

**WOODBRIIDGE TOWNSHIP
SCHOOL DISTRICT**



**PANDEMIC CRISIS
MANAGEMENT PLAN**

MARCH 2020

Rev. 4.29.20

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THE FOUR STAGES OF THE PLAN

I. PREVENTION - MITIGATION

a. Review/Enhancement of Policies and Procedures

Members of the PCC are listed below and may be asked to meet as needed.

This plan may be modified based on new information and updates from the CDC, The NJ Health Department, and the NJDOE. Meetings may be held to review, update, and approve the Pandemic Crisis Plan for the upcoming school year and conduct tabletop emergency exercises

PPC committee members will review and understand their roles and responsibilities during a pandemic crisis.

Staff email and school based voice mail contact information will be posted/updated on the district website.

PANDEMIC CRISIS COMMITTEE

Contact	Title	Office No.	Cell No.
Robert Zega	Chief School Administrator	732-602-8472	732-425-8327
Frank Della Pietro III	President WTSD Board of Education	732-738-7000	732-718-7010
Joseph Velez	Chair of BOE Safety and Security Committee	732-634-7700	732-261-6445
John Bader	Asst. Supt. Curriculum	732-602-8485	732-742-3388
Joseph Massimino	Asst. Supt. Human Res.	732-602-8546	732-947-6356
Julie Bair	Director of Special Services	732-602-8568	732-395-0685
Brian Wolferman	School Business Administrator	732-602-8532	732-354-5263
Joanne Beebe	High School Nurse	732-726-7076	N/A
Heather Balog	Middle School Nurse	732-596-4070	N/A
Lori Robson	Elementary School Nurse	732-602-8422	732-259-0914
Ronn Weisenstein	Supervisor Nursing	732-602-8558	732-996-5484
Chris Callahan	Director of Technology	732-602-8564	908-510-4781
Dennis Green	Woodbridge Health Dept. Email: dennis.green@twp.woodbridge.nj.us	732-855-0600	732-439-6471
Charles Impaglia	Supervisor of Buildings/Grounds	732-602-5667	732-570-0347
Frank Murgittroyd	Facilities Manager	732-602-8479	732-340-7022
Mark Cinelli	Supervisor Transportation & Food Services	732-596-4134	908-413-6587
Kelly Aker	Guidance Supervisor	732-602-8557	908-380-1224
Jill Osborne	Elementary School Principal	732-602-8427	908-601-0358
Joseph Short	Middle School Principal	732-596-4068	848-702-4746
Ken Pace	High School Principal	732-726-7038	732-690-2973
Brian Geoffroy	WTEA President	732-634-5028	908-451-5522
Brian Small	Coordinator of Safety & Security	732-602-2523	732-552-3593
Joseph Masperi	Technology/Webpage Coordinator	732-499-4809	732-499-4809

a. Roles and Responsibilities

Superintendent:

- Maintains authority over ALL pandemic or crisis management plans.
- Maintains protocol for personnel policies appropriate for both possible long and short term duration of pandemic absences.
- Plans for cross-training for "core" and "essential" jobs.
- Will promote faculty/staff physical and mental well-being.
- Communicates with the media and parents. Guides administration in the communication process.
- Develop work-day schedule for staff (as needed) during school closure.

School Business Administrator:

- Monitors and maintains the following departments prior to and during any emergency: Business Office/Payroll, Facilities (Buildings and Grounds), Food Service, and Transportation.
- Plans for cross-training for "core" and "essential" jobs.
- Assures clean and sanitized buses and drivers that are free of illness. Secures plans to transport ill students if necessary.
- Assures clean and sanitized buildings that are free of illness.
- Develops continuing nutrition plan.
- Monitor billing/payment for changes due to school closures.

Assistant Superintendent for Curriculum and Instruction:

- Maintains academics and student learning.
- Ensures that instructional materials aligned with the New Jersey Student Learning Standards will be made available and designed to support student learning for up to two weeks.
- Ensures hard copies of material are made available to those in need PreK-12.
- Ensures on-line learning materials are made available PreK-12.
- Provisions will be made for students who do not have access to a technology device or Internet at home.
- Adjust the policies and regulations on school day length, assignments required, grading, and attendance.

Assistant Superintendent for Human Resources:

- Supervise HR Department
- Resolve issues with WTEA
- Supervise interviews and job placement
- Coordinate substitute teachers
- Coordinate with Department of Health to investigate claims of possible pandemic cases.

Director of Special Services:

- Identifies students' special needs
- Maintains a confidential roster
- Builds on current accommodations, modifications, and services
- Works with supervisors and teachers to ensure assignments are accessible by all students.
- Informs and trains adults as needed

Supervisor of Buildings and Grounds:

- Takes appropriate measures to minimize, to the greatest extent possible, the risk of viral transmission in the school facilities with vigorous cleaning policies and practices which include (but are not limited to) on a daily basis:
 - Filling of soap and hand sanitizers
 - Ensuring all paper towel holders are filled and functioning at all times
 - Sweeping and wet mopping of all floors
 - Vacuuming of rugs
 - Cleaning and sanitizing of hard surfaces including fountains, door knobs, work areas, computer keyboards, counter tops, railings, stairwells, and writing tools
 - Cleaning and sanitizing of bathrooms - toilets, sinks, walls, floors
 - Cleaning and sanitizing of cafeterias - kitchen, tables, chairs, food lines

- Cleaning of vents
- The Supervisor of Buildings and Grounds with the assistance from the Business Administrator, assures the provision of power, heat and ventilation, water, sewer, and janitorial services.
- Supervise Trades and Contractor work.

Coordinator of Security and Attendance Officers

- Wellness checks at students' homes
- Assist with student device distribution
- Supervise Police patrols
- Building checks for trespassers
- Video Surveillance

Supervisor of School Nurses:

- Coordinates with the Superintendent and School Business Administrator to assure necessary medical supplies and assistance are available.
- Communicate as necessary with the Superintendent, the school physician, and the County and State health officials.
- Monitors both student and staff absences, provides proactive health education, and assists the District in altering the pandemic management plan as necessary.
- Maintains a list of staff members with specialized training or skills (CPR, AED, First Aid, EPI Pen, EMT, etc.) in the nurse's office. The list will be updated annually.

Supervisor of Transportation and Food Service:

- Maintains the food service environment including serving stations, food storage areas, and food preparation areas. Ensures servers are free from illness.
- Provides a contingency for the continued provision of food for free and reduced breakfast and lunch students.
- Coordinates with Transportation Department for delivery of free and reduced student breakfast and lunch

Information Technology:

- Provides a personal electronic device (e.g. Chromebook, iPad, etc.) to any student who needs a device to complete online work at home. The parent of any student who needs a device would contact their child's school to request a device. The parent and child would complete the acceptable use agreement below in exchange for receiving the device.
- Students will keep the device until they have reported back to school.
- A record of all loaned devices shall be maintained by the Principal in conjunction with the IT department.

Building Administration:

- Reinforce student infection control procedures.
- Monitor schools for visitors during closure.
- Monitor teacher instruction
- Coordinate long-term substitute teachers
- Support and endorse nursing decisions.
- Monitor and report staff absences to central office.
- Bring home their district issued device, with charging cable, each day going forward in case the need for a remote learning day occurs.
- In the event of remote learning days, be available for conferencing with central office and the administrative team.

