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**HEALTH RELATED SCHOOL CLOSURE PREPAREDNESS PLAN****Section 1: Purpose of Health Related Closure Preparedness Plan**

1. The New Jersey Department of Education has provided guidance for school districts to use in the event of health related school closures.
2. This guidance stipulates that school districts who provide a program of “home instruction” to meet the educational needs of all students with equitable access to learning may count these days towards the mandated 180 school year requirement.

**Section 2: Determination of School Closing**

1. The determination to close schools due to health related events will be made in consultation between the Cape May County Health Department and Superintendent of Schools.
2. In emergent situations the closing of schools could be directed by the Federal or State government.

**Section 3: Community Notification of Health Related School Closing**

1. The Superintendent or Assigned Designee in collaboration with the Cape May County Department of Health will prepare written notification for the school community that will include the rationale.
2. The following modes of communication will be utilized:
  - a. Hard copies of the letter will be sent home with all students.
  - b. Notification will be posted on the Cape May City Elementary School’s Public School District Website, social media, e-mail, and text messages will be disseminated.

**Section 4: Notification to School Service Providers**

1. The Principal will notify the Before and After Care Program.
2. The Principal will notify Lower Cape May Regional Director of Special Services and Superintendent.



*“To Achieve Excellence in Partnership with Family and Community.”*

### **Section 5: Communications During Closing:**

1. Superintendent or Assigned Designee daily contact with the Cape May County Health Department
2. Superintendent or Assigned Designee daily contact with the Cape May County Department of Education
3. Administrative Team daily contact with Superintendent
4. Superintendent or Assigned Designee periodic calls with Board of Education, as needed
5. E-mail, text, and social media broadcasts to school community
6. Informational posting on the Cape May City Elementary School District's Website
7. All staff will have access to their emails via Outlook
8. Cape May City Elementary School will use Outlook to communication with Administrative Team, staff, and Board of Education members. IEP meetings will be conducted via teleconference.

### **Section 6: Continuity of District Operations:**

1. Payroll will continue on schedule
2. Board of Education meetings will run according to schedule unless cancelled as mandated by the Department of Health.
3. In the event the Board of Education cannot meet at a centralized location, the meeting will occur remotely and procedures will be advertised as so.

### **Section 7: Home Instruction**

1. Flexible and equitable learning opportunities will be available via the following means:
  - a. Hard copies of learning packets sent home from school
  - b. Lesson links posted on Teacher OnCourse Websites, Google Classroom and/or Class Dojo.
  - c. Staff will use various applications of online learning with our students, which include, and are not limited to: Google Classroom, Class Dojo, Remind, Zoom, Khan Academy, IXL, Study Island, ABC Mouse, Prodigy, etc.
2. Lesson Plans will be differentiated in order to meet the needs of all students:
  - a. ESL / ELL
  - b. Special Education
  - c. 504 Plans
  - d. At-Risk
  - e. On Grade Level
  - f. Basic Skills
  - g. Gifted and Talented
3. The teaching staff will be available via e-mail, and other applications at designated times on a daily basis to answer questions from parents and students.
4. Students will be able to submit assignments for lessons for grading online throughout the closure; as well as in person upon school reopening for students who received packets.
5. Packets will be sent home with students upon dismissal, or in the event of closure with no students present, packets will be delivered by central administration.

6. Chromebooks and their power cords will be available for parents to be signed out as needed. If technical support is needed parents can contact the School Business Administrator or Principal.

### **Section 8: Provision of Food Services**

1. Cape May City Elementary School will be providing boxed breakfast and lunches during the school closure.
2. The school will be the distribution site. If the school is not able to be the distribution site, an alternative site will be determined and shared with the public.
3. All families will be surveyed to ascertain their interest in obtaining meals.
4. Meals will be distributed by administrative staff and/or designee.

