

STILLWATER TOWNSHIP SCHOOL

PO BOX 12
STILLWATER, NJ 07875

PANDEMIC INFLUENZA PLAN



CONTACT INFORMATION

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Overview

Pandemic influenza is a global outbreak of disease that occurs when a new influenza virus appears in humans, causes serious illness, and then spreads easily from person to person worldwide. This planning document has been designed to ensure that the Stillwater Township School is prepared to implement an effective response system before an influenza pandemic arrives and to make appropriate accommodations if the influenza is identified. The Stillwater Township School District takes proactive measures to protect the safety of all our students and staff members. The intent of the plan is to minimize the negative effects of such outbreaks and maintain the instructional/learning process of the school as well as all other operational and non-instructional functions. This plan was developed in close collaboration between school personnel and local Department of Health and Human Services personnel.

EMERGENCY CONTACTS:

New Jersey Department of Health	800-367-6543
Sussex County Department of Health and Human Services	973- 579-0370
Stillwater Township Board of Health	973-383-9484
William Kochis, Superintendent	973-383-6635
Marissa Cramer, Principal/Supervisor of CST	973-383-6171
Maureen Beckman, School Nurse	973-383-3227

DISTRICT PREPAREDNESS COMMITTEE:

William Kochis, Superintendent	973-383-6635
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Stillwater Township School Pandemic Influenza Plan

I. Planning and Coordination:

A. Who is responsible for declaring a public health emergency at the state and local levels and for officially activating the district's pandemic influenza response plan?

1. If there is a statewide alert regarding a health concern, notification for declaring a public health emergency will be authorized by the governor of New Jersey officially activating the district's pandemic influenza response plan through the Chief School Administrator(CSA):
2. If there is a local alert regarding a health concern, notification for declaring a public health emergency will be authorized by the proper Sussex County Health officials and/or Stillwater Township official who would then officially activate the district's pandemic influenza response plan through the Chief School Administrator.
3. If there is a concern regarding a health issue within the building, the school nurse will inform the CSA, who in turn, contacts the proper health officials at the county level. The district's pandemic influenza response plan would be put into effect by the Chief School Administrator at this time.

Contacts:

New Jersey Department of Health	800-367-6543
Sussex County Department of Health and Human Services	973- 579-0370
Stillwater Township Board of Health	973-383-9484
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B. Who is responsible for executing the community operational plan, especially those authorities responsible for case identification, isolation, quarantine, movement restriction, healthcare services, emergency care, and mutual aid?

1. If there is a local alert regarding a health concern, the proper Sussex County Health and Human Services officials and/or Stillwater Township official are responsible for executing the community operational plan, especially those for case identification, isolation, quarantine, movement restriction, healthcare services, emergency care, and mutual aid.
2. These local health officials notify school administration and school nurse of concerns and desired actions. The district's pandemic influenza response plan would be put into effect by the Chief School Administrator at this time.
3. Any staff member or student identified in the school as being ill will be isolated in the school health office. If several individuals are identified, they will be isolated in room B19. The Sussex County Health and Human Services offices will be notified by school administration of any such instance. Only individuals needed for the care of an individual in the room may enter. Protective mask, gown, gloves must be worn by anyone entering the room including those suspected to be ill.

C. Who is accountable for articulating strategic priorities and overseeing the development of the district's operational pandemic plan?

1. The district's pandemic flu committee, which includes the school nurse, and lead by the CSA will work cooperatively with lead emergency response agencies, local public health representatives,

school health and mental health professionals, teachers, food services director, and parent representatives.

2. The CSA is responsible for articulating strategic priorities based on the information shared by the school nurse with regard to current health situation and will oversee the operation of the district plan.
3. The chain of command in the absence of the CSA will be: Principal, School Business Administrator, and Assistant Principal
4. The district committee will meet periodically to review and revise the pandemic plan, if necessary.