General Education, Special Area and Special Education Teachers:

- Reinforce student infection control procedures.
- Send students to the school nurse who appear ill.
- Bring home their district issued device, with charging cable, each day going forward in case the need for a remote learning day occurs.
- In the event of remote learning, teachers will be expected to monitor their email and respond accordingly during school day hours.
- Teachers will be responsible for replying to emails, grading work turned in electronically and providing feedback on work submitted.

- Keep a daily log of the tasks they worked on and approximate times each task took. Staff will be required to email a copy of their log to their direct administrator.

Administrative Support Staff:

- Report to assigned school for regular work hours (scheduled will be adjusted as needed).
- Reinforce infection control procedures.
- Respond to parent phone calls using District provided script
- Maintain a log or journal of all calls received
- Keep building administration informed

b. Training

1. Annual training for staff members may be conducted as needed each year. The following topics may be discussed (Appendices A and A1)

- i. Prevention
- ii. Preparation
- iii. Symptom Recognition and Action
- iv. Communication
- v. Communication for Staff
- vi. Plan Distribution
- vii. Continuation of Instruction Development
- viii. Grading Expectations
- ix. Work Related Responsibilities During School Closure
- x. Student Expectation Communication/Rubrics

C. Communication System

1. Building principals will ensure that Appendices A and A1 are included in the teacher handbook and Appendix A information will be included on the district website. They will also ensure that all handbooks outline the specific calling out procedures to identify pandemic related symptoms in staff and students.
2. The Assistant Superintendent of Human Resources will serve as the contact person for addressing questions and concerns related to the topic of pandemic planning; the primary contact phone number will be 732-602-8470.
3. Staff and student contact details will be annually updated into the Genesis student data management system for the purpose of accurate communication.
4. An electronic system will be used to communicate updates and information to all stakeholders in various formats (text, email, call, etc.).

d. Prevention

1. Each school nurse will disseminate messages about preventive hygiene and conduct respiratory etiquette programs (cough in your sleeve). Dissemination techniques will include, but not be limited to, classroom presentations, press releases, school-wide posters, videos and training to staff via in-services or faculty meetings, hand washing signs in all bathrooms. Teachers will be trained in symptom identification via the annual mandatory universal precautions training completed through the district's online professional development portal.
2. The Supervisor of Buildings and Grounds will ensure that all building bathrooms are continually stocked with soap and paper towels.
3. The Supervisor of Buildings and Grounds will ensure that all student contact spaces are sanitized on a frequent and regular basis; hand washing signs will be posted.
4. Teachers, building staff, and administrators will remind students to cover their coughs and sneezes.
5. School nurses will encourage staff and students to obtain (on their own) flu shot vaccinations.
6. District health professionals are encouraged to obtain flu shot vaccinations annually.
7. Assistant Superintendent of Human Resources will supervise Grades 1 – 6.

II. PREPAREDNESS

a. The Surveillance System

The following processes and procedures are to be practiced by individual schools within the district to continually report the absentee rates for staff and students in collaboration with local health departments once a pandemic has been confirmed as present in New Jersey or once such information has been requested by the Health Department and/or County Superintendent's Office:

The school nurse will authorize individual student and staff dismissal due to identified and pandemic related symptoms; any students and/or staff members with these symptoms will be sent home immediately and required to remain at home for the infectious period or clearance from a physician. Students awaiting parents/guardians due to illness will be held in a separate area in the Nurse's Office or another designated location until pick up.

The building secretary responsible for attendance reporting will forward, on a daily basis, the names of students who are absent due to pandemic related symptoms to the school nurse (Appendix B); the school nurse will document and monitor medically based absentee rates internally looking for increased reports of absence due to pandemic related illness (Appendix D). Absentee rates will not be reported to the Health Department unless greater than 15% of the population or unless requested by the Health Department and/or County Superintendent's Office.

Central office will forward the names of staff who are absent due to pandemic related illness to the appropriate school nurse (Appendix B) on a daily basis; the school nurse will document and track medically based absentee rates internally looking for increased reports of absence due to pandemic related illness (Appendix D). Absentee rates will not be reported to the Health Department unless greater than 15% of the population or unless requested by the Health Department and/or County Superintendent's Office.

Staff will be reminded to send sick students to the Nurse's Office

b. Updates, Research, and Precautions

1. The CSA will provide updates and the latest research information to staff, students, and parents via the district website, instant alerts, and Genesis email.
2. Building principals will cancel and announce cancellation of all large group activities including sporting events if directed to do so by the NJ Health Department and/or County Superintendent's office as needed.
3. Student seating will reflect social distancing to the fullest extent possible; student desks will be separated if directed to do so by the NJ Health Department and/or County Superintendent's office.
4. Each school nurse will disseminate messages about preventive hygiene and conduct respiratory etiquette programs (cough in your sleeve). Dissemination techniques will include, but not be limited to, classroom presentations, press releases, school-wide posters, videos and training to staff via in-services or faculty meetings, hand washing signs in all bathrooms. Teachers will be trained in pandemic related symptom identification.
5. The Supervisor of Buildings and Grounds will ensure that all building lavatories are continually stocked with soap and paper towels.
6. The Supervisor of Buildings and Grounds will ensure that all student contact spaces are sanitized on a daily basis; hand washing signs will be posted.
7. Teachers, building staff, and administrators will remind students to cover their coughs and sneezes.
8. Informational literature will be sent home identifying the protocols parents should use to keep students home (Appendix A).
9. District health professionals will be encouraged to obtain flu shot vaccinations.

10. Building administration will arrange for a standard informational mailing to go out to parents and guardians on the following topics (Appendix A).
 - a. Prevention
 - b. Preparation
 - c. Pandemic Symptom Recognition and Action
 - d. Communication
11. Building administration will remind staff to review this plan.

C. Continuity of Student Learning – Distance Learning Plan

Grade Bands	Instructional Resource	Comments/Communication
Pre-K	Paper/consumable based assignments for Language Arts and Math	Content requires direct instruction.
Pre-K Special Education	Paper/consumable based assignments for Language Arts and Math <u>Special Services:</u> <ul style="list-style-type: none"> • Content requires direct instruction • Paper/consumable based assignments for LA and Math • Collect and distribute materials for students to work with at home. • Determine who has devices at home for face to face communication • Ensure all parents have the log in instructions for ReThink • Teachers will keep a detailed log of contacts and services provided • Lessons will focus on standards and maintenance of skill • Face to face instruction shall happen for each student at least once a week • Consultative instruction will be provided for parents • Provide any and all materials necessary for students 	Assignments posted daily on teacher websites
K-2	<u>ELA-</u> Assignments, including Science and Social studies concepts, consistent with students’ current units of study will be placed on the teacher webpages for each grade. Directions will be included. <u>Mathematics</u> –Assignments, appropriate to grade level content and objectives, and consistent with the current scope and sequence, will be placed on the teacher webpages for each grade. <u>Special Areas (P.E., Art, Music)</u> – Assignments posted by special area teachers on school website.	Assignments posted daily on teacher websites Student devices provided if students don’t have one
K-2 Special Education: Students in POR or Self-contained settings	Paper/consumable based assignments for Lanugage Arts and Math; Modifications/Accommodations provided in accordance with IEPS. <u>English/Language Arts</u> - Assignments, including Science and Social studies concepts, consistent with students’ current units of study will be placed on the teacher webpages for each grade. Directions will be included. <u>Mathematics</u> –Assignments, appropriate to grade level content and objectives, and consistent with the current scope and	Assignments posted daily on teacher websites Student devices provided if students don’t have one

