

# HOPE ACADEMY CHARTER PUBLIC SCHOOL

Office of the CHIEF SCHOOL ADMINISTRATOR



601 GRAND AVENUE  
Asbury Park, NJ 07712



## PUBLIC HEALTH RELATED SCHOOL CLOSURE PLAN COVID-19 PANDEMIC



Hope Academy Charter School  
*transforming our community, one child at a time*

# MARCH 12, 2020

Families trust schools to keep their children safe during the day. Thanks to the efforts of millions of teachers, principals, and staff across America, the majority of schools remain safe havens for our nation's youth. The unfortunate reality is, however, that school districts in this country may be touched either directly or indirectly by a crisis of some kind at any time (U.S. Department of Education, 2007).

This plan provides guidance to the Hope Academy Charter Public School District and serves as the plan for maintaining essential functions and services during a COVID-19 pandemic, including continuity of student learning and operations under adverse conditions. Pursuant to N.J.A.C. 6A:16-5.1, school boards are required to have school safety and security plans that include appropriate protocols, which include, but are not limited to, the prevention of, intervention in, response to and recovery from emergency and crisis situations.

## **4 Pillars of an Effective and Efficient Crisis Response Plan:**

Preparedness, Response, Recovery, Mitigation & Prevention



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## **Background**

The Centers for Disease Control (CDC) is responding to an outbreak of respiratory disease caused by a novel (new) coronavirus that was first detected in China and which has now been detected in almost 70 locations internationally, including in the United States. The virus has been named “SARS-CoV-2” and the disease it causes has been named “coronavirus disease 2019” (abbreviated “COVID-19”).

On January 30, 2020, the International Health Regulations Emergency Committee of the World Health Organization declared the outbreak a “public health emergency of international concern external icon” (PHEIC). On January 31, 2020, Health and Human Services Secretary Alex M. Azar II declared a public health emergency (PHE) for the United States to aid the nation’s healthcare community in responding to COVID-19.

The virus is thought to spread mainly from person-to-person.

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- People are thought to be most contagious when they are most symptomatic (the sickest).
- Some spread might be possible before people show symptoms; there have been reports of this occurring with this new coronavirus, but this is not thought to be the main way the virus spreads.

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads.

How easily a virus spreads from person-to-person can vary. Some viruses are highly contagious (spread easily), like measles, while other viruses do not spread as easily. Another factor is whether the spread is sustained, spreading continually without stopping.

### **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>.

Based on studies of past pandemics, the most effective approach is when actions were taken early and quickly. The New Jersey Department of Education will also provide guidance regarding school response in the case of a pandemic. There are four phases of emergency planning to be included in a pandemic plan: Prevention, Preparedness, Response, and Recovery.

Centers for Disease Control and Prevention. (2020). Coronavirus Disease 2019 (COVID-19) Situation Summary. Retrieved from <https://www.cdc.gov/coronavirus/2019-nCoV/summary.html#background>

### **Prevention and Preparedness**

Beginning in March 2020, the New Jersey Department of Education broadcasts regarding the potential outbreak, CDC and state Department of Health guidelines, were immediately sent to parents and posted on the [district's website](#).

On Wednesday, March 4, 2020, we convened the District Preparedness TaskForce, a stakeholder group who provided input into the planning and preparation for the potential outbreak of the coronavirus (COVID-19). Stakeholders who participated in this group included: Chief School Administrator, School Business Administrator, Vice Principal of Instruction, Board of Trustee Member, Building Supervisor, Facility Manager, PTO representative, and law enforcement. As a result of that meeting and in accordance with the guidelines set forth by the Centers for Disease Control, the NJ Department of Health, and the NJ Department of Education, the following recommendations were considered and plans for implementation are in place:

- Develop a dedicated space on the district website to provide local and state updates
- Make available to teachers and staff a bottle of sanitizing spray and paper towels for cleaning high touch areas, i.e. computer keyboards, headphones, calculators, etc. (*\*This is in addition to the elevated level of custodial cleaning that began this week.*)
- Supply all classrooms, common spaces, and main entrances with hand sanitizers
- Provide classroom reminders and teacher instructional resources about the importance of handwashing and other personal hygiene measures to prevent the spread of germs
- Survey families to gather information regarding home technology and internet access to ensure continuity of instruction in the event of school closure
- Develop emergency instructional plans to ensure continuity of education should an emergency closure become necessary
- Communicate with parents about allowable donations of cleaning supplies for classroom

The following actions were undertaken:

UPDATES ON DISTRICT WEBSITE	Dedicated space on district site under <a href="#">School Updates</a> . Information will be updated as new guidance is released.	3/10/2020
CLASSROOM SUPPLIES	District Has purchased and made available to all staff a bottle of sanitizing spray, paper towels, and gloves.	Beginning 3/5/2020
HAND SANITIZERS	Hand sanitizer is in all classrooms, common areas, and main entrances to schools. The district has purchased sanitizer that is at least 60% alcohol-based, as recommended by the CDC.	3/5/2020
TEACHER RESOURCES	Teachers were provided links for “healthy hygiene reminders to use in instruction with students, including age-appropriate videos on the importance of handwashing. Additional hygiene posters will be displayed in restrooms.	3/10/2020
TECHNOLOGY SURVEY	Survey sent home and referenced via phone blast and to through the teachers. Parents requested a to complete survey and return to their child/ren’s teacher. Paper copies of all surveys will be available at the main office. Translated hard copies available at main offices for home languages other than English.	3/9/2020
EMERGENCY INSTRUCTIONAL PLANS	Teachers provided information about plan for creating 10 days of instructional content in the event of emergency closure	3/13/2020
PRECAUTIONARY STEPS:	CANCELLED FOOD DONATIONS FROM PARENTS AS WELL AS PARENT VISITATION DURING INTERNATIONAL DAY. CANCELLED SATURDAY SCHOOL PARENT ACADEMY IN LIEU OF DEEP CLEANING OF THE SCHOOL BUILDING. CANCELLED OUT OF STATE TRIP.	3/10/2020

DISTRICT EMERGENCY PREPAREDNESS PLAN - COVID-19	Developed District Emergency Preparedness Plan - COVID-19 and submitted to Monmouth County office of Department of Education	3/11/2020
REVIEW OF PERTINENT POLICIES	Hope Academy Charter School Administrators and Board of Trustee review District policies <b>5141.2 Illness/sick child and Control of Communicable Disease</b> and policy <b>6173 Home Instructions/Temporary or chronic Health Condition</b> , outline clear procedures and steps that we follow in any infectious situation. The policies further require compliance with all regulations of the New Jersey Department of Health and the Monmouth County Board of Health offices governing the prevention, control, and reporting of communicable disease Hope Academy Charter School will follow language of the policy and regulation in accordance with N.J.A.C. 6A:16-10.1.	3/3/2020 Administrative review 3/11/2020 Review by BOE

**Requirements to Implement a Public Health-Related School Closure**

NJ Department of Education [Broadcast](#) dated March 5th indicates that the NJ Department of Health guidance identifies school closure as a potential strategy to limit transmission within a community. ***In the event a board of education is provided a written directive by either the NJDOH or the health officer of the jurisdiction to institute a public health-related closure, the board of education (Board of Trustees) may utilize home instruction to provide instructional services to enrolled students.*** The provision of home instruction services should be guided by N.J.A.C. 6A:16-10.1 and may include direct services, online instruction, services provided through contract with another district board of education, or any other means developed by the district to meet the needs of its students. Any day in which students impacted by a public health-related closure have access to home instruction services provided consistent with the guidance in this memo will count as a day in which the board of education has provided public school facilities toward its compliance with the 180-day requirement in accordance with N.J.S.A. 18A:7F-9.