D. What is the line of authority and common terminology and procedures to be followed in response to an incident?

1. The Chief School Administrator is the school authority who will put the pandemic plan in motion based on the directive or information from either local and/or state health departments or the school nurse.
2. The CSA and school nurse will work closely with local and/or state health departments and other community partners to manage the execution of the district's pandemic flu plan.
3. The CSA will share pertinent information with the board of education and staff to appropriately execute the pandemic plan.
4. If the community needs to be contacted, the main office will contact automated notification system to alert parents and community regarding health concerns.
5. Common terminology and procedures to be followed will be shared by the CSA at staff meetings to ensure understanding.

E. Who is responsible for planning and executing specific components of the operational plan?

1. The school nurse will inform the school administration if there is a substantial increase in absenteeism among students or health concerns. An Influenza-Like Illness (ILI) Surveillance Report is submitted by the school nurse each week electronically to the communicable Disease Reporting and Surveillance System.
2. The school nurse is the individual responsible for making initial contact to the Sussex County Health and Human Services – Division of Health.
3. This information will be shared with the Chief School Administrator.
4. The CSA and school nurse will manage the execution of the district's pandemic flu plan as per information received from the proper health officials.
5. The CSA will immediately inform all staff so that they may appropriately execute the pandemic plan.
6. If the community needs to be contacted, the main office will use the electronic notification system to inform parents and the community regarding health concerns and what actions need to be taken.

F. Is the pandemic plan coordinated with the community's pandemic plan?

1. The CSA continues to work closely with the Sussex County Health and Human Services – Division of Health offices to coordinate the school's pandemic plan with the community plan.
2. School Administration will continue to work to ensure that the district's plan is coordinated with the State Department of Education plan.

G. How will the linkages between the district, local/state health departments, and state education department be tested?

1. The CSA will be in contact with the local/state health departments and state education department to check for updated contacts and any other needed informational updates and/or changes.
2. The district will continue to work with all respective local/county/state stakeholders to ensure continued linkage within the incident command system.

H. The County operational plan for surge capacity of healthcare and other services to meet the needs of the community (e.g., schools designated as contingency hospitals, schools feeding vulnerable populations, community utilizing LEA's healthcare and mental health staff)

1. The district will contribute to the County operational plan for surge capacity of healthcare and other services to meet the needs of the community (e.g., the school designated as emergency shelter, the school feeding vulnerable populations, the community utilizing LEA's healthcare and mental health staff) if required by appropriate local and County emergency management officials.
2. This service will be coordinated through the CSA, school nurse, maintenance personnel and the food service department.

I. Incorporating the requirements of students with special needs (e.g., low income students who rely on the school food service for daily meals), those in special facilities (e.g., juvenile justice facilities) as well as those who do not speak English as their first language

1. Students that are considered low income who rely on school food service for daily meals who become ill and stay home will either have lunch delivered to their home or have the ability to pick up food in cooperation with the food service department.
2. Students that do not speak English as their first language will have messages interpreted to them by the school world languages instructor or any individual that may speak that particular language.

J. District participation in exercises of the community's pandemic plan

1. District personnel including CSA, school principal and school nurse as well as Pandemic Committee members will participate in any exercises of the community's pandemic plan.

K. Working to address the provision of psychosocial support services for the staff, students and their families during and after a pandemic

1. The district will work with the Sussex County Department of Health and Human Services to address the provision of psychosocial support services for the staff, students and their families during and after a pandemic.

2. This intervention will be accomplished by offering services of the school counselor and/or school psychologist.

L. Working in concert with the local health department in alerting the local health department of a substantial increase in absenteeism among students

1. The school nurse will inform school administration if there is a substantial increase in absenteeism among students or health concern.
2. The school nurse is the individual responsible for making initial contact to the Sussex County Health and Human Services – Division of Health.
3. This information will be shared with the Chief School Administrator.