	<p>sequence, will be placed on the teacher webpages for each grade.</p> <p><u>Special Areas (P.E., Art, Music)</u> – Assignments posted by special area teachers on school website.</p>	
Grades 3-5	<p>Paper/consumable based assignments for Language Arts and Math; IXL , First in Math, Flocabulary and BrainPop digital lessons. Lessons (which will include the usage of digital tools) will be placed on the school websites. Student friendly rubrics and directions will be included.</p> <p><u>English/Language Arts</u> – Assignments, which will include the usage of digital tools, will be placed on the school websites. Student friendly rubrics and directions will be included.</p> <p><u>Mathematics</u> –Assignments appropriate to grade level content and objectives, and consistent with the current scope and sequence, will be placed on teacher webpages for each grade.</p> <p><u>Science</u> – Reading and comprehension assignments related to current science units will be posted.</p> <p><u>Social Studies</u> – Assignments appropriate to grade level content and objectives will be placed on the teacher webpages for each grade.</p> <p><u>Special Areas (P.E., Art, Music, World Language)</u> – Assignments posted by special area teachers on school website.</p>	<p>Paper based assignments for students without device and/or Wi-Fi.</p> <p>Mobile hotspots provided for students without internet at home.</p> <p>Student devices provided if students don't have one</p>
Grades 3-5 Special Education: Students in POR or Self- contained settings	<p>Language Arts and Math - Modifications/Accommodations provided in accordance with IEPs</p> <p><u>English/Language Arts</u> – Assignments, which will include the usage of digital tools, will be placed on the school websites. Student friendly rubrics and directions will be included.</p> <p><u>Mathematics</u> –Assignments appropriate to grade level content and objectives, and consistent with the current scope and sequence, will be placed on the teacher webpages for each grade.</p> <p><u>Science</u> – Reading and comprehension assignments related to current science units will be posted.</p> <p><u>Social Studies</u> Assignments appropriate to grade level content and objectives will be placed on teacher webpages for each grade.</p> <p><u>Special Areas (P.E., Art, Music, World Language)</u> – Assignments posted by special area teachers on school website.</p>	<p>Paper based assignments for students without device and/or Wi-Fi.</p> <p>Mobile hotspots provided for students without internet at home.</p> <p>Student devices provided if students don't have one</p>

<p>Grades 6-7</p>	<p>Language Arts and Math paper based assignments and/or Google Classroom. Newsela, IXL, Vocabulary and ALEKS Digital Lessons. <u>English/Language Arts</u> – Assignments, which will include the usage of digital tools, will be placed on the school websites. Student friendly rubrics and directions will be included. <u>Mathematics</u> –Assignments appropriate to grade level content and objectives, and consistent with the current scope and sequence, will be placed on teacher webpages for each grade. <u>Science</u> – Reading and comprehension assignments related to current science units will be posted. <u>Social Studies</u> – Assignments appropriate to grade level content and objectives will be placed using the school websites and the teacher webpages for each grade. <u>Special Areas (P.E., Art, Music, World Language)</u> – Assignments posted by special area teachers on school website.</p>	<p>Paper based assignments for students without device and/or Wi-Fi.</p> <p>Mobile hotspots provided for students without internet at home.</p> <p>Google Hangouts</p> <p>Student devices provided if students don't have one</p>
<p>Grades 6-7 Special Education: Students in POR or Self-contained settings</p>	<p>Paper based and/or Google classroom lessons assigned by Special Education instructors to supplement (Language Arts and math); Modifications/Accommodations provided in accordance with IEPs <u>English/Language Arts</u> – Projects (which will include the usage of digital tools) will be placed on the school websites. Student friendly rubrics and directions will be included. <u>Mathematics</u> – Assignments appropriate to grade level content and objectives and consistent with the current scope and sequence, will be placed on the teacher webpages for each grade. <u>Science</u> – Reading and comprehension assignments related to current science units will be posted. <u>Social Studies</u> – Assignments appropriate to grade level content and objectives will be placed on the teacher webpages for each grade. <u>Special Areas (P.E., Art, Music, World Language)</u> – Assignments posted by special area teachers on school website.</p>	<p>Paper based assignments for students without device and/or Wi-Fi.</p> <p>Mobile hotspots provided for students without internet at home.</p> <p>Google Classrooms</p> <p>Google Hangouts</p> <p>Student devices provided if students don't have one</p>
<p>Grades 8-12</p>	<p>8 – iTunes or google classroom lessons assigned by instructors.</p> <p>9-12 – Google classroom lessons assigned by instructors. Digital lessons may include IXL, Newsela, Common Lit, ALEKS.</p> <p><u>Special Areas (P.E., Art, Music, World Language)</u> – Assignments posted by special area teachers on school website.</p>	<p>Students in Grade 8 will use their 1:1 iPad for distance learning</p> <p>Students Grades 9-12 will use their 1:1 Chromebook for distance learning</p> <p>Mobile hotspots provided for students without internet at home.</p> <p>Google Hangouts</p> <p>Student devices provided if students don't have one</p>

<p>8-12 Special Education: Students in POR or Self-contained settings</p>	<p>8 – iTunes or Google classroom lessons assigned by Special Education instructors.</p> <p>Google classroom lessons assigned by Special Education instructors.</p> <p>Special Areas (P.E., Art, Music, World Language) – Assignments posted by special area teachers on school website.</p>	<p>Mobile hotspots provided for Grades 8-12 without internet at home.</p> <p>Google Hangouts</p> <p>Student devices provided if students don't have one</p>
<p>Special Services Grades K - 12</p>	<p><u>CST Plan</u></p> <ul style="list-style-type: none"> • Determine how to communicate with Parents and students. • Provide list of upcoming meetings to teachers and service providers • Meetings will be conducted via phone, facetime, Go to Meetings etc. Including waiver forms • Keep meticulous notes on contacts, meetings, anything offered to parents waivers • IEPs will be provided via google or email • All testing will be suspended during the closure • Counseling will take place via technology or phone call. Accurate records will be kept of services provided, time and attendance. • Counselors will keep accurate lists of students and services needed • Schedules will remain for services. Make students and parents aware of schedule • Staff must stay in constant contact with email correspondence • Parents may opt out of services. Must opt out in writing. • Staff will take home all needed supplies • Compensatory services will be provided for missed counseling sessions <p><u>Speech/Language Services</u></p> <ul style="list-style-type: none"> • Determine which services can be provided via devices. Provide a list of students who have working devices. Allow students to take devices from school home with them • Google classroom can be utilized to target IEP goals and objectives/ paper lessons will be provided for students without access. • Communicate with parents the goals and use consultative method to deliver instruction designed to maintain skills. • Determine how you will communicate with parents. • Keep accurate records of services provided and attendance • Maintain strong communication with all parents • All necessary supplies will be taken home • Schedules will be kept if possible. • Parents may opt out of services in writing, Opting out will not be recommended. • Meetings will be held via phone, • Evaluations will be suspended during this time 	<p>Student devices provided if students don't have one</p>

