



**Estell Manor City School District
Emergency School Closure Plan**

Estell Manor City School District Emergency School Closure Plan

In the event of a school closure for an extended period of time, the safety and well-being of the students and staff is the highest priority. If the decision is made to close the school for health related reasons, the following plans will be utilized:

1. DETERMINATION OF CLOSING

- a. The District Superintendent will consult with the Board of Education, Atlantic County Office of Education, and the Department of Health to determine if a closure is warranted. The district may close either preemptively or reactively.
- b. The District Superintendent will communicate in writing with the Department of Health and the County Education Office regarding the school closing decision.

The following information will be included in the communication with the County Office:

- i. County Name
- ii. District Name
- iii. School Name (if not district-wide)
- iv. Reason for closure
 1. Professional development/staff training
 2. Precautionary cleaning
 3. Possible exposure to virus in school community (includes parents, siblings, relatives that the staff or student lives with, etc.)
 4. Confirmed exposure to virus in school community (includes students and staff of the school only)
 5. Confirmed case of COVID-19 in school community
- v. Advised by the health department OR district decision
 1. Advised by the health department
 2. District decision with DOH
- vi. Notes
 1. Notes should indicate full or half day
 2. Can also include any pertinent information

Estell Manor City School District Emergency School Closure Plan

2. COMMUNITY NOTIFICATION

- a. The superintendent will prepare written notification for the school community that will include the rationale.
- b. The following modes of communication will be utilized:
 - i. Hard copies of the letter will be sent home with all students, if possible
 - ii. Notification will be posted on the district website, estellmanorschool.com and on the district's Facebook page
 - iii. An all-call using Blackboard Connect will be broadcast
- c. Parents of out of district students will be contact by phone or email by the Child Study Team Supervisor or the main office. Translations will be provided as needed. As of March 2020, no additional language translations are needed for the Estell Manor School District.

3. NOTIFICATION OF SCHOOL SERVICE PROVIDERS

- a. The School Business Administrator will notify Sheppard busing and Greater Egg Harbor Regional School District for transportation.
- b. The School Business Administrator will notify Nutri-Serve.
- c. The Child Study Team Supervisor will notify any related services providers.

4. CONTINUED LEARNING

- a. Equitable access: all students' households will be surveyed prior to any closure to determine internet access. In the event that a household does not have the means to access online information, lessons will be provided for the students in that household to ensure equitable continued learning. All lessons for Kindergarten through Second Grade will include both online and paper based learning options to allow for developmental differences. March 2020 survey indicates that all students in the district have access to the internet through either Wi-Fi or 4G. The teachers' plans are such that students will be able to complete the work using computers or smartphones.

1. Demographic Profile of District:

- a. Students in district: 194
- b. Student enrolled in state-funded pre-school: 0
- c. Homeless: .5%

Estell Manor City School District Emergency School Closure Plan

- d. Low Socioeconomic: 25%
 - e. Students with Disabilities: 17%
 - f. English Language Learners: 0
- b. The students will receive Off Site Learning plans created by their teachers, either on paper or through Google Classroom. These plans will be for 5 days initially. If the closure lasts for longer than 5 days, the building will be opened for a short period of time for the staff to utilize technology or materials if necessary.
- c. Lesson plans will be differentiated as needed in order to meet the needs of all students:
- i. Special Education
 - ii. 504 plans
 - iii. On grade level
- d. The school counselor has posted lessons and videos on her school website.
- e. The Child Study Team Supervisor and the Superintendent will have access to all teachers' plans. The Child Study Team Supervisor will contact the parents of any out-of-district placement students to determine the needs of those students.
- f. Links to all assignments will be available on the district's website.
5. ACCOMODATIONS
- a. Students who receive related services will continue to receive them through the following:
- i. If possible, services missed will be made up once the students return to school.
 - ii. Alternatively, if possible the students will be given a packet of information created by the service provider so that they can continue necessary activities at home.
- b. Teachers will provide access to their classroom plans to the Child Study Team Supervisor for review.
- c. Speech lessons will be handled through Class Dojo.
- d. The school counselor will post videos and lessons on her website.
- e. The school nurse will reach out to the families of any students who are medically fragile to determine if additional services are needed.