M. Testing and revising the plan

1. The CSA will work with the Pandemic Plan committee and local health officials to review the pandemic plan and will revise it periodically as needed.
2. Revisions may be triggered by recommendations of state/local officials or by code changes.

N. Share with other LEA's as well as private schools within the community to improve community response efforts

1. The CSA will be in contact with CSA's from sending district schools to share information regarding plan development and execution and to better organize community response efforts.

II. Continuity of Student Learning and Core Operations:

A. Potential impact of a pandemic on student learning (e.g., student and staff absences), school closings, and extracurricular activities based on having various levels of illness among students and staff

Student Absences:

1. If individual students or small numbers of students become ill due to a pandemic outbreak, school will conduct business as usual with a greater awareness on hygiene as not to expand the illness, while keeping an eye on potential cases. This will be dependent upon how virulent the strain of influenza is.
2. If a substantial number of students become ill due to a pandemic, school may close. This decision will be determined by the CSA /designee based on guidance received from the Sussex County Health Department. The ultimate decision to close the school will be made by the CSA /designee in discussion with state health officials.
3. All extracurricular activities would be postponed or cancelled as a result of a pandemic outbreak.
4. Continuity of lessons will ensue via previously sent home assignments, email, school web pages, Google Classroom and phone calls. Lessons should be planned per grade level. Staff in grades Preschool through Sixth Grade will continue instruction through a blend of printed and digital. Communication of these assignments will be through Google Classroom or sent home on paper for a duration of time (if the family does not have access). Printed resources may be available for parents to pick up at school. This will be completed on a schedule to be determined. Students will be provided with Chromebooks and necessary materials throughout the duration of the closure.

Staff Absences:

1. Individual staff members would be covered by substitutes in the school, short or long term.
2. If a substantial number of staff members become ill and an adequate number of substitute teachers cannot be obtained, the school will be closed.
3. School may be closed if no school nurse or nurse substitute is available.

B. Procedures to assure continuity of instruction (e.g., web-based distance instruction, telephone broadcasts, Electronically-mailed lessons and assignments, instruction via Chromebooks) in the event of district school closures

Recording of Student Attendance:

1. Parents will log students' attendance daily via Google Forms. Records are maintained through weekly spread sheets. Students not participating/not responding will be contacted first through the classroom teacher via email and phone, then administration via email and phone, and finally through the division of child protection and permanency, if warranted.

Student Absences:

1. If a substantial number of students become ill forcing school closure, every attempt will be made to continue with the teaching/learning process through the school website, Google Classroom, teacher emails to parents, phone calls made by the teachers. If this is not possible, plans may be

considered to extend the school year once school reopens, including attending on Saturdays or scheduled holidays.

2. Staff should attempt to obtain and acquire email addresses of students in their classrooms to ensure continuity of operations if possible and to establish a continued means of communicating with parents/families when the school is closed.
3. Staff should be prepared to send home student username and passwords as well as an instructional sheet (Appendix A)
4. Special education modifications, including alternative assignments in varied format, will be provided as warranted. Compensatory services will be provided at a later date.
5. Equitable access to materials and resources will be provided for all students of the district.

Delivery of Virtual and Remote Instruction:

- Remote instruction is provided through Google Classrooms in grades PreK-6. Pre-K students receive instructions daily but then refer to weekly packet work and hands-on, at home activities. Kindergarten students are provided weekly packets in addition to online learning. Various digital platforms are utilized to allow for interaction with teachers and classmates.
- Google Meets is utilized for delivery of instruction.
- Differentiated instruction to meet varied academic levels is provided through tailored assignments by the classroom teacher and co-teachers. Individual and small group instruction is provided via Google Meet ups when needed.
- Response to Intervention instruction continues through Google classrooms and Google meets
- ELL N/A at this time
- Special education students receive instruction specific to Individualized Education Plans to the fullest extent possible. Related services are provided via Google Meets and/or weekly work emailed per family preference.
- Internet access/digital survey informed school officials of technology needs of students. All students were provided with a chrome book. A handful of students without internet access were provided a Hot Spot. As a result, 100% of the student population are equipped with the technology needed to participate in remote learning.

