



Public Health Related School Closure Plan

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Background

COVID-19 is a highly contagious respiratory illness caused by a virus. Most cases of COVID-19 are mild to moderate, like the common cold. But it can be more severe in older adults and people with chronic health conditions.

The virus is most likely to be spread from person to person by droplets when coughing and from contact with surfaces where those droplets have landed. Since this virus is new, health authorities continue to carefully watch how this virus spreads (Taken from the New Jersey Health Department website).

On March 2, 2020, the New Jersey Department of Health (NJDOH) published guidance for childcare facilities and K-12 schools regarding the impact that the current outbreak of 2019 Novel Coronavirus (COVID-19) might have on their communities. That guidance is available on the NJDOH's COVID-19 Information for Schools and Businesses webpage and was disseminated by the New Jersey Department of Education (NJDOE) via special Broadcast on March 3, 2020. The NJDOH guidance identifies school closure as a potential strategy to limit transmission within a community.

On March 5, 2020, the New Jersey Department of Education (NJDOE) approved the use of home instruction measures in order to provide schooling in the event the NJDOH closes school in response to COVID-19. The Irvington Public Schools was directed to create a Public-Health Related School Closure Plan that will allow the district to count home instruction toward its compliance with the 180-day requirement in accordance with N.J.S.A. 18A:7F-9.

Guidelines

The provision of home instruction services during a public health-related closure is 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 from the NJDOE 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.

This flexibility to count a day in which public school facilities are closed toward the Irvington Board of Education's statutory 180-day requirement applies strictly to public health-related school closures and not to any other type of closure or other days on which public school facilities are not made available.

All boards of education are required to develop a School Health-Related Closure Plan to provide home instruction in the event of such a closure. The planned services should include equitable access to instruction for all students. Each preparedness plan should also address the provision of appropriate special education and related services for students with disabilities and the provision of school nutrition benefits or services for eligible students.

The preparedness plans must be submitted to the Executive County Superintendent. The NJDOE also encourages boards of education to adopt enhanced school cleanliness and disinfection protocols, including disinfection of frequently touched surfaces and objects.

Administrator Expectations

Central Office Administrators

- Maintain constant contact with building and content administrators to provide information and respond to questions.
- Update the district's website with real-time information.
- Coordinate home instruction.
- Develop a plan for enhanced cleaning protocols.
- Develop a plan to distribute breakfast and lunch to students.
- Ensure essential functions such as payroll, payment for goods and services, and safety of buildings.
- Remain in constant contact with the local health director.
- Remain in constant contact with the Irvington Police Department.
- Develop a plan to collect student work upon the opening of schools.
- Participate in emergency on-line meetings when necessary.

Building Administrators

- Communicate via email with staff members to provide information and respond to questions.
- Communicate with parents via School Messenger to provide updates.
- Ensure that all students have access to learning packets and on-line assignments.
- Review lesson plans, monitor pacing, and provide feedback to staff.
- Participate in emergency on-line meetings when necessary.

Content Administrators

- Develop learning packets aligned to the NJ Student Learning Standards under the direction of the Assistant Superintendent of Schools.
- Respond to emails from staff, students, and parents.
- Review lesson plans, monitor pacing, and provide feedback to staff.
- Participate in emergency on-line meetings when necessary.

Teacher Expectations

- Check and respond to emails from students, parents, administrators and colleagues daily.
- Complete two webinars per day effective March 20, 2020.
- Grade student learning packets upon return to school under the direction of the building principal.
- Complete lesson plans.
- Participate in emergency on-line meetings when necessary.
- Selected staff will operate the ESL helpline (973-399-2094)
- Selected staff will operate the Special Education helpline (973-399-1083)
- Selected staff will operate the technology helpdesk (973-399-6808)
- Child Study Team staff will continue to assist the district in implementing the provisions of all Individual Education Plans (IEPs).
- Guidance counselors will work on State testing information.

Support Staff Expectations

- Check and respond to emails from students, parents, administrators and colleagues daily.
- Complete two webinars per day effective March 20, 2020.
- Security and Custodians will be paid overtime to assist in the distribution of breakfast and lunch bags effective March 18, 2020 from 8:30 a.m. to 11:30 a.m.
- Participate in emergency on-line meetings when necessary.

Student Expectations

- Complete daily assignments:

ELA	1 hour and 30 minutes per day
Math	1 hour and 30 minutes per day
Science	30 minutes per day
Social Studies	30 minutes per day

- Students in grades K to 8 are required to complete the on-line assignment or learning packet. However, students are encouraged to complete both for extra credit.
- Return home after retrieving a breakfast and lunch bag from one of the district's schools.
- Students are encouraged to read a book of their choosing daily.
- Email the teacher with any questions related to an assignment.