**Continuity of Operations Should the School Transition to Home Instruction**

**Chief School Administrator**

- Maintains authority over all pandemic or crisis management plans and communication.
- Works closely with SBA, Vice Principal, and Facilities Manager to ensure continuity
- Maintains protocol for personnel policies appropriate for both possible long and short term duration of pandemic absences.
- Communicates with the media and guides communication process with school administrators.

- Works closely with School Physician and School Nurse to:
  - Coordinate and assure necessary medical supplies and assistance are available
  - Communicates as necessary with the County Superintendent, State Department of Education, State and County Health Officials.
  - Monitors reports from School Nurse regarding both students and staff absences.
  - Communicate closely with School Nurse and work if necessary in altering response plans, as necessary.

### **Vice Principal of Instruction & Pupil Services**

- Maintains and closely monitors academics and student learning
- Instructional materials for each New Jersey Student Learning Standard is suggested to be made available and designed to support student learning for up to three weeks.
- Monitors and supports Teachers with Google Classroom, Email, Video Chats, BlackBoard Phone blast system, and school website will be used to deliver necessary instruction.
- Monitor teaching staff members who will be expected to continue to develop and deliver instruction and assessments.
- Monitor: Although we will try to provide internet service, we will be mindful of families who are not connected to internet service at home.
- Ensure Hard copies of materials will be available.

### **School Business Administrator/Administrative Assistant**

- Monitors and maintains the following departments prior to and during any emergency: Facilities, Secretaries, Food Service, Business Office/Finances
- Work with the supervisor in each area to ensure proper responses to any emergency.
- 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.
- 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 lunch students (which is over 90% of our students; Therefore we will provide breakfast and lunch for all students).

### **Facilities Supervisor/ Facilities Coordinator**

- Assures the provision of power, heat and ventilation, water, sewer, and custodial services
- Supervises Custodial staff to include but not limited to:
  - Filling of Soap and hand sanitizers
  - Ensuring all paper towel holders are filled and functional at all times
  - Ensuring teachers have paper towels, disinfecting wipes and spray bottles with vigors disinfectant solution.

- Sweeping and wet mopping of all floors
- Vacuuming of rugs
- Cleaning and sanitizing of hard surfaces including fountains, door knobs, work areas, counter tops, railings, stairwells.
- Cleaning and sanitizing of cafeterias (tables, chairs food lines)
- Cleaning and sanitizing of bathrooms (toilets, sinks, walls, floors)
- Cleaning of vents.

### **Equitable Access To Instruction For All Students**

The Hope Academy Charter School District is committed to ensuring equitable access to instruction for all students in the event of a school closure due to the COVID19. The following protocol will be enacted in the event of a school closure:

- Teachers were provided a directive to create 15 days of emergency instructional plans for students in K-8.
- Plans will include flexible learning opportunities that provide differentiated instruction for diverse learners, including:
  - ELL
  - Special education/504
  - Title I
  - Advanced
- Grades K-2 are creating hard-copy lessons that are being sent home with students on March 17th.
- Grades 3-8 are creating virtual lessons through Google Classroom and other digital platforms that students are familiar with navigating, including: Connect Ed, Newsela, BrainPop, Math/ELA IXL,
- An accountability plan for teachers' online presence is being developed, i.e. hours of availability to monitor virtual classrooms, answering emails, and instructional plans
- A technology survey was sent to all parents to identify students who do not have access to devices and/or Internet at home. Chromebooks will be sent home with any student who does not own a device at home. The district is working with a company to provide WiFi access codes for students who do not have Internet at home.
- Hope Academy Charter School Board of Trustees will review Policy #6173 Home Instruction Due To Health Condition and will follow language of the policy and regulation in accordance with N.J.A.C. 6A:16-10.1.