Students with Disabilities

- Special education students receive instruction specific to Individualized Education Plans to the fullest extent possible. Related services are provided via Google Meets and/or weekly work emailed per family preference.
- At a minimum, weekly communication is maintained with special education students' families.
- Individual instruction/assignments as well as small group instruction is provided weekly as needed via Google Meet. Accommodations/modifications to assignments are made in accordance with students' IEPs.
- Special Education teachers document completion of assignments, communication, related services, accommodations/modifications, Child Study Team meetings and progress towards goals weekly for individual students on their caseloads.
- Case managers are meeting regularly via Google Meet with our most vulnerable special needs families. Case managers access and document in individual student forms maintained by special education teachers.
- All IEP timelines are being adhered to with the greatest extent possible. Evaluations are continuing where applicable. Meetings are being conducted via google meets and e-signatures are being utilized to acknowledge consent.

Demographics

- District Factor Group – FG
- Population (2019-2020) – 256
- Grade Configuration – Full Day Preschool (3 & 4 Years); Kindergarten – Grade 6
- Gender – 128 Female/128 Male
- Special Education – 74
- Ethnicity – (.4%) Asian, (.8%) Black or African American, Hispanic (4%), White (94%)
- Student : Teacher – 8 : 1
- Budget (2019 – 2020) - \$7,396,352

Grading

- Students will be graded based on a modified rubric (Appendix E)

English Language Learners

- N/A at this time

Safe Delivery of Meals

- Meals are being prepared and provided by Maschio's food service.
- Meal pick up is available daily between the hour of 11:30 and 12:30. Meal delivery is being offered for families as needed.

Facilities

- Custodial staff report daily, adhering to all social distancing guidelines to ensure facilities maintenance.
- Security of premises are monitored remotely and via on site visits by school security officers.

Summer Programming

- Preliminary plan is to continue remote learning for the Extended School Year program. Students will continue to receive instruction via video conferencing with a special education teacher in Google Meet and assignments will be accessed via Google classroom.
- Related services will continue to be provided remotely via Google Meet and email per families' preference requests.
- Assessment of additional learning loss to be conducted for 20-21 school year planning with the potential of an after school program for compensatory education.

Staff Absences:

1. If a substantial number of staff members become ill forcing school closure, every attempt will be made to continue with the teaching/learning process through the school website, teacher email to parents, phone calls, mass email, or Google Classroom. If this is not possible, plans may be considered to extend the school year once school reopens, including attending on Saturdays or scheduled holidays.

C. Operations plan for essential central office functions including payroll and ongoing communication with students and parents

Payroll:

1. Central office functions such as payroll can be handled through conventional mailing or direct deposits if teachers are absent for extended periods of time due to a pandemic. Staff members without direct deposit will have their checks mails home.
2. If school is closed due to a pandemic, the Business Administrator will be able to operate and process payroll as our business office can work remotely.
3. The Secretary to the Business Administrator, followed by the Chief School Administrator and Principal will complete this task if the Business Administrator is incapacitated following the health protective measures noted above.
4. If the building cannot be occupied, payroll information, including proper software will be made available to be completed at an alternate site.
5. Ongoing communication with students and parents can be accomplished through a variety of avenues such as emails, local television, radio, or newspaper messages, phone calls through the electronic notification system, and/or the school website, social media contacts and Google Suite for Education.