Student Assignments

<https://irvington.k12.nj.us/emergency/students-irvington-public-schools-distance-learning-portal/>

Parent Expectations

- Ensure that students complete learning packets and reading for a minimum of four (4) hours per day.
- Review the district's website daily for real-time information related to school closure.
- Encourage students to report to a district school from 8:30 a.m. to 11:30 a.m. to retrieve a breakfast and lunch bag.
- Encourage students to email their teachers if there are any questions related to the learning packets.
- Encourage students to use the special education helpline (973-399-1083)
- Encourage students to use the ESL helpline (973-399-2094)
- Contact the technology helpdesk with any questions (973-399-6808)

Whitson's Food Service Expectations

Breakfast and lunch bags will be distributed to all Irvington school-age students from Monday through Friday between the hours of 8:30 a.m. through 11:30 a.m. effective March 18, 2020. Students are asked to immediately return home and refrigerate the bags until use. Parents should email the principal with any questions or concerns. The following chart shows the serving location for each school. Plan B is for inclement weather.

School	Plan A	Plan B (Inclement Weather)
Augusta Preschool	Use Front-Round About-Parents and students enter at Augusta entrance and exit through May Street entrance.	Use portion of the multi-purpose room. Enter through the front door and pick up at the entrance of multi-purpose room. Exit from the front door.
Berkeley	Enter through the parking lot gate. Distribution will occur at the door closest to the gate.	Enter through the parking lot gate and proceed through the door closest to the gate and exit through the door near the gymnasium entrance.
Chancellor	Pick up food near the gymnasium exit door close to Park Place.	Enter the gymnasium on Park Place and exit on Nesbit Street Exit. Cafeteria and Gym are on the ground level.
Florence	Pick up food at the parking lot side near door 3.	Enter through the parking lot side entrance through door 5. Grab-N-Go through cafeteria. Exit through door 4 Florence Avenue.
Grove	Pick up food at the front entrance	Enter through one main door and exit (in the lobby) through the door next to the main door (second double door).
Madison	Enter through the playground on Cummings Avenue. Breakfast/Lunch will be picked up at the entrance to the cafeteria. Students will exit out of the playground	Enter the entrance (Pre-school) on Cummings Avenue and retrieve breakfast/lunch. Exit from the side onto playground via Cummings Avenue.
Mt. Vernon and Blue Knights Academy	Pick up food at the front entrance.	Enter through the main doors and form two lines. Students will grab and go in the main lobby and exit through the main doors.
T. Marshall	Students will be served from the loading zone area (it is connected to the kitchen).	Students will enter through right cafeteria door and exit out the left cafeteria door.
University Elementary	Exit 2 Top of Stairs: Whitson will set up in the vestibule of Exit 2 located in the front of University Place. Students will be served from the top of the stairs.	Whitson will set up in the gym at door #2 by the entrance to the vestibule. Students will be served in the vestibule of exit 2 located in front of University Place.

School	Plan A	Plan B (Inclement Weather)
Union Avenue Middle	Students will be served at the main entrance.	Students will be served at the main entrance. They will enter the building, retrieve food in the hallway, and exit the building through the main entrance doors.
University Middle	Students will be served on the steps of the old main entrance.	Students will use the old main entrance. They will come up the stairs, retrieve food in the hallway, and then exit down the stairs.
Irvington High	East wing parking lot Set up between Exit 8 and Exit 9.	Main Entrance Right door #3 (enter front). Left door # 1 (Exit); Middle door remained closed.

Enhanced Cleaning and Sanitary Protocols

1. Increased daily cleaning protocols were put in place for high touch surfaces. Bio-Shine, the district’s vendor for cleaning supplies, recommended the use of BruTab 6S to clean surfaces. The district currently uses this chemical to clean the schools.
2. A deep cleaning of high touch surface areas occurred daily from March 2, 2020 through March 13, 2020 and on Saturday, March 14, 2020.
3. A deep cleaning of all schools will occur on March 17, 2020 and March 18, 2020.
4. A deep cleaning of all areas used for breakfast/lunch distribution will occur daily.
5. Hand sanitizers have been ordered for every classroom in the district.
6. The district nurses provided training to students in regards to covering their cough and sneezes with tissue or their elbow and regularly washing their hands for a minimum of 20 seconds. All training was completed by March 16, 2020.
7. The District will remain in constant contact with the Irvington Health Department to obtain current and accurate information. The Director of the Health Department will contact the district as needed to advise of any Irvington students or staff who have been placed under quarantine.

Special Staff Assignments

Child Study Team

- Continue to write IEPs, PLAAFP information, goals and objectives, and progress reporting.
- Respond to counseling needs of students as needed. This could include support in self-regulation, anxiety, and/or wellness.

Technicians

Monitor the technology helpdesk.

Guidance Counselors

- Work on state testing uploads
- High School Counselors will continue to work on course requests under the direction of the Supervisor of Guidance

Selected Special Education Teachers

Monitor the special education helpline

Selected English as a Second Language Teachers

Monitor the ESL helpline

Division of Child Protection and Permanency

A staff member who suspects that a child is being abused during the time of school closure, is required to contact DCPD.