In order to ensure educational continuity in the event of an extended emergency, the following steps will be implemented by the teaching staff with the assistance of administration in conjunction with the designated coaches:

**All Staff will have work hours of 8:00am-3:00pm**

Teachers will be online and available for communication with students between the hours of 8:30-12:30pm. 12:30-1:30 is Prep/Lunch. 1:30-3:00pm includes: Planning and Meetings with Administration and/or Coplanning with other teachers.

**Secretaries, School Nurse, and School Social Worker will support the Chief School Administrator, School Business Administrator, Vice Principal and other Administrators (to ensure smooth instructional delivery and all levels of communication and translation needs with families).**

Continuity of Student Learning Preparation (Policy #6173) Home Instruction		
Grade Groups	Instructional Resource	Comments
K-2	<p>Paper/consumable based assignments for Language Arts and Math</p> <p>Class Link – academic sites</p> <p>YouTube channel for mini lessons and read aloud</p> <p>Reading bags to go home with books in English and Spanish</p>	<p>Assignments sent via email, remind or school notification system, and posted on the district website</p>
K-2 Special Education: Students in POR or PIR	<p>Paper/consumable based assignments for Language Arts and Math;</p> <p>Modifications/Accommodations provided in accordance with IEPs</p> <p>*Sped Teacher communicating with students via Phone or Video Chat</p>	<p>Assignments sent via email or school notification system, and posted on the district website</p>
3-5	<p>Combination of:</p> <p>Paper/consumable based assignments for Language Arts and Math</p> <p>Google Classroom, IXL lessons (Language Arts and Math),</p> <p>Class Link – Academic sites</p>	<p>Potential Internet Access Support Needed / Paper based assignments for students without device and/or wifi if the school is unable to provide.</p>

	Reading bags to go home with books in English and Spanish	
3-5 Special Education: Students in POR or PIR	Google classroom lessons assigned by special Education instructors to supplement IXL (Language Arts and Math); Modifications/Accommodations provided in accordance with IEPs	Potential Internet Access Support Needed / Paper based assignments for students without device and/or wifi.
6-8	Google Classroom, IXL (Language Arts and Math),  Class Link – academic sites	Potential Internet Access Support Needed / Paper based assignments for students without device and/or wifi.
6-8 Special Education: Students in POR or PIR	Google classroom lessons assigned by special Education instructors to supplement IXL & NEWS ELA (Language Arts and Math); Modifications/Accommodations provided in accordance with IEPs	Potential Internet Access Support Needed / Paper based assignments for students without device and/or wifi.

**\*POR: Pull Out Resource; PIR: Push In Resource**

Related Services and students receiving Eligible for Speech and Language Services: Google classroom video lessons in addition to General Education assigned by related services staff to target IEP goals and objectives; paper based assignments for students without device and/or wifi. Compensatory services for Speech and Occupational Therapy provided as needed upon return to school.

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

Section 504: School Social Worker/Case Manager to monitor and provide additional support per individual plans.

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

### **Provision of Appropriate Special Education and Related Services for Students with Disabilities**

Planned services for equitable access to instruction also address the provision of appropriate special education and related services for students with disabilities. The following protocol will be enacted in the event of a school closure:

- Special education teachers in K-8 will provide appropriate accommodations and modifications in emergency instructional plans.
- Vice Principal of Instruction and Pupil Services is overseeing detailed activities for parents to use with students for OT and Speech while school is closed (this is not in place of related service to students; Only in support of). These flexible learning plans will be emailed/mailed if necessary directly to parents.
- Caseworker/Social Worker will be online and available via phone to support parents of students with disabilities.
- A plan for compensatory related service will be developed so that these additional resources such as Speech and Occupational Therapy will be provided upon students' return to school.