III. Infection Control Policies and Procedures:

A. Procedures that help limit the spread of influenza at schools in the district (e.g. promotion of hand hygiene, cough/sneeze etiquette) will be utilized

1. The Health instructors and classroom teachers will continue to promote respiratory hygiene/cough etiquette and hand hygiene such as:
 - Washing hands frequently with soap and water or an alcohol-based hand cleaner
 - Cover mouth and nose with a tissue when you cough or sneeze
*(students may need to bring own supply of tissues to limit spread of illness)
 - Place used tissues in proper waste receptacle
 - Cough or sneeze into your upper sleeve if you do not have a tissue
 - Clean your hands after coughing or sneezing. Use soap and water or an alcohol-based hand cleaner
 - Staff and students will be encouraged to stay home if they are sick
2. Posters reinforcing hand washing and hygiene will also be displayed prominently.
3. The school nurse will continue to reinforce the importance of good hygiene through the weekly notice throughout the year.
4. Students who become ill should not stay in the classroom.
5. Food handling will be by staff only.
6. No assemblies will be held.

B. Infection prevention supplies (e.g., soap, alcohol-based/waterless hand hygiene products, tissues and receptacles for their disposal)

1. Custodial staff will make sure that all restrooms will have sufficient supply of hand soap/sanitizers and tissues with proper receptacles for their disposal.

2. Custodial staff will make sure that all classrooms and offices will be equipped with a sufficient supply of tissues and proper receptacles for their disposal. Bathrooms will have hands-free covered containers.
3. Custodial staff will make sure that all garbage bags are changed on a daily basis in classrooms, restrooms and offices.
4. Custodial staff will maintain hand sanitizers in classrooms.
5. Desks and other surfaces will be cleaned with appropriate solutions and applicators in areas where illnesses are noted.

C. Procedures for students and staff sick leave absences unique to a pandemic influenza (e.g., non-punitive, liberal leave)

1. Students may return to school upon meeting requirements outlined by our government agency. This will be done without being punitive with regard to making up days. Consideration will be given to retention/promotion based upon the student's ability to master grade level content and an examination of the documented reasons for the student's absences.
2. Staff sick leave absences due to a pandemic situation will be discussed between the teacher's union and the board of education and will be non-punitive.

D. Sick leave policies for staff and students suspected to be ill or who become ill at school

1. Students suspected of being ill or who become ill at school will be sent to the health office for evaluation by the school nurse. Students will be isolated in the health office and if determined to be pandemic related, will be sent home and may only return upon being declared no longer contagious by a physician.
2. Staff suspected to be ill or who become ill at school will be sent to the health office for evaluation by the school nurse. The district Board of Education and administration will work cooperatively with the local education association in establishing sick leave policies for staff who become ill.

E. Transporting ill students

1. Students falling ill while at school will be transported home or to the hospital by their parents.
2. In severe cases, an ambulance may be called to transport students.
3. Telephone calls will be made by school nurse.

F. The LEA pandemic plan for school-based health facilities conforms to those recommended for health care settings

The school's pandemic influenza committee will continue to focus on:

1. Keeping sick students, faculty, and staff away from school while they are infectious.
2. Promoting respiratory hygiene/cough etiquette and hand hygiene as for any respiratory infection.
3. School custodians will ensure that materials for respiratory hygiene/cough etiquette (i.e., tissues and receptacles for their disposal) and hand hygiene are available.
4. Educational messages and infection control guidance for pandemic influenza will be made available for distribution when possible.

5. Social distancing for instances of “ILI.”

IV. Communications Planning:

A. Meeting communication needs including regular review, testing, and updating of communication plans

1. Ongoing evaluation of communication with students and parents will be made. This communication can be accomplished through a variety of avenues such as mailings, local television or newspaper messages, phone calls through electronic notification system, and school website. Communication systems will be evaluated for effectiveness throughout the year as these avenues are used for other communication purposes.

B. Communication with staff, students, and families, including lead spokespersons and links to other communication networks

1. The CSA will be the person responsible for communicating messages within the building.
2. Parents of affected students will be contacted by the school nurse.
3. If a pandemic situation should arise with several students affected requiring immediate parent notification, parents will be contacted immediately through use of the electronic notification system.
4. The CSA or school nurse is the person responsible for communicating with the proper Sussex County Health and Human Services officials and/or Stillwater Township official.
5. The Chief School Administrator or his designee is the person responsible for communicating with any other community officials regarding procedures to be followed.
6. Sample letters to effectively communicate with parents can be found in Appendices B, C, D, and E, respectfully.