	<ul style="list-style-type: none"> • Compensatory services will be provided upon return to school <p><u>Autism Plan</u></p> <ul style="list-style-type: none"> • Simple programming will be sent home with students for parents • Ensure all parents have log in information for ReThink • Determine student devices and face to face opportunities • Schedule direct instruction 60-90 minutes per day once a week for students • Send home preferred activities and instructions for parents • Schedule face to face outside of the services schedule. • Recommend the parents review training videos • Assignments based upon programs from Activity center in ReThink • Provide any and all materials necessary for students • Paper/consumable assignments for capable students in LA and Math • Google classroom lessons assigned by special education instructors to supplement lessons • Teachers will keep a detailed log of communication, services provided and attendance • Parents may opt out of the face to face instruction in writing • BCBA's to provide a list of websites with activities and assignments in alignment with programs <p><u>Out of District Students</u></p> <ul style="list-style-type: none"> • Will be bussed if schools remain open • Out of District school will provide instruction • Home instruction approval 	
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ESL/Bilingual Students – Lessons will be placed on teacher webpages utilizing the following: Razkids (Grades 3-5); Imagine Math (Grades 6-8 and CHS Grades 9-12).

Related Services and students receiving Eligible for Speech and Language Services: Google classroom lessons assigned by related services staff to target IEP goals and objectives; paper based assignments for students without device and/or Wi-Fi. Compensatory services provided as needed upon return to school.

Counseling: Support will be provided via phone conference if warranted to address relevant concerns.

Section 504: School Counselors to monitor and provide additional support per individual plans.

ADA Compliance: Assignments posted on the ADA compliant District Website.

Equitable Access – Students without internet will be provided with:

1. District issued mobile hotspots for economically disadvantaged students;
2. Hard Copies of assignments;
3. Phone/Text Communication;
4. Lend district devices to students without a device at home

Additional staff responsibilities during school closure

1. Be available for communication during school hours
2. No individual student contact
3. Report any days off (sick, personal, etc.) directly to Supervisor

d. Stock

The Supervisor of Buildings and Grounds will ensure ample storage of appropriate and adequate sanitation supplies such as soap, alcohol gel, and tissues in all bathrooms.

All classrooms have access to cleaning products.

III. RESPONSE

a. Protocol – Schools Open

When necessary, the Chief School Administrator will initiate the response process:

Central Office

The CSA will send out message via instant alert, Genesis email blast, twitter, and the district website informing parents that some students are sick but schools remain open, encouraging the school community to refer to handbooks, the school calendar, and school website for additional information.

The CSA will provide updates and the latest research information to staff, students, and parents via, the district website, and instant alert, Genesis email blast, and twitter.

School Nurse

The school nurse will continue with surveillance reporting procedures, conduct student as well as staff assessments and provide updates to administration.

The school nurse will serve as the primary authority for sending home sick staff and students. Students and staff deemed ill and having pandemic related symptoms will not remain at school and should return only after their symptoms resolve and they are physically ready to return to school; they will be required to remain at home for the infectious period.

Student absences will be counted as excused and staff absences will be counted as sick days.

Students and staff not reporting to school due to pandemic related symptoms and illness are only required to call once during the illness period to report absences.

Teachers

Reinforce student infection control procedures.

Send students to the school nurse who appear ill.

Building Administration

Support and endorse nursing decisions.

Monitor and report absences to central office.

Custodial Staff

Ensure ample supply of sanitizing supplies and daily sanitizations.

Take appropriate actions to minimize the risk of viral transmission in school facilities to the greatest extent possible.

Prepare all facilities for reliable functioning as part of community response efforts (e.g., a building used as an isolation facility).

Prepare to restore facilities to their normal use.

Assure the provision of power, telecommunications, heat and ventilation, water, sewer, janitorial services, etc. appropriate to facilities based on their classification during an event.

Secretarial Staff

Utilize absentee questionnaire and forward all attendance information to building nurse immediately (Appendix B).

Reinforce student infection control procedures.

Send students who appear ill to the school nurse.

School Counselors/ Child Study Team

Promote students, faculty, and staff mental well being during the event via in-services, individual and group counseling sessions.

Addressing Stigma

Stigma can affect people, places, or things. It occurs when people associate a risk with something specific—like a minority population group—and there is no evidence that the risk is greater in that group than in the general population. Stigmatization is especially common in disease outbreaks.

Example: A 2002 outbreak of severe acute respiratory syndrome (SARS) in China caused global concern. Unfortunately, fear also led to a great deal of stigma. Although there were no associated cases of SARS in America, many citizens began to avoid Chinatowns and other Asian-American communities—including Japanese, Korean, and Vietnamese peoples—throughout the United States because they believed those groups were at greater risk for spreading SARS.

Stigmatized groups may suffer psychologically and economically. They may be subjected to:

- Social avoidance or rejection
- Denial of healthcare, education, housing, or employment
- Physical violence

Stigmatizing minority groups may also distract people from focusing on the real risks in a crisis situation. When only part of a population is perceived as being affected, others may incorrectly believe they are not at risk. By assuming they are safe, majority population groups may not take important public health precautions, unintentionally compromising their own health and well-being.

Crisis communicators must work to counter stigmatization during a disaster. Messages should reinforce real risks through accurate information and awareness. Images should reflect all people who are susceptible to getting sick. Ideally, public health messages will proactively address possible stigma before it begins. However, prepared communicators should be ready to challenge any negative stigmatizing behaviors that do emerge.

Please note that there will be no transportation home for ill students.

b. Protocol – Schools Closed

When necessary, the CSA will activate the response plan.

Central Office

CSA informs central staff and principals directing them to close some or all schools identified by the state; any non-academic events will be cancelled as well.

Send out instant alerts and Genesis email blasts informing parents that schools are closed; encourage school community to refer to handbooks, the school calendar, and school website for additional information.

The CSA will provide updates and the latest research information to staff, students, and parents via, the district website, instant alerts, Genesis email blast, and press releases.

The CSA will implement Distance Learning Plan.

School Nurse

Check, monitor, and respond to voicemail and email messages on a daily basis.

Provide health updates to central administration for posting on the district website.

Teachers

Follow Distance Learning Plan

Check, monitor, and respond to voicemail and email messages on a daily basis.
Grade work submitted through continuation of learning process.
Log pupil, parent, and staff contacts.
Prepare lesson plans for the recovery phase.
Complete reports as necessary.

Administration/Supervisors

Implement Distance Learning Plan.
Check, monitor, and respond to voicemail and email messages on a daily basis.
Monitor staff health and work performance.
Complete reports as necessary.

Director of Technology

Regular update of district website.

Custodial Staff

Restock ample supply of sanitizing supplies.
Take appropriate actions to minimize the risk of viral transmission in school facilities to the greatest extent possible.
Prepare all facilities for reliable functioning as part of community response efforts (e.g., a building used as an isolation facility).
Prepare to restore facilities to their normal use.
Assure the provision of power, telecommunications, heat and ventilation, water, sewer, janitorial services, etc. appropriate to facilities based on their classification during an event.