Estell Manor City School District Emergency School Closure Plan

- f. The Child Study Team Supervisor will coordinate with out-of-district Placement case managers to determine if coordination for closings will be necessary.
 - g. Transportation for out-of-district students will continue if necessary. The School Business Administrator will coordinate any transportation needs.
6. MEALS:
- a. USDA Information:
 - i. SFA Name: Estell Manor City School District
 - ii. Agreement #: 00101410
 - iii. Date Meal Distribution will begin: March 17, 2020
 - iv. Date Meal Distribution will end: at the conclusion of the closure
 - v. School/Site where distribution of meals will take place: Estell Manor Elementary School, 128 Cape May Ave., Estell Manor, NJ 08319
 - vi. Meals to be claimed for reimbursement per day (up to two meals, or one meal and one snack per child per day): up to 98
 - b. The district will provide both breakfast and lunch for eligible students for the days of closure.
 - c. The meals will be non-perishable, in “Grab and Go” form.
 - d. Breakfast will consist of 2 grains and 1 fruit or vegetable.
 - e. Lunch will consist of 1 protein, 1 grain, and 1 fruit or vegetable.
 - f. All food will be non-perishable, or if perishable it will refrigerated until pick up and directions for maintaining food safety will be included.
 - g. The meals will be placed in a box for each household, with meals for each eligible child for 5 days. If the school will be closed for fewer than 5 days, the meals will equal the number of days closed. If the school is closed for more than 5 days, additional boxes will be created following the same procedures.
 - h. The parents/guardians of eligible students will be notified that a box will be provided for them and given a time to pick up their box at the school.
 - i. When the parent arrives at the school, they will notify the office of their arrival, and the boxes will be brought to their car.
 - j. The parent will sign that they have received the meals.

Estell Manor City School District
Emergency School Closure Plan

- k. The cafeteria manager will be responsible for determining who is eligible to receive the meals (in consultation with the School Business Administrator Secretary) as well as for preparation and distribution.

7. CONTINUITY OF OPERATIONS

Members of Pandemic Management Plan Leadership Team

<i>Name</i>	<i>Position</i>	<i>Contact Information</i>
Dianna Abraham	Superintendent	609-476-2267 x1002 (office) [REDACTED]
Joe Rodio	Business Administrator	609-476-2267 x1000 (office) [REDACTED]
Brianne Seelman	Board of Education President	[REDACTED]
Nancy Wanner	School Nurse Coordinator	609-476-2267 x1006 (office) [REDACTED]
Patricia Diamond, MPH	Atlantic County Division of Public Health, Director/Health Officer	609-645-7700 ext. 4373 (office) 609-645-5931 (fax)
Kim Parker	Food Service Director Nutri-Serve Food Management, INC.	609-432-2551 (cell) [REDACTED]

Estell Manor City School District
Emergency School Closure Plan

Jill Kuppel	Director of Guidance	609-476-2267 x2203 (office) [REDACTED]
Priscilla Heath	Facilities Director & Custodial Supervisor	609-476-2267 x1007 (office) [REDACTED]

8. CHAIN OF COMMAND TO CARRY OUT MANAGEMENT PLAN

- a. Primary: Dianna Abraham, Superintendent
 - i. 609-476-2267 x1002 (office)
[REDACTED]
- b. Secondary: Joe Rodio, Business Administrator
 - i. 609-476-2267 x1000 (cell)
[REDACTED]

9. ESSENTIAL PERSONNEL: Essential personnel would be permitted in the building to perform necessary duties. The number in parentheses after each role indicates the maximum number of personnel permitted.

- a. Superintendent (1)
- b. School Business Administrator (1)
- c. Facilities Director / Custodian (1/1)
- d. Food Service Staff (2)
- e. Administrative Support Staff (1)

10. ROLES AND RESPONSIBILITIES

- a. Superintendent:
 - i. Maintains authority over ALL pandemic or crisis management plans.
 - ii. Maintains protocol for personnel policies appropriate for both possible long and short term duration of pandemic absences.
 - iii. Plans for cross-training for "core" and "essential" jobs.
 - iv. Will promote faculty/staff physical and mental well-being.