This communication can be accomplished through a variety of avenues such as mailings, local television, radio, or newspaper messages, phone calls, school website, or through use of the electronic notification system.

C. Language, culture, and/or ethnic groups and the dissemination of public health messages within the community

1. The Supervisor of Special Education is the person responsible for making sure that the appropriate language(s) for the district's student body/population will be identified to ensure proper communication of public health messages.
2. The world languages instructor or others proficient in required languages will assist the Supervisor of Special Education with translating messages for identified families.

D. Platforms for communicating pandemic status and actions to school district staff, students, and families

The communication of necessary health messages can be accomplished through a variety of avenues such as mailings, local television, radio, or newspaper messages, phone calls via the emergency notification system and school website and these avenues will be evaluated periodically for their effectiveness.

1. The CSA and the web master are the persons responsible for ensuring that the appropriate messages are posted on the school's website.
2. The CSA is the person responsible for ensuring that the appropriate messages are communicated through school mailings.
3. The Chief School Administrator is the person responsible for ensuring that the appropriate messages are communicated through local radio and television.
4. The principal is the person responsible for ensuring that the appropriate messages are communicated to parents via the emergency notification system.

E. Communications contacts of key public health and education stakeholders required to provide regular updates regarding the influenza pandemic

Contacts:

New Jersey Department of Health	800-367-6543
Sussex County Department of Health and Human Services	973- 579-0370
Stillwater Township Board of Health	973-383-9484
William Kochis, Superintendent	973-383-6635
Marissa Cramer, Principal/Supervisor of CST	973-383-6171
Maureen Beckman, School Nurse	973-383-3227

F. Use of redundant communication systems/channels that allow for the expedited transmission and receipt of information

1. The Chief School Administrator is the person responsible for ensuring that the appropriate messages are communicated through redundant communication systems/channels that allow for the expedited transmission and receipt of information. These systems include local television and radio messages.

G. Where to find up-to-date and reliable pandemic information from federal, state and local public health sources

1. Educational messages and infection control guidance for pandemic influenza will be made available for distribution through mailings, weekly newsletters, the district website, and possibly community meetings.

H. Dissemination of information about the LEA's pandemic influenza preparedness and response plan with regard to continuity of instruction, community containment measures, etc.

1. The principal is the person responsible for district's pandemic influenza preparedness and response plan with regard to appropriately disseminating information to the school community regarding continuity of instruction measures.
2. This information will be made available through mailings, weekly newsletters, the district website, and possibly community meetings.

I. Dissemination of information from public health sources covering routine infection control, pandemic influenza fundamentals, as well as personal and family protection and response strategies

1. The CSA and school nurse are the district personnel responsible for the dissemination of information from public health sources covering routine infection control such as hand hygiene, cough/sneeze etiquette, pandemic influenza fundamentals such as signs and symptoms of influenza, and modes of transmission as well as personal and family protection and response strategies such as guidance for the at-home care of ill students and family members.
2. This communication will be made available through mailings, weekly newsletters, the district website, and possibly community meetings.

J. Potential fear and anxiety of staff, students, and families as a result of rumors and misinformation and plan communications accordingly

1. The CSA, school psychologist, school counselor and the school nurse are the district personnel who are prepared to mitigate the potential fear and anxiety of staff, students, and families as a result of rumors and misinformation and plan communications accordingly.
2. This can be done by holding meetings with appropriate community stakeholders and public health officials.