### **Provision of School Nutrition Benefits**

To address the provision of school nutrition benefits for eligible students, the district identified the following students as Free or Reduced:

<b>HOPE ACADEMY CHARTER SCHOOL</b>	<b>NUMBER of FREE Students</b>	<b>NUMBER of REDUCED Students</b>
Grade K-2	100 Free	6 Reduced
Grade 3-5	62 Free	4 Reduced
Grades 6-8	60 Free	5 Reduced

<b>Total</b>		<b>237</b>

Upon guidance from the Department of Health, the district will identify ways to provide lunch to eligible students. This could include:

- Hope Academy works with the vendor Karson Foods. Karson will deliver meals to a centralized district location pick-up site for parents (Hope Academy Charter School, 601 Grand Avenue, Asbury Park)
- Facilities Supervisor, Facilities Coordinator, Student Aide, Custodial Staff will be responsible for being present at Hope Academy to receive food deliveries as well as distribute to Hope Academy Families by way of the double door vestibule area. Parents and/or students will be buzzed in, sign for the breakfast & lunch and exit through the main door. Lunch and Breakfast (provided for the next day) will be distributed between the hours of 10:00am and 12:30pm.

Upon guidance from the NJ Department of Education (dated 3/10/2020):

*The New Jersey Department of Agriculture (NJDA) has submitted a waiver request to the United States Department of Agriculture (USDA) to permit school districts to serve meals to eligible students during school closures due to the Novel Coronavirus (COVID-19). The request seeks a waiver of requirements typically associated with the Summer Food Service Program (SFSP) and Seamless Summer Option (SSO) to allow schools to provide meals to eligible students during the period of school closure. Specifically, NJDA seeks permission to allow schools enrolled in the SFSP or SSO to provide meals to eligible students in non-congregate settings, as well as create a shortened application process for those districts not currently enrolled in SFSP or SSO. In anticipation of the USDA’s approval of NJDA’s waiver request, NJDA is preparing the necessary applications for those school districts not currently participating in the SFSP or SSO that would permit them to operate these programs during COVID-19-related closures to ensure uninterrupted meal service for eligible students. Once available, districts will submit these applications to NJDA’s Division of Food and Nutrition.*

*School districts that plan to participate in these meal provision programs should continue to make appropriate plans and prepare for meal service during school closures. Information regarding such plans and preparations can be found on the Centers for Disease Control’s website:*

[https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fspecific-groups%2Fguidance-for-schools.html](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fspecific-groups%2Fguidance-for-schools.html)

## **Enhanced School Cleanliness and Disinfection Protocols**

Beginning the week of March 2, 2020, in addition to the district's routine cleaning protocol, the custodial staff was directed to begin treating high-touch areas, including but not limited to desks, doorknobs, tables, computer keyboards, phones, lockers, water fountains, pencil sharpeners, all dispensers, and lunch tables with a heavy-duty anti-bacterial disinfectant used when communicable/infectious diseases are reported, such as flu or MRSA.

Teachers and staff are being provided disinfectant wipes.

Wall mounted hand sanitizers are in every classroom and common areas and offices and being replaced with 60% alcohol based sanitizer.

Reminder posters about self-hygiene are hung in all bathrooms.

Teachers are provided instructional videos to use in lessons that demonstrate proper self-hygiene, including handwashing, etc.

Students, teachers, and parents emailed reminders to follow the public health recommendation for being 24-hours fever free before returning to school. Additional reminders include:

- Cover your coughs and sneezes with a tissue or into your sleeve, not your hands.
- Avoid touching your eyes, nose and mouth.
- Wash hands often for at least 20 seconds, especially after coughing or sneezing. Use alcohol based hand sanitizer if soap and water are not available.
- Stay home if you're sick, especially with a fever.
- Avoid people who are sick.
- Clean and disinfect frequently touched surfaces and objects.

## **Response and Recovery**

The goal of Response and Recovery is to ensure that the critical action plans developed during the district's preparedness stage are fully implemented, then prepare to return to learning and restore the infrastructure of the school as quickly as possible. Focus remains on students, staff, families, and the physical plant, and the district is prepared to take the necessary time needed for recovery. School staff may be trained to deal with the emotional impact of the crisis, as well as to initially assess the emotional needs of students, staff, and responders. One of the major goals of recovery is to provide a caring and supportive school environment.