School Counselors/ Child Study Team

Counselors and child study team members will check, monitor, and respond to voicemail and email messages on a daily basis.
Psychological first aid will be provided as necessary.

C. Other Core Operations

Payroll/Business

The Business Office will continue regular functioning from their office or an outside location if necessary.

Food Service

Chartwells will arrange for food distribution as necessary. Non-perishable items will be provided to students who qualify for free meals.

1. BUS STUDENTS

- a. Food Service will be provided free and reduced lunch student information which indicates students in need by bus stop location.
- b. Food Service will prepare bagged meals for all students on free or reduced lunch at a location that is deemed safe and free from any harmful substances. Multiple locations may be necessary.
- c. The meals will be separated by bus stop location.
- d. Transportation services will collect the meals; make their normal bus route stops at specific times of the day. Lunches will be distributed to families/students at bus stops.

2. WALKING STUDENTS

- a. Food service will be provided free and reduced lunch student information which indicates students in need by school location for WALKING students.

- b. Food service will prepare bagged meals for all students on free or reduced lunch at a location that is deemed safe and free from any harmful substances. Multiple locations may be necessary.
- c. Transportation services will collect the meals and report to school or centralized locations in which students/parents can walk at specific times of the day. Lunches will be distributed to families/students at bus stops.

3. COMMUNICATION

- a. All information will be communicated with families as needed.
- b. A contact number will be provided to parents to call if there are problems.

IV. RECOVERY

When necessary, the Chief School Administrator will initiate the recovery process. School closure days as a result of this pandemic will not result in an extended school year if permissible per NJDOE; ten-month staff will remain through June 30 to complete any unfinished work.

Those students who can document illness to self or a member of the immediate family will have one additional month to make up missed work; extenuating circumstances will also be taken into consideration.

Central Office

Identify healthy staff to determine the feasibility of reopening schools.

The CSA will provide updates and the latest research information to staff, students, and parents via instant alert, Genesis email blast, the district website.

If appropriate, CSA will announce that Woodbridge Township Schools are to reopen.

School Nurse

The school nurse will continue with surveillance reporting procedures, conduct student as well as staff assessments, communicate with parents/guardians as well as provide updates to administration.

The school nurse will serve as the primary authority for sending home sick staff and students. Students and staff deemed ill and having pandemic related symptoms will not remain at school and should return only after their symptoms resolve and they are physically ready to return to school; they will be required to remain at home for the infectious period.

Student absences will be counted as excused and staff absences will be counted as sick days.

Students and staff not reporting to school due to pandemic related symptoms and illness are only required to call once during the flu period to report absences.

Follow up with students who are deemed at high risk for pandemic related complications.

Physical assessment and needs of students who made contact with school nurse during the response phase.

Teachers

Reinforce student infection control procedures.

Send students to the school nurse who appear ill.

Each classroom room teacher must maintain the structure of the class but have the class engage in a creative processing activity such as journal writing, discussion related to the event, tie in of content matter to event

Each classroom teacher should acknowledge the loss and/or event.

Administration/Supervisors

Support and endorse nursing decisions.

Monitor and report absences to central office.

Serve as the primary contact person and authorizing body for all activities.

Maintain contact with parents/guardians as well as school community keeping them abreast of what the building is doing for the reestablishment of a positive school climate.

Monitor grading and assist in the reestablishment of a positive school climate.

Custodial Staff

Ensure ample supply of sanitizing supplies and daily sanitizations.

Ensure appropriate actions are taken to minimize the risk of viral transmission in school facilities to the greatest extent possible.

Prepare all facilities for reliable functioning as part of community response efforts (e.g., a building used as an isolation facility).

Prepare to restore facilities to their normal use.

Assure the provision of power, telecommunications, heat and ventilation, water, sewer, janitorial services, etc. appropriate to facilities based on their classification during an event.

Secretarial Staff

Utilize absentee questionnaire and forward all attendance information to building nurse immediately (Appendix B).

Reinforce student infection control procedures.

Send students to the school nurse who appear ill.

School Counselors/ Child Study Team (Appendix F)

Promote students, faculty, and staff mental well being during the event via in-services, individual and group counseling sessions.

Assessment of functioning and needs of students via referral system.

Follow up with referrals.

Follow up with students who called in/made contact during response.

Stabilization groups will be conducted for students who cannot cope in the classroom setting.

Coping groups will be conducted for the purpose of preventing post traumatic stress.

Conduct seminars for parents related to support, information, and referral services.

Managing Fears and Anxiety around Coronavirus

As information about Coronavirus unfolds, there can be a wide range of thoughts, feelings and reactions. Below is some helpful information.

Common Reactions: Please recognize that there can be a wide range of reactions and that over the next few days or weeks you may experience periods of:

- Difficulty concentrating and sleeping
- Anger
- Hyper-vigilance to your health and body
- Anxiety, worry, panic
- Feeling helplessness
- Social withdrawal

Ways to Manage Fears & Anxieties:

Get the facts. Stay informed. For further information, see the dedicated CDC website.

<https://www.cdc.gov/coronavirus/2019-ncov/summary.html>

Keep things in perspective. Limit worry and agitation by lessening the time you spend watching or listening to upsetting media coverage. Although you'll want to keep informed — especially if you have loved ones in affected countries — remember to take a break from watching the news and focus on the things that are positive in your life and things you have control over.

Be mindful of your assumptions about others. Someone who has a cough or a fever does not necessarily have coronavirus. Self-awareness is important in not stigmatizing others in our community.

Stay healthy. Adopting healthy hygienic habits such as washing your hands with soap and water or an alcohol-based hand sanitizer, frequently, and certainly after sneezing or before/after touching your face or a sick person. Cover your mouth and nose with a tissue or your sleeve (not your hands) when coughing or sneezing. Avoid touching your eyes, nose and mouth. Avoid contact with others who are sick and stay home while sick.

Keep connected. Maintaining social networks can help maintain a sense of normalcy, and provide valuable outlets for sharing feelings and relieving stress.

Seek additional help. Individuals who feel an overwhelming worry or anxiety can seek additional professional mental health support. You may call your school counselor (who will be available as usual when school is open and via phone and email if school is closed).

Buildings and Grounds

The school will be cleaned under the direction of the Supervisor of Buildings and Grounds.

Essential Personnel

See Appendix I (Pages 32-34).

APPENDIX A – What is a Pandemic?

What is Pandemic? A “pandemic” is a disease that spreads all over the world and affects a large number of people. If you are caring for a loved one during a pandemic, it’s important to take steps to protect yourself and others. Always follow the most current advice of the U.S. Department of Health and Human Services and your local Health Department.

Prevention:

These healthy habits will help keep you and others from getting and passing on the virus:

- Clean your hands often with soap and water or alcohol-based hand sanitizer.
- Cover your mouth and nose with a tissue when you cough or sneeze and clean your hands afterward. Put used tissues in a wastebasket.
- Cough or sneeze into your upper sleeve if you do not have a tissue.
- Keep your hands away from your eyes, nose and mouth to prevent germs from entering your body. Also, a person with signs of the virus should stay home from work, school and errands and avoid contact with others.
- Disinfectant: 1 gallon water, 1/4 cup bleach, Mix up a fresh batch every time you use it.
- OBTAIN A FLU SHOT.