WEBSITES FOR ADDITIONAL INFORMATION:

www.pandemicflu.gov

www.CDC.gov

<https://www.nj.gov/health/cd/topics/ncov.shtml>

Appendix A – Letter Home for Digital Learning

STILLWATER TOWNSHIP SCHOOL

P.O. BOX 12
904 STILLWATER ROAD
STILLWATER, NJ 07875

WILLIAM KOCHIS
SUPERINTENDENT
TEL: (973) 383-6635
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MARISSA CRAMER
PRINCIPAL/CST SUPERVISOR
TEL: (973) 383-6171
FAX: (973) 383-7021

DATE

Dear Stillwater Families,

As we shift towards remote learning, your child's daily assignments can be accessed through Google Classroom. Depending on your child's grade level, they may have multiple Username's and Passwords to a variety of sites. Those Usernames and Passwords can be found on the next page.

Welcome to Remote Learning!

Please take the following steps to get started:

1. Power on your Chromebook
2. Connect Chromebook to your Wifi
3. Log in with your Username and Password
 - a. Username is Firstname.Lastname@stillwaterschool.net
 - i. Example: JoeSmith@stillwaterschool.net
 - b. Password is **Stillwater(four digit lunch pin)**
 - i. Example: Stillwater1234
4. Open Google Chrome Browser
5. Go to address <https://www.stillwaterschool.net/>
6. Under "Quick Links" to the left click "Teacher Webpages"
7. Find your child's teacher and click on their webpage
8. On your teacher's webpage will be a link to their Google Classroom site

All assignments, for all subject areas, will be posted on Google Classroom daily. If you have any questions please make sure to email your homeroom teacher

Sincerely,

William Kochis
Superintendent

Resource	Website	Username	Password
Google Chromebook		Joe.Smith@stillwaterschool.net	123456
Raz-Kids	Raz-Kids.com	Joe.Smith@stillwaterschool.net	123456
Pearson	Pearson.com	Joe.Smith@stillwaterschool.net	123456

Appendix B – Sample Letter of Preparation

DATE

Dear Stillwater Families,

I hope this letter finds everyone well. I would like to provide an update regarding the Coronavirus (COVID19) and assure that we are taking the necessary steps to stay proactive. We have been, and will continue to, monitor alerts and information from the New Jersey Department of Education (NJDOE), New Jersey Department of Health (NJDOH), and Centers for Disease Control (CDC). Our current guidance from these departments is to **prepare and not panic**.

In addition to our ongoing daily cleaning, our district will also be preparing for potential remote educational services if we are directed to close by the NJDOH. In the past, the NJDOE has not allowed for remote learning to count towards our mandated 180 days of school. However, the NJDOE will now allow for this in the event we need to close due to the Coronavirus (COVID19). Please note that the district must be directed to close by the NJDOH in order for the remote educational days to count towards our 180 days. If we are directed to close, you will be notified through our alert system.

On Monday, March 9th, I will be meeting with the superintendents from Hampton/KRHS, Fredon, and Sandyston-Walpack to collaboratively create a preparedness plan to meet the requirements from the NJDOE. Our goal is to remain proactive in our efforts to educate our students whether in our school building or remotely. Please know that our district will continue our regimen of cleaning and disinfecting daily.

Education continues to be the best means for prevention. With that stated, please take the time to review the documents listed below.

- [Fact Sheet for 2019 Coronavirus Disease \(What you need to know about COVID 19\)](#)
- [Fact Sheet for 2019 Coronavirus Disease \(What to do if you are sick\)](#)
- [Stopping the Spread of Germs](#)

For more information please visit the Center for Disease Control and Prevention website at www.CDC.gov.

At Stillwater Township School, we educate our students to practice good hygiene, and we thank you for reinforcing these practices at home as well. As information becomes available, we will continue to communicate with you. If you have any questions or concerns please do not hesitate to reach out. Thank you again for your support and stay healthy!

Sincerely,

William Kochis
Superintendent

Appendix C – Sample Letter of School Closure

Dear Parents:

Public health officials have recommended that the Stillwater Township School District close. This recommendation is because of the pandemic flu situation in our community. **The Stillwater Township School District is immediately closed until further notice, and children should stay home.** The school may be closed for days or even weeks to reduce contact among children and to stop the spread of the flu.

