develop guidelines for identifying students who have significantly regressed and who are in prioritized need of compensatory services.

7. Food Service

- DFA Name Waterford Twp. Bd of Ed
- Agreement # 00705560
- Date Meal Distribution will begin 3/18/2020
- Date Meal Distribution will end 4/8/2020
- Schools/Site for distribution Waterford Elementary School
- Meals to be claimed 400

- A district parent survey enabled the district to identify families interested in food service.
 - 400 parents responded to the survey and 185 families expressed interest in continuing food service.
 - Boxed meals will be provided to families in need weekly intervals.
 - Pick up for food will occur on Wednesdays at the Waterford Elementary School.
 - The parents will drive into the bus loop and staff will bring the meals to the cars to limit exposure.
 - The meals will follow the summer meal pattern.
 - The parents will sign off to accept the meals after their ID is checked.
 - All of the employees and volunteers signed a health policy agreement.
 - They were trained on safety rules, personal hygiene and proper hand washing.
 - All items are held in a refrigerated area at proper holding temperatures.
 - Most items are shelf stable.

8. Mental Health

- Ensure plans are in place to provide support to students and staff who may experience anxiety and other mental health symptoms as a result of information about COVID-19.
- The counseling department has established Google HangOut meetings and opportunities for check-ins with students on the ase load.
- General principles for talking to children
 - Remain calm and reassuring.
 - Make yourself available to listen and to talk.
 - Avoid language that might blame others and lead to [stigma](#).
 - Pay attention to what children see or hear on television, radio, or online.
 - Provide information that is honest and accurate.
 - Teach children everyday actions to reduce the spread of germs.
 - Remind children to stay away from people who are coughing or sneezing or sick.
 - Remind them to cough or sneeze into a tissue or their elbow, then throw the tissue into the trash.
 - Discuss any new actions that may be taken at school to help protect children and school staff.
(e.g., increased handwashing, cancellation of events or activities)
 - Get children into a handwashing habit.

Facts about COVID-19 for discussions with children

Try to keep information simple and remind them that health and school officials are working hard to keep everyone safe and healthy.

What is COVID-19?

- COVID-19 is the short name for “coronavirus disease 2019.” It is a new virus. Doctors and scientists are still learning about it.
- Recently, this virus has made a lot of people sick. Scientists and doctors think that most people will be ok, especially kids, but some people might get pretty sick.
- Doctors and health experts are working hard to help people stay healthy.

What can I do so that I don't get COVID-19?

- You can practice healthy habits at home, school, and play to help protect against the spread of COVID-19:
 - Cough or sneeze into a tissue or your elbow. If you sneeze or cough into a tissue, throw it in the trash right away.
 - Keep your hands out of your mouth, nose, and eyes. This will help keep germs out of your body.
 - Wash your hands with soap and water for at least 20 seconds. Follow these five steps—wet, lather (make bubbles), scrub (rub together), rinse and dry. You can sing the “Happy Birthday” song twice.
 - If you don't have soap and water, have an adult help you use a special hand cleaner.
 - Keep things clean. Older children can help adults at home and school clean the things we touch the most, like desks, doorknobs, light switches, and remote controls. (Note for adults: you can find more information about cleaning and disinfecting on [CDC's website](#).)
 - If you feel sick, stay home. Just like you don't want to get other people's germs in your body, other people don't want to get your germs either.

What happens if you get sick with COVID-19?

- COVID-19 can look different in different people. For many people, being sick with COVID-19 would be a little bit like having the flu. People can get a fever, cough, or have a hard time taking deep breaths. Most people who have gotten COVID-19 have not gotten very sick. Only a small group of people who get it have had more serious problems. From what doctors have seen so far, most children don't seem to get very sick. While a lot of adults get sick, most adults get better.
- If you do get sick, it doesn't mean you have COVID-19. People can get sick from all kinds of germs. What's important to remember is that if you do get sick, the adults at home and school will help get you any help that you need.
- If you suspect your child may have COVID-19, call the healthcare facility to let them know before you bring your child in to see them.

Infection Control Policies & Procedures

CDC Recommendations:

Develop a continuity of operations plan for essential central office functions including payroll and ongoing communication with students and parents.

District Action Steps:

In addition to monitoring both the spread of **COVID-19** and any recommendations by the **CDC**, here are the steps **WTSD** is taking to prepare for this possible emergency.

- Reviewing our Emergency Operating Plans
- Monitoring field trip destinations to ensure students are not traveling to or through cities experiencing an outbreak (as defined by the **CDC**)
- Reminding students and staff about respiratory etiquette and handwashing
- Reminding parents to keep students at home who have symptoms of a respiratory illness
- Developing information-sharing systems specific to this potential outbreak with other organizations and governmental agencies
- Monitoring absenteeism and notifying local health officials about large increases in student or staff absences
- Strengthening procedures to isolate and send home students and staff who are sick at school as soon as symptoms present

Perform routine environmental cleaning

- Routinely clean frequently touched surfaces (e.g., doorknobs, light switches, countertops) with the cleaners typically used. Use all cleaning products according to the directions on the label.
 - Superintendent, Principals, & Facilities Supervisor meet with the custodial team to discuss appropriate cleaning protocols during the flu season.
 - Custodial staff received cleaning instructions from the CDC
- Provide disposable wipes so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down by students and staff before each use.

Communication Planning

CDC Recommendations:

- Review CDC's guidance for businesses and employers.
- Review the CDC guidance to identify any additional strategies the school can use, given its role as an employer. Create communications plans for use with the school community.
- Include strategies for sharing information with staff, students, and their families.

District Action Steps:

Internal Communication

- Administration
 - The Superintendent will push out updates and related information using school email, memos, and/or letters.
 - Blackboard and/or phone chains may also be utilized in the event that the superintendent needs to communicate information outside of normal operating procedures.
 - The Superintendent will connect employees to timely, accurate information from CDC, WHO and our State and County Health Departments. Clear instructions about what to do if employees suspect they have been exposed to Novel Coronavirus (2019-nCoV) will be included.
 - Posters, memos, emails, intranet postings, supervisor talking points, FAQs, etc. will be used to promote preventive actions employees can take (hygiene and avoidance)
- Staff
 - Teachers will coordinate student handwashing and increased cleaning of hard surfaces such as doorknobs and desks.
 - Teachers will identify instructional plans to attend to instruction in the event of school closing.

External Communication

- District Communication
 - Create communications plans specific to the potential outbreak for use with the school community.
 - To communicate externally, the Superintendent will utilize the District website, Blackboard text, phone, and/or email message
 - Building principals will share information with students when necessary to do so. Principals will either meet with children in their classrooms or provide written information.
- Parent Communication
 - Share resources with the school community to help families understand when to keep children home. This guidance, not specific to COVID-19, from the American Academy of Pediatrics can be helpful for families.

- Several communications have been created to remind parents of the precautionary measure that can be taken to prevent the spread of contagious bacteria/virus.
- Increased communications about keeping symptomatic students home.
- Should a case of coronavirus be confirmed by the CDC among our students or staff, the Superintendent will immediately notify all parents and provide recommendations and next steps.