To limit the spread of germs and prevent infection:

- Teach your children to wash hands frequently with soap and water and model the correct behavior.
- Teach your children to cover coughs and sneezes with tissues and be sure to model that behavior.
- Teach your children to stay away from others as much as possible if they are sick.
- Stay home from work and school if sick.

Caregivers should always wash their hands before providing care. Afterward, wash again and apply alcohol-based hand sanitizer as well. Follow these steps for proper hand hygiene:

- Wet hands with warm, running water and apply liquid soap.
- Rub hands vigorously for 20 seconds, covering all surfaces and fingers.
- Scrub nails by rubbing them against the palms of your hands.
- Rinse your hands with water.
- Dry your hands thoroughly with a paper towel and use it to turn off the faucet. A shared towel will spread germs.

Preparation:

You can prepare for a pandemic now. You should know both the magnitude of what can happen during a pandemic outbreak and what actions you can take to help lessen the impact of an influenza pandemic on you and your family. This checklist will help you gather the information and resources you may need in case of a flu pandemic.

Plan for an extended stay at home during a flu pandemic.

- Ask your employer about how business will continue during a pandemic.
- Ask your employer if you can work from home during a flu 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.

Items to have on hand for an extended stay at home: During a pandemic, if you cannot get to a store, or if stores are out of supplies, it will be important for you to have extra supplies on hand. This can be useful in other types of emergencies, such as power outages and disasters.

- | | |
|--|---|
| Non-perishable foods | ~Health and emergency supplies |
| ~Ready to eat canned meats, | ~Prescribed medical supplies such as |
| ~Fruits, vegetables, soups | ~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 |
| ~ Peanut butter and jelly | ~Aspirin or Ibuprofen (Motrin) |
| ~Dried fruit, nuts, trail mix | ~Thermometer |
| ~Baby formula | ~Antidiarrheal medications |
| ~Crackers | ~Vitamins |
| ~Canned juices | ~Fluids with electrolytes, such as Pedialyte® |
| ~Bottled water | ~Flashlight with extra batteries |
| ~Canned or jarred baby food | ~Portable radio with extra batteries |
| ~Baby formula | ~Manual can opener |
| ~Pet food | ~Garbage bags |
| ~Tissues, toilet paper, disposable diapers | |

To plan for a pandemic:

- Ask your doctor and insurance company if you can get an extra supply of your regular prescription drugs.
- Talk with family members and loved ones about how they would be cared for if they got sick, or what will be needed to care for them in your home.
- Volunteer with local groups to prepare and assist with emergency response.
- Get involved in your community as it works to prepare for a pandemic.

Cold Symptoms	Flu Symptoms	COVID-19 Symptoms
Stuffy nose	Fever	Fever
Sneezing	Headache	Cough
Sore throat	Often and severe aches	Shortness of breath
Mild to moderate chest discomfort/cough	Extreme exhaustion	*Be mindful of recent travel or contact with people who recently traveled.
	Stuffy nose	
	Sneezing	
	Sore throat	

Communication:

The CSA will provide updates and the latest research information to staff, students, and parents via instant alert, Genesis email blast and the district website.

For more information, call your healthcare provider or visit the CDCs 2019 Novel Coronavirus Situation Summary at: <https://www.cdc.gov/coronavirus/2019-ncov/summary.html>

Reactions to Stress:

Managing Fears and Anxiety around Coronavirus

As information about Coronavirus unfolds, there can be a wide range of thoughts, feelings and reactions. Below is some helpful information.

Common Reactions: Please recognize that there can be a wide range of reactions and that over the next few days or weeks you may experience periods of:

- Difficulty concentrating and sleeping
- Anger
- Hyper-vigilance to your health and body
- Anxiety, worry, panic
- Feeling helplessness
- Social withdrawal

Ways to Manage Fears & Anxieties:

- Get the facts. Stay informed. For further information, see the dedicated CDC website. <https://www.cdc.gov/coronavirus/2019-ncov/summary.html>
- Keep things in perspective. Limit worry and agitation by lessening the time you spend watching or listening to upsetting media coverage. Although you'll want to keep informed — especially if you have loved ones in affected countries — remember to take a break from watching the news and focus on the things that are positive in your life and things you have control over.
- Be mindful of your assumptions about others. Someone who has a cough or a fever does not necessarily have coronavirus. Self-awareness is important in not stigmatizing others in our community.
- Stay healthy. Adopting healthy hygienic habits such as washing your hands with soap and water or an alcohol-based hand sanitizer, frequently, and certainly after sneezing or before/after touching your face or a sick person. Cover your mouth and nose with a tissue or your sleeve (not your hands) when coughing or sneezing. Avoid touching your eyes, nose and mouth. Avoid contact with others who are sick and stay home while sick.
- Keep connected. Maintaining social networks can help maintain a sense of normalcy, and provide valuable outlets for sharing feelings and relieving stress.
- Seek additional help. Individuals who feel an overwhelming worry or anxiety can seek additional professional mental health support. You may call your school counselor (who will be available as usual when school is open and via phone and email if school is closed).

APPENDIX A1 – General Information

Communication Staff Members	Staff members are not to communicate with the media; the following statement should be utilized when questions and/or concerns from the media and/or the public arise: “The District is taking all necessary measures to protect students, staff, and provide a continuity of operations as required. Additional information will be provided from the Superintendent’s office when it becomes available”.
Plan Distribution:	Please store and keep this plan in a safe place where you can access it if and when necessary.
Grading Expectations:	Teachers are asked to grade assignments as they come in via Google classroom while schools are closed
Work Related:	Teachers are asked to maintain contact with students via Google classroom and/or phone while schools are closed
Responsibilities During Extended School Closures	Logs are to be maintained
Student Expectation for Communication/Rubrics	Teachers are required to communicate grading expectations/assignments in the case of an extended school closure.

APPENDIX B – Absentee Questionnaire

WOODBRIIDGE TOWNSHIP SCHOOL DISTRICT

Absentee Questionnaire for COVID-19

This form is to be completed by office staff if/when he./she receives a phone call for illness related reasons. This information is to be forwarded to the school nurse for informational purposes only.

Student Name: _____ Grade: _____ Date: _____

Does your child:	Yes	No
1. have a fever _____ (Temperature: _____)	_____	_____
2. have a cough _____	_____	_____
3. shortness of breath _____	_____	_____
4. under care of doctor _____	_____	_____
5. travelled out of the country _____	_____	_____
6. contact with people who traveled out of country _____	_____	_____

Please forward to the school nurse on a daily basis one hour after taking attendance.

APPENDIX D – Weekly Pandemic Census

WOODBRIIDGE TOWNSHIP SCHOOL DISTRICT

Weekly Pandemic Census

When 15 percent or more of the school student and/or staff population is absent due to pandemic related symptoms, use this form to report weekly to Middlesex County Health Services Public Health Division's Communicable Disease Programs.