We know that many students and their families are very sick. We know this is a hard time for our community, and our hearts go out to those who are ill.

Because the flu is easily spread from person-to-person, it is not safe for large groups of people to gather. During this time, both children and adults should stay away from other people and groups as much as possible. They should not gather in other locations such as shopping malls, movie theaters, or community centers.

We know that it may be hard to get a doctor's appointment, go to a clinic, or even be seen in a hospital emergency room. Here are some tips for helping those who are sick with the flu:

- Have them drink a lot of liquid (juice, water).
- Keep the sick person as comfortable as possible. Rest is important.
- For fever, sore throat, and muscle aches in adults consider using ibuprofen (Motrin) or acetaminophen (Tylenol). Do not use aspirin with children or teenagers; it can cause Reye's syndrome, a life-threatening illness.
- Keep tissues and a trash bag within reach of the sick person.
- Be sure everyone in your home washes his or her hands frequently.
- Keep the people who are sick with the flu away from the people who are not sick.
- Always contact a healthcare provider for further advice. If the ill person is having difficulty breathing or is getting worse, contact your healthcare provider right away.

For more information, call your healthcare provider or visit www.state.nj.us/health or www.cdc.gov.

We will contact you as soon as we have information about when school will reopen.

Sincerely,

William Kochis
Superintendent

Appendix D – Sample Letter of School Opening

Dear Parents:

Public Health Officials declared the pandemic flu is presently at a point where children may now go back to school. Our school will open again on _____. At this time, students may safely return to class.

Even though school is opening, there are still some people who are sick from the flu virus. Health officials say that pandemic flu outbreaks sometimes happen in waves. This means more people could soon become sick again. If more people get sick, schools may need to close again. We will continue to give you any important information.

Because the flu can still be spread from person-to-person, please keep children who are sick at home. Don't send them to school.

We anxiously look forward to return of your children.

Thank you.

**Stillwater Township School Remote Learning Rubric
Marking Period 4**

	Exceeds Expectation (4)	Meets Expectations (3)	Partially Meets Expectations (2)	Does Not Meet Expectations (1)
Quality of Work	The majority of assignments/activities are above grade level standards	The majority of assignments/activities meet grade level standards	Some of the assignments/activities are grade level quality, but majority are below grade level standards	The majority of assignments/activities are below grade level standards
Completion of Work	Student completes all of the assigned activities	Student completes most of the assigned activities	Students complete partial amounts of the assigned activities	Students complete a minimal amount of the assigned activities
Participation	Student participates in all remote learning sessions and contributes in a positive manner to the discussions.	Student participates in most remote learning sessions and contributes in a positive manner to the discussions.	Student participates in some remote learning sessions and/or does not make an active contribution.	Student participates in few remote learning sessions and/or does not make an active contribution.

Appendix F: Essential Employees

Essential Employees by Category	Role of Employee	Duties / Work Stream	Number of Essential Employees Per Category
Teachers	Instruction	Designing and implementing remote learning lessons; interacting with students; assessing student progress	No employees onsite; 10-20 hours per week of guided learning experiences
School Administration	Managing school operations	Interacting with staff, students, parents, and community members; handling mail and deliveries;	1-2 employees per school daily; all administrative staff have access to email and voicemail
Security	Securing facilities	Monitoring health and safety during food delivery	On-site if needed as per Superintendent
Custodial & Maintenance	Cleaning facilities	Maintaining the cleanliness of buildings and grounds	2 employees per school per day on rotating basis
Technology	Technology support	Supporting teachers with remote instruction; maintaining information systems; repairing equipment	3 employees; combination of onsite and remote work
Food Service Company (Maschio's)	Meal service	Preparing and packaging meals; transporting meals to schools	No district employees (1 Sodexo employee daily)