### Communication Chain of Command

Upon guidance from the Department of Health, the Business Office Leadership Team will communicate if a school closure is mandated.

The following levels of leadership have been established to provide distinct channels of communication during the Response and Recovery period of a school closure. Decisions regarding ongoing response and recovery.

<p><b>Level 1</b>  <b>Business Office Leadership Team</b>          Develops district plans and action steps including guidance for administrators and staff reporting to work.</p> <p>Communicates to teachers</p> <p>Communicates school closure and updates to parents via Blackboard Connect and updates to the district website.</p>	<p>DaVisha Pratt, Chief School Administrator (CSA)          (Superintendent) 732-988-4227          Donna Torres, Business Administrator/Board Secretary</p> <p>Dawn Fossnes, Vice Principal of Instruction &amp; Pupil Services</p> <p>DaVisha Pratt, CSA          Angela Martinez, School Secretary</p> <p>ACS -Nimit Patel          Technology</p> <p>Felicia Kennedy          Administrative Assistant/Food Service Director</p>
<p><b>Level 2</b>  <b>Building Leadership Teams</b></p> <p>Reviews district Instructional plans and action steps required.</p> <p>Communicates to all staff.</p> <p>Reviews district facilities plans and action steps required.</p>	<p>Dawn Fossnes, Vice Principal of Instruction          Kristin Zink, Building Supervisor</p> <p>Dennis Daniels, Facility Supervisor</p>
<p><b>Level 3</b>  <b>Custodial Staff / Student Support (Aide)</b></p> <p>Receives directives from Facilities Manager/School Business Admin.</p>	<p>Dennis Daniels, Ahmed Lawson, David Dallas, Syron Davis</p>

<p><b>Level 3</b> <b>School Nurse/School Social Worker</b></p> <p>Receives directives from Chief School Administrator</p> <p>May receive additional communication from School Business Administrator</p>	<p>Alexandra D’Errico, Social Worker</p> <p>Tiffany LaFauci, School Nurse</p>
<p><b>Level 4</b> <b>Teaching Staff</b></p> <p>Receives directives from Vice Principal &amp; Business Office Leadership Team.</p>	<p>All certificated staff. All non-certificated staff, including support staff, secretaries, custodial, food services,</p>

Communication to Board of Trustees

Business Office Leadership Team, led by DaVisha Pratt, communicates regularly with the Board President to apprise the Board of ongoing guidance and updates from state agencies.

Communication to Parents

In an effort to keep families informed of district actions and provisions during this emergency, a dedicated space on the district website has been created and updated daily. The following letters have been disseminated to the community:

- March 6, 2020 Health Concern
- March 9, 2020 Electronic Device Survey
- March 10, 2020 Canceling of Food Donations & Saturday School 3/14/2020
- [Website Update to Parents with Link to State resources](#)
- March 16, 2020 School Closure/ Brief Student Orientation

In the event of school closure, additional communication to families will be provided via Blackboard Connect global, and updates to the district website.

Communication to Staff

In an effort to keep faculty and staff informed of the district’s actions and provisions during this emergency, emails were regularly sent from the Central Business Office. These emails also provided instructions on how to best serve our students during a potential emergency closure. Please see the links for district-wide faculty communication:

- March 6, 2020 Email to Staff
- March 10, 2020 Email to Staff
- March 11, 2020 Team Meetings (K-2, 3-5, 6-8)
- March 13, 2020 Staff Professional Development: Instructional Planning
- March 16, 2020 Staff Professional Development: Online Learning/Student Orientation

In the event of school closure, additional communication to staff will be provided via Blackboard Connect global email blast, and updates to the district website.

### Communication with Local Officials

Representatives from local government, law enforcement, and the Department of Health were contacted and are now participating in the District Preparedness Committee. Communication to the committee is provided in a timely manner as new guidance is received from state agencies.