



**WASHINGTON
TOWNSHIP
SCHOOL DISTRICT**

PANDEMIC PREPAREDNESS PLAN

March 2020

March 24, 2020

I. 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

1. If individual students or small numbers of students become ill due to a pandemic outbreak, the school will conduct business as usual with a greater awareness on hygiene so as not to expand the illness, while monitoring potential cases. This will be dependent upon the virulent of the strain.
2. If a substantial number of students become ill due to a pandemic, school may close. This decision will be determined by the Superintendent /designee based on guidance received from the Warren County Health Department.
3. All extracurricular activities would be postponed or cancelled as a result of a pandemic outbreak. This decision will be made by the Superintendent /designee.

B. Procedures to assure continuity of instruction (e.g., web-based distance instruction, mailed/provided lessons and assignments) in the event of district closures.

1. If a substantial number of students become ill forcing school closure or the district is directed to close by the Warren County Health Department, every attempt will be made to continue with the teaching/learning process through the school website, teacher web pages, Microsoft 365, technology devices, Hard Copy Instructional Packets, phone calls made by the teachers, text messaging apps, email, conventional mail, or all other methods of established communication.
2. Staff will attempt to obtain and acquire email addresses, cell phone numbers, and other means of communication with students and parents in their classrooms to ensure continuity of operations and to establish a continued means of communicating with parents/families when the school is closed.
3. Equitable access to materials and resources will be provided for all students of the district. Students/families without access to WiFi/internet connection will be provided hard copies of needed materials. ELL students will be provided appropriately modified assignments.
4. Special education modifications, including alternative assignments in varied format, will be provided as warranted. Special services packets / lessons will be provided to students needing therapy sessions. Compensatory services may be provided at a later date.

5. Nutritional services will be provided to students pre-qualified to receive free or reduced lunch accommodations. McKinney-Vento eligible students will receive nutritional services. Pick up times and locations are below:
 - Brass Castle School – Monday through Friday, 9:00am – 11:00am
 - In special circumstances, meals will be delivered to families in need of food services.

6. Ongoing communication with students and parents can be accomplished through a variety of avenues such as email, phone calls through the Honeywell Instant Alert System, text messaging apps, social media and/or the district website.

7. Students/parents with questions should contact the district via the District phone or via email.
 - District Office: 908-689-1119 x 1605
 - Brass Castle School: 908-689-1188 x 3600
 - Port Colden School: 908-689-0689 x 2500