



**WASHINGTON  
TOWNSHIP**  
SCHOOL DISTRICT

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**PANDEMIC PREPAREDNESS PLAN**

**March 2020**

**Revised – May 11, 2020**

May 11, 2020

**Note: On May 4, 2020, Governor Murphy announced the closure of all New Jersey Schools for the remainder of the 2019-20 school year. This plan will be in effect though at least June 30, 2020 and until schools are reopened or the plan is revised.**

**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**

- 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 virulence of the strain.
- 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.
- All extracurricular activities would be postponed or cancelled as a result of a pandemic outbreak. This decision will be made by the Superintendent/designee.
- *In compliance with Governor Murphy's Executive Order, Washington Township Schools are closed for the remainder of the 2019-20 school year. All school activities are cancelled until further notice including field trips and promotion activities. Educational programs will be provided through remote learning activities.*
- *Student attendance is marked daily in accordance with district policy. Attendance calls will be received by our usual procedure in the event that a student is ill and unable to participate on a given day. Lack of participation is being addressed by administration phone calls to parents and if needed by wellness checks by administration.*

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

- 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.
- 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.
- Equitable access to materials and resources will be provided for all students of the district. Students/families without access to Wi-Fi/internet connection will be provided hard copies of needed materials. ELL students will be provided appropriately modified assignments.
- 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.

- Student are being provided up to 15 hours of guided learning experiences per week as designed by the school's teaching staff. Students are expected to devote additional time and engage with these activities on every school day. Instructional and support staff work remotely to interact with students and to update guided learning experiences daily.
- Students in need of technology devices were provided district iPads for use during the mandatory closing. Families lacking internet at home were connected with Comcast for support or provided paper packets to support remote learning. District administration has provided technical support to families needing assistance with devices and set up of Microsoft Teams & Zoom.
- Grading will continue to be handled in the same manner as it was prior to school closures with the exception of special areas. Special area will use the modified grading system:
  - Exceeds Expectations – E
  - Passing – P
  - Needs – Improvement
- Honor Roll designations will be suspended for the 4<sup>th</sup> Marking Period of the 2019-20 school year. 4<sup>th</sup> Marking Period grades 2019-20 will not be used to calculate cumulative academic awards.
- Special Needs students and 504 students will receive the option of tele practice therapy services as appropriate. IEP Meetings will continue as required by law. Meetings are scheduled through Zoom or Microsoft Teams as appropriate to conduct special education, 504 and RTI meetings.
- Case Managers contact families via email, phone calls and Zoom to ensure families are supported during the extended school closure period.
- 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 & Thursday, 9:00am – 11:00am
  - In special circumstances, meals will be delivered to families in need of food services
- Families in need of food support due to COVID-19 may contact Maureen Miller at 908-689-1119x1605 or [mmiller@washtwpsd.org](mailto:mmiller@washtwpsd.org) to arrange for free meals.
- 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.
- Notifications are provided in alternate languages for ELL families as appropriate.
- 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
- Building access during the mandated closing is limited. Parents must contact the school prior to visiting the school.

- Building maintenance – Enhanced cleaning procedures include regular disinfection of office areas, food service areas and bathrooms. Classrooms are cleaned and sanitized after entry by staff members. Maintenance projects will continue as normal.
- Extended School Year Programs (ESY) – are scheduled from July 6, 2020 through July 31, 2020. The format of the ESY program (in person or remote programing) will be determined at a later date as directed by the NJDOE or Executive Order.
- Recognition programs for students will be virtual for the remainder of the 2020-21 school year.
- Board of Education meetings continue as scheduled, but remotely. Board of Education meetings allow public access and input through Zoom. Meetings with appropriate Zoom links are provided on the district website.

### Essential Employees

Essential Employees by Category	Role of Employee	Duties / Work Stream	Number of Essential Employees Per Category
Teachers	Instruction	Designing guided learning experiences; interacting with students; assessing student progress	No employees onsite; approximately 15 hours per week of guided learning experiences, planning/grading as appropriate, access emails and voicemails as appropriate
School Administration	Managing school operations	Interacting with staff, students, parents, and community members; handling mail and deliveries; managing meal delivery	2 administrators on meal delivery dates; all administrative staff access to email and voicemail as appropriate. Manage staff meetings and complete evaluations, contracts as required. Administrators to work in district on a modified schedule, remotely as normal to ensure efficient management of the district
SRO	Securing facilities	Ensure the safety and security of students and staff.	Support the District and Township as needed. SRO work in district as needed to provide student welfare checks and support during parent pickup events. Other times, SROs support Township needs.
Maintenance	Maintaining facilities	Fulfilling work orders; assisting with meal transport	Modified schedule based on contractor schedules and maintenance needs. Schedule to return to normal as we gear up for summer

			projects.
Custodial	Cleaning facilities	Maintaining the cleanliness of buildings	Modified schedule based on contractor schedules and maintenance needs. Schedule to return to normal as we gear up for summer projects.
Technology	Technology support	Supporting teachers with remote instruction; maintaining information systems; repairing equipment	Technician is in district on modified schedule to fix hardware and move equipment. Works remotely to monitor system needs and support staff. IT support service monitors district infrastructure remotely. Security cameras and alarms are monitored remotely unless onsite repairs are needed.
Food Service Company (Machios)	Meal service	Preparing and packaging meals; transporting meals to district	No district employees. Machios delivers meals 2 x per week. They do not access the building.
District Administration	Managing district operations	Processing personnel business services, payroll, contracts, legal, and health benefit services ; interacting with staff, parents, and community members; handling mail and deliveries; managing meal delivery with volunteers	2 administrators on meal delivery dates; all administrative staff access to email and voicemail as appropriate. Manage staff meetings and complete evaluations, contracts as required. Administrators to work in district on a modified schedule, remotely as normal to ensure efficient management of the district
Secretarial Staff	Supporting building, district and CST operations	Provide support for school, district and business operations.	Secretarial staff are in district on a rotating schedule based on school / district needs. In district hours are determined by administration. When not in district, secretarial staff work remotely on district projects and supporting staff.
Transportation	Supports district transport services	Provides transportation routes, contracts and schedules for school programs.	Transportation staff work in district on a rotating schedule. When not in district, staff work on projects / schedules remotely.