Estell Manor City School District Emergency School Closure Plan

- v. Communicates with the media and parents. Guides administration in the communication process.
- vi. Maintains academics and student learning.
- vii. 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.
- viii. Ensures hard copies of material are made available to those in need K-8.
- ix. Ensures on-line learning materials are made available K-8.
- x. Provisions will be made for students who do not have access to a technology device or Internet at home.
- xi. Identifies students' special needs
- xii. Works with teachers to ensure assignments are accessible by all students.
- xiii. Informs and trains adults as needed
- xiv. Coordinates with Food Service for pick-up and/or delivery of eligible student breakfast and lunch

b. School Business Administrator

- i. Monitors and maintains the following departments prior to and during any emergency: Business Office/Payroll, Facilities (Buildings and Grounds), Food Service, and Transportation.
- ii. Assures clean and sanitized buildings that are free of illness.
- iii. Develops continuing nutrition plan in coordination with Food Service.
- iv. With the assistance of administrative support staff, 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 and keep the device until they have reported back to school. A record of all loaned devices shall be maintained by the Business Administrator.

c. Director of Facilities/Custodian

Estell Manor City School District Emergency School Closure Plan

- i. 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:
 - ii. Filling of soap and hand sanitizers
 - iii. Ensuring all paper towel holders are filled and functioning at all times
 - iv. Sweeping and wet mopping of all floors
 - v. Vacuuming of rugs
 - vi. Cleaning and sanitizing of hard surfaces including fountains, door knobs, work areas, computer keyboards, counter tops, railings, stairwells, and writing tools
 - vii. Cleaning and sanitizing of bathrooms - toilets, sinks, walls, floors
 - viii. Cleaning and sanitizing of cafeterias - kitchen, tables, chairs, food lines
 - ix. Cleaning of vents
 - x. The Custodian with the assistance from the Business Administrator, assures the provision of power, heat and ventilation, water, sewer, and janitorial services.

- d. School Nurse:
 - i. Coordinates with the Superintendent and School Business Administrator to assure necessary medical supplies and assistance are available.
 - ii. Communicate as necessary with the Superintendent, the school physician, and the County and State health officials.
 - iii. Monitors both student and staff absences, provides proactive health education, and assists the District in altering the pandemic management plan as necessary.
 - iv. 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

- e. Director of Food Service:

Estell Manor City School District Emergency School Closure Plan

- i. Maintains the food service environment including serving stations, food storage areas, and food preparation areas. Ensures servers are free from illness.
 - ii. Provides a contingency for the continued provision of food for free and reduced breakfast and lunch students.
- f. General Education, Special Area and Special Education Teachers:
- i. Reinforce student infection control procedures.
 - ii. Send students who appear ill to the school nurse.
 - iii. Bring home their district issued device, with charging cable, each day going forward in case the need for a remote learning day occurs.
 - iv. In the event of remote learning, teachers will be expected to monitor their email and respond accordingly.
 - v. Teachers will be responsible for replying to emails from 9 a.m. to 2 p.m. on school days, grading work turned in electronically and providing feedback on work submitted.
 - vi. 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.
- g. Administrative Support Staff:
- i. Respond to parent phone calls using District provided script
 - ii. Keep building administration informed
 - iii. Assist building administrators with duties as need

11. ATHLETICS, EXTRA-CURRICULAR ACTIVITIES, AND COMMUNITY ACTIVITIES

Estell Manor City School District Emergency School Closure Plan

- a. During school closings all athletic, extra-curricular, and community activities scheduled to be conducted in the school facilities will be cancelled, as well as field trips.
- b. Activities will resume after consultation with the Atlantic County Department of Health and their approval.

12. REOPENING OF SCHOOL AND COMMUNITY NOTIFICATION

- a. The superintendent will consult with the Department of Health and schools will reopen following their approval.
- b. The school community will be notified using the following:
 - i. Notification will be posted on the district website, estellmanorschool.com
 - ii. An all-call using Blackboard Connect will be broadcast