Name of School _____ Phone Number _____ Week Ending _____

Primary _____ Elementary _____ Middle _____ High _____

City: _____ School District: Woodbridge

Reporting Individual _____ Phone _____

Students

Number of students absent with flu-like illness this week _____

Total number of students enrolled in your school _____

ADA for the week _____

Staff/Faculty

Number of staff/faculty absent with flu-like illness this week _____

Total number of staff/faculty employed in your school _____

Assistance Needed/Comments:

APPENDIX E – Sample Press Releases

WOODBRIIDGE TOWNSHIP SCHOOL DISTRICT

We know this is an anxious time for our community and our hearts go out to those who are ill. We are working closely with local health officials to deal with the situation and will keep parents updated with any important information.

At this time, under the guidance of the county Health Department, we believe students can safely attend classes and schools will remain open. Our thoughts are with all of our families and children who are affected.

If the pandemic continues to spread and more students become ill, health officials may need to close schools for an extended period of time (for example, up to 6 weeks).

The purpose of closing schools will be to decrease contact among children in order to decrease their risk of getting sick and to limit the spread of infection. If schools are closed, children should stay at home.

We urge parents to plan now for the possibility of schools closing. Arrange day care, and homeschooling.

Parents can help protect their children and prevent the spread of a pandemic as they would colds and other flu by taking the following precautions:

- Teach your children to wash hands frequently 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.
- Teach your children to stay away from people who are sick and stay home from work or school if you are sick.

SCHOOL CLOSURE
Sample Press Releases

WOODBRIIDGE TOWNSHIP SCHOOL DISTRICT

Middlesex County health officials have ordered the closure of schools as a result of a pandemic outbreak in our county.

Schools may be closed for an extended period of time (for example, up to 6 weeks).

We know this is a difficult time for our community and our hearts go out to those who are ill. We are working closely with health officials to deal with the situation and will keep parents updated with any important information.

Because a pandemic is easily spread from person-to-person, it is unsafe for large groups of people to gather and children should stay home. The purpose of closing schools is to decrease contact among children in order to decrease their risk of getting sick and to limit the spread of infection.

During this time, children and adults should stay away from other people and groups, as much as possible. Health officials also advise people should not gather in other locations such as homes, shopping malls, movie theaters or community centers.

Parents can help protect their children and prevent the spread of a pandemic as they would colds and other flu by taking the following precautions:

- Teach your children to wash hands frequently 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.
- Teach your children to stay at least three feet from people who are sick and stay home from work or school if you are sick.

APPENDIX F – NJ Dept. of Health Memo

From the NJ Department of Health Memo - March 2, 2020

Many childcare centers, school administrators, teachers and parents within New Jersey are concerned about how the current outbreak of the 2019 Novel Coronavirus (COVID-19) will impact their communities and wish to take appropriate steps to mitigate any risks. The word “novel” means new. The Centers for Disease Control and Prevention (CDC) is working hard to learn as much as possible about this new virus so that they can better understand how it spreads and its associated illness. The New Jersey Department of Health is also working hard by developing guidance and education materials should this new virus impact our residents.

Though the CDC considers COVID-19 to be a serious public health concern based on current information, the immediate health risk to the general U.S. public is considered low at this time. The CDC and the World Health Organization are closely monitoring the national and global situation and providing ongoing guidance. At this time, the CDC recommends avoiding nonessential travel to China, Iran, Italy and South Korea. There are additional countries with travel alerts. Updated travel information specific to COVID-19 can be found at <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>.

What is the difference between seasonal and novel coronavirus? Coronaviruses are a family of viruses and there are different types of coronavirus within that family, much like there are different types of influenza viruses. Coronaviruses in general are not new and are a frequent cause of respiratory illnesses such as the common cold. Coronaviruses tend to circulate in the fall and winter months, similar to influenza. Most people get infected with these viruses at some point in their lives. The type of coronavirus that has recently emerged in Wuhan, China **is a new type** of coronavirus and is infecting people for the first time (which means that people do not have any immunity to it). This newly discovered virus is called SARS-CoV-2 and is causing a disease named COVID-19.

What are common symptoms of COVID-19? Information to date suggests this virus is causing symptoms consistent with a respiratory illness such as cough, fever, and shortness of breath.

How is COVID-19 spread? At this time, it’s unclear how easily or sustainably this virus is spreading between people. Typically, with most respiratory viruses, people are thought to be most contagious when they are most symptomatic (the sickest). Chinese officials report that sustained person-to-person spread in the community is occurring in China. Similar spread has been reported in other countries. Person-to-person spread in the United States has been detected but the risk to the general public remains low. Cases in healthcare settings, like hospitals, may also occur.

What measures can be taken to prevent COVID-19? There is currently no vaccine to prevent COVID-19 infection. The best way to prevent infection is to avoid being exposed to this virus. However, as a reminder, CDC always recommends everyday preventive actions to help prevent the spread of respiratory viruses.

How is COVID-19 treated? Currently, there is no specific antiviral treatment recommended for the coronavirus. There is no vaccine to prevent this virus, and the CDC advises that the best way to prevent infection is to avoid being exposed to this virus.

How should schools prepare for the potential of a coronavirus outbreak in their community?

To prepare for possible community transmission of COVID-19, the most important thing for schools to do now is **plan** and **prepare**. Interim Guidance for Administrators of US Childcare Programs and K-12 Schools to Plan, Prepare, and Respond to Coronavirus Disease 2019 (COVID-19) can be found at <https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/guidance-for-schools.html>.

- Review and update or develop your outbreak response/pandemic plan and share with stakeholders before an outbreak occurs.
- Establish procedures to ensure students and staff who become sick at school or arrive at school sick are sent home as soon as possible.
- Prepare for the potential of school closures or dismissals 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.
- Plan workshops and training to educate staff on prevention measures.
- Continue to monitor current information from health officials.

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

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

APPENDIX G – Incident Command

WOODBRIIDGE TOWNSHIP SCHOOL DISTRICT

Incident Commander: Superintendent

Replacement Commanders: Assistant Superintendent of C&I, Assistant Superintendent for HR, BA/BS

Chain Of Command/Areas of Supervision:

- I. Superintendent**
 - a. Overall Supervision
 - b. Coordinate communication with district, parents, press
 - c. Report to Board of Education
- II. Assistant Superintendent for Curriculum & Instruction**
 - a. Instructional Supervisors
 - b. Supervisor of Technology
 - i. System Liaison
 - ii. Technology Dept
 - c. Principals & Administrators
 - i. Department Supervisors
 - ii. Teachers
 - iii. Non-certified staff
- III. Assistant Superintendent for Human Resources**
 - a. Principals and Administrators
 - i. Department Supervisors
 - ii. Non-certified staff
 - b. Substitutes
 - c. Coordinator of Security
 - i. Attendance officers
 - d. Student Registration
 - e. After Care
 - f. Home instruction
- IV. Director of Special Services**
 - a. Special Ed Program Supervisor
 - i. Special Ed Program Staff
 - b. Child Study Team Supervisors
 - i. Child study teams
 - c. Supports staff
 - d. Paraprofessionals
 - e. Therapists
 - f. Behavioral staff
 - g. Private providers for special ed
 - h. Out-of-District instruction
- V. Business Administrator/Board Secretary**
 - a. School Accountant
 - b. Supervisor of B&G
 - i. Trades
 - c. Supervisor of Transportation & Food Services
 - i. Transportations staff
 - d. Insurance Specialist
 - e. Purchasing Department
 - f. Accounts Payable/Payroll Department
 - g. Inventory Manager
 - h. Facilities Manager