### **Section 9: Extra-Curricular Activities and Community Activities**

1. During school closings all extra-curricular and community activities (scheduled to be conducted in school facilities) will be cancelled, as well as all field trips.
2. Activities will resume after consultation with the Cape May County Health Department and their approval.

### **Section 10: Special Services Department/Counseling Considerations**

#### **A. Special Services**

1. Individual IEP and 504 Plans will be designed to meet each student's needs by providing materials and resources for continuity of services.
2. In the event of a prolonged closure, IEP meetings will be conducted via teleconference.
  - a. Case manager will moderate the call
  - b. Team members and parents will call-in
  - c. IEP will be sent electronically to the parents and mailed
3. Provision of Related Services:
  - a. The Special Services Department will document related services that are missed during the school closure
  - b. Missed related services will be made up via compensatory education upon school reopening including Speech, Occupational Therapy, and Physical Therapy
  - c. Speech services will send activities and practices to be done with the students and their parents
  - d. Parents / Guardians will be notified in writing of the related services to be provided
4. Teacher consultation with parents and students during school closure:
  - a. Special Education teachers will be available to consult with the parents of students with special needs during the school closure at designated times via the following telephone calls and / or e-mail.

#### **B. Counseling**

1. Social/Emotional Needs & Crisis Counseling- Counselors will check-in with students using the Remind App as well as e-mail. Counselors will reach out to those students that have a history of social/emotional struggles and encourage those students to reach out via Remind or e-mail if they need something. For any student that is experiencing a crisis emergency we will call 9-1-1 if needed to get them the support/services they require.

## **Section 11: Teaching Staff Responsibilities**

1. Total School District Closure: (As determined by the Department of Health)
  - a. Teachers will work remotely to access school district network
  - b. Teachers will post links and resources for student assignments on OnCourse, Google Classroom and/or Class Dojo.
  - c. Teachers will be available to respond to student and parent questions via e-mail, and/or other applications during designated time each day
  - d. Teachers will maintain log of their daily teaching activities via OnCourse.
2. Staff allowed on site (As approved by the Department of Health)
  - a. Teachers will work in their classrooms
  - b. Teachers will not congregate (social distancing, no closer than 6 feet in proximity)
  - c. Teachers will post links and resources for student assignments on Teacher Webpage, Class Dojo, OnCourse and or Google Classroom
  - d. Teachers will be available to respond to student and parent questions via e-mail and by telephone during designated time each day if permitted in the facility as per the Department of Health
  - e. Teachers maintain log of their daily teaching activities

## **Section 12: School Facilities**

1. In accordance with the guidance from Cape May County Health Department and the Center for Disease Control (CDC), wait at least 24 hours prior to cleaning and disinfecting school facilities after a school closure
2. Custodial staff will be provided with Personal Protective Equipment (PPE) and adhere to the protocols for cleaning hands after cleaning and disinfecting school facilities
3. Custodial staff will adhere to the protocols established by the CDC for cleaning and disinfecting school facilities
4. Custodial staff will utilize cleaning and disinfectant solutions recommended by the CDC
5. If custodial staff is not available, we will use a third-party vendor. i.e. ServPro, AllRisk.

## **Section 13: Determination to Re-open Schools and Notification to the School Community:**

1. The Superintendent of Schools will consult with the Cape May County Health Department and schools will reopen following their approval
2. The school community will be notified 48 hours prior to the re-opening of the school district
3. Notification will be accomplished via the following:
  - a. Notification will be posted on the Cape May City Elementary School's Website
4. E-mail, social media, and text messages will be broadcasted

## **Section 14: School Closure Resolution**

1. The Administrative Team will meet to review the effectiveness of the Health Related School Closure Plan following the re-opening of school.
2. The debriefing will address the following:

- a. Effective components of the plan
  - b. Identify areas of the plan that could be improved
  - c. Revise the plan based on identified needs
  - d. Prepare a report for the Board of Education
3. The Superintendent will provide the findings of the report to the Board of Education and community