



***Public Health-Related
School Closure Plan***

COVID-19



Sea Girt Elementary School

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Mission Statement

Sea Girt Elementary School nurtures creativity and imagination while empowering our students with the knowledge, skills, and values needed to think critically, respect themselves and others, and to achieve their highest potential as lifelong learners.



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On March 2, 2020, the New Jersey Department of Health (NJDOH) published guidance for childcare facilities and K-12 schools regarding the impact that the current outbreak of 2019 Novel Coronavirus (COVID-19) might have on their communities. That guidance is available on the [NJDOH's COVID-19 Information for Schools and Businesses webpage](#) and was disseminated by the New Jersey Department of Education (NJDOE) via [Special Broadcast on March 3, 2020](#). The guidance emphasizes that the most important thing for schools to do now is plan and prepare. Among other planning procedures, the guidance advises that “schools may be asked to close preemptively or reactively, therefore schools should be making plans for what to do if there are recommendations for closing schools or cancelling events.” ([NJDOE Special Broadcast, March 5, 2020](#))

Requirements to Implement a Public Health-Related School Closure

NJDOH 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 may utilize home instruction to provide instructional services to enrolled students. **These requirements have changed. The changes were communicated at the Monmouth County Superintendents' Roundtable Meeting on Friday, March 13, 2020. A school district may close in the best interest of the public health of the district after consulting with the County Department of Health and the Executive County Superintendent, a written directive from the NJDOH is no longer required.** 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 ([NJDOE Special Broadcast, March 5, 2020](#)). As per the NJDOE (3/5/2020), all boards of education should develop a school health-related closure preparedness plan to provide home instruction in the event of such a closure. The planned services should include equitable access to instruction for all students. Each preparedness plan should also address the provision of appropriate special education and related services for students with disabilities and the provision of school nutrition benefits or services for eligible students. The preparedness plans should



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be submitted to the Executive County Superintendent. The NJDOE also encourages boards of education to adopt enhanced school cleanliness and disinfection protocols, including disinfection of frequently touched surfaces and objects.

Related Sea Girt Board of Education Policies ([Online Policy Manual](#))

- [5310- HEALTH SERVICES](#)
- [8451- CONTROL OF COMMUNICABLE DISEASE](#)
- [2412- HOME INSTRUCTION DUE TO HEALTH CONDITION](#)
- [2481- HOME OR OUT-OF-SCHOOL INSTRUCTION FOR A GENERAL EDUCATION STUDENT FOR REASONS OTHER THAN A TEMPORARY OR CHRONIC HEALTH CONDITION](#)
- [3161- EXAMINATION FOR CAUSE](#)
- [5305- HEALTH SERVICES PERSONNEL](#)
- [7420- HYGIENIC MANAGEMENT](#)
- [5755- EQUITY IN EDUCATIONAL PROGRAMS AND SERVICES](#)
- [5750- EQUAL EDUCATIONAL OPPORTUNITY](#)
- [8420- EMERGENCY AND CRISIS SITUATIONS](#)
- [5850- SOCIAL EVENTS AND CLASS TRIPS](#)
- [7510- USE OF SCHOOL FACILITIES](#)
- [9120- PUBLIC RELATIONS PROGRAM](#)

Sea Girt Elementary School Demographic Profile

- Total Students: 154
- Students with Disabilities: 9%
- Economically Disadvantaged: 0%
- State Funded PK: 0%
- Grade Served: PK-8
- English Language Learners: 0%
- Homeless: 0%



From: NJDOH Guidance for Child Care and K-12 Schools (March 4, 2020)

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>.



Planned Services for Equitable Access to Instruction for All Students

- All families were surveyed regarding internet, wifi, and device access.
- All students, both special and regular education, grades PK-8 will have access to a minimum of two hours per day of home instruction.
 - Teachers for all subjects will share video resources for student viewing.
 - Teachers need to do a “trial run” of this process on Monday, March 16th in the AM and push out first lessons in the PM.
 - Should SGES close, staff may still report to school to prepare videos, hold Google hangouts, and respond to student work/parent emails. In the event that the DOH does not allow staff to report to the building, it is expected that teachers are to follow these same guidelines from home.
 - Teachers will be expected to provide feedback on completed student work daily and check email regularly to provide responses to parent/student inquiries.
 - Videos should be an introduction to the lessons (10-15 mins in length).
 - Follow to be completed via Google Classroom, online programs, or worksheets.
 - Websites should have links to all online resources easily viewable.
 - Share all usernames and passwords with students/parents if needed.
 - “Specials” will upload videos for each grade level with activities to be completed over a one week period. (PE example- Fitness log, health lessons, etc. Art example- Demonstrate a technique, students create sketchbook portfolio of work.)
 - Videos of instruction will be available by 11:00AM each day.
 - Teachers can also utilize a Google Hangout to hold “live classes.”
 - Scheduling of “live classes” should be communicated with both parents and students.
 - Attendance recording would be determined by guidance from DOE.
 - Approximate breakdown of **daily** instruction minutes
 - ELA - 30
 - Math - 30
 - SS - 20
 - Science - 20
 - Specials - 20



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- Resources will be sent home with all students if we have advanced notice of a closure. In the event we are forced to close after school hours, folders of resources will be made available for pick up outside of the school building by parents.
 - Any “worksheets” that need completed will be photocopied and placed in folders.
 - All completed work will be returned upon the reopening of school.
 - All online resource passwords should be in the folder as well.
- Grades 3&4 Chromebook carts will be dismantled and chromebooks will be sent home with students. In the event the forced closure takes place after dismissal, the Chromebooks will be available for pick-up by parents outside of the school the following day.
- In addition to online video lessons and resources, students in grades PK-2 will be provided with weekly “worksheet” packets to be picked up outside of the school.

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

- Special education teachers will work with regular education teachers to ensure accommodations and modifications are made to any assigned work.
- Where possible, separate videos will be created for our special education students. These video assignments will be distributed directly to special education students and/or parents.
- Related services will take place as a compensatory service upon return to school.
- During this school closure all IEP meetings