APPENDIX H – Snapshot of Distance Learning

WOODBRIIDGE TOWNSHIP SCHOOL DISTRICT *Snapshot of Distance Learning Schedule*

In the event of a school district closure, typical school day functions are listed below:

- I. Superintendent: Report to office* and monitor all district functions; Create modified work-day schedule
- II. Assistant Superintendent for Curriculum & Instruction: Report to office* and supervise staff; adjust staff work-day hours as needed
 - a. Instructional Supervisors: report to office* and supervise and assist instruction
 - b. Supervisor of Technology: report to office* and supervise distance learning
 - c. System Liaison: report to office* and perform SIS duties
 - d. Technology Dept: report to office* and assist with distance learning and tech maintenance
 - e. Principals & Administrators: report to office* and supervise instruction
 - i. Department Supervisors: report to office* and supervise instruction
 - ii. Teachers: distance learning for students during school hours
 - iii. Non-certified staff: scheduled as needed per supervisor
- III. Assistant Superintendent for Human Resources: Report to office* and perform supervision of staff; adjust staff work-day hours as needed
 - a. Substitutes: not needed unless in a long-term position
 - b. Coordinator of Security: report to office* and supervise attendance officers
 - i. Attendance officers: report to office*
 - c. Student Registration: scheduled as needed per supervisor
 - d. After Care: not needed
 - e. Home instruction: not needed (all students on distance learning)
- IV. Director of Special Services: Report to office* and supervise staff; adjust staff work-day hours as needed
 - a. Special Ed Program Supervisor: Report to office* and supervise staff; adjust staff work-day hours as needed
 - i. Special Ed Program Staff: report to work as needed per supervisor
 - b. Child Study Team Supervisors: report to work as needed per supervisor
 - i. Child study teams: report to work as needed per supervisor
 - c. Supports staff: report to work as needed per supervisor
 - d. Paraprofessionals: report to work as needed per supervisor
 - e. Therapists: report to work as needed per supervisor
 - f. Behavioral staff: report to work as needed per supervisor
 - g. Private providers for special ed: report to work as needed per supervisor
 - h. Out-of-District instruction: continue if open
- V. Business Admin/Board Sec: Report to office* and supervise staff; adjust staff work-day hours as needed
 - a. School Accountant: report to work as needed per supervisor
 - b. Supervisor of B&G: Report to office* and perform supervision of staff; adjust staff work-day hours as needed
 - i. Trades: report to work full-day
 - c. Supervisor of Transportation & Food Services: Report to office* and perform supervision of staff; adjust staff work-day hours as needed
 - i. Transportations staff: report to work full day
 - d. Insurance Specialist: report to work as needed per supervisor
 - e. Purchasing Department: report to work as needed per supervisor
 - f. Accounts Payable/ Payroll Department: report to work as needed per supervisor
 - g. Inventory Manager: report to work as needed per supervisor
 - h. Facilities Manager: report to work as needed per supervisor

*Pending modified work-day schedule

APPENDIX I - Essential Personnel

List of Essential Employees by Category	Role of Employee	Duties/ Work Stream	How Many Essential Employees Per Category
Superintendent	Superintendent Executive Secretary	Overseeing and maintaining full operation of district. Ensuring distance learning is provided to all students; resolve all parent, student and staff issues in a timely fashion. Keeping BOE. parents and staff updated on all pertinent information. Superintendent and staff will report to work to complete tasks associated with Board Meetings and other essential tasks as deemed necessary; otherwise working remotely.	2
Curriculum/Instruction	Asst. Supt. Curriculum Chief Secretary Supervisor of Science Supervisor of Math Supervisor of Reading Supervisor of Technology Supervisor of English Supervisor of G&T Supervisor of ESL Supervisor of Soc. Studies	Continued Supervision of what is taught and how it is taught and learned. This would include teacher and student devices, on line access, digital curriculum platforms and tech. Tools for communication and feedback. Teacher training for distance learning will continue through online sessions on both tech tools and curriculum resources. Report to office as needed; otherwise working remotely.	10
Human Resources	Asst. Supt. Human Resources Executive Secretary Administrative Secretaries Home Instruction Secretary	Oversee and supervise the continued evaluation of staff members. Facilitate and coordinate Home Instruction services and subsequent payment to home instructors. Handle students seeking to re-register and assist in set up for distance learning. Continue to monitor staff attendance, all substitute and leave replacement needs, and work with building administrators for 2020-2021 staffing needs. Oversee security and attendance officers distributing devices from the administration building	5

		as well as conducting welfare checks on students who are not signing in to class. All Human Resources staff are working remotely with the exception of office visits to collect paperwork, sign vouchers, and check voicemails.	
Business Administrator	Business Admin/Board Sec. Executive Secretary Payroll Supervisor Accts Payable Supervisor Insurance Specialist	Payroll Supervisor will come in before each pay date to finalize and submit payroll. Accounts Payable Supervisor will come in to pay bills approved at Board Meeting; Insurance Specialist will come in to pick up work and bring it home should it be necessary. Business Administrator will be in to ensure previously mentioned duties have been accomplished. Staff will be limited to one-at-a-time (unless requiring assistance). Only staff indicated will be in the office during this time. All other tasks done remotely.	5
Special Services	Director Special Services Chief Secretary Suprvsr. Child Study Teams Supervisor Special Services	All Special Services staff working remotely to ensure students IEPs are followed. Ensure that students are receiving necessary support during crisis. Staff will only come to work if necessary	4
Principals	Principals all High Schools, Middle Schools, and Elementary Schools	Principals will ensure that all staff and students are on task. Resolve parent issues. Provide technology equipment as requested. Ensure school operations continue to run efficiently	25
Safety & School Security	Coordinator Security & Security/Attendance Officers	Ensure safety & security of all buildings during closure. Provide parents with a location to pick up necessary technology equipment. Check on status of students who have not logged in daily.	6
Buildings and Grounds	Supervisor B&G Facilities Manger Custodians Trades – Electricians, Plumbers, Carpenters	Ensure all buildings are up and running. Coordinate necessary work on buildings and grounds as needed. Clean and disinfect all buildings. Repair any issues that arise. Continue to perform daily maintenance duties.	

Technology	Technology Coordinator Video Production Specialist Help Desk Coordinator Field Techs	Supporting distance learning via domain/Google/email accounts for all staff & students. Tech device hardware support/repair. 11 total employees on a rotating schedule of 2 per day on-site, all IT staff work remotely every day.	11
Transportation Department	Supervisor Food/Trans Chief Secretary Bus Drivers Bus Aides Mechanics	Delivery of food for free and reduced students. Pickup lunches at 3 high schools and deliver to all bus stops. Also have a bus at each school for walkers to pick up lunches. Disinfecting buses.	186
Food Service Personnel	Management Administrator Food Service Workers	Supervision of meal preparation. Assign jobs, oversee production, order food, schedule workers and payroll. Prepare, bag and box meals for distribution. Deliver food and supplies to school locations; assist with meal prep	37
Teachers	Hours per day	Remote	Onsite
	6	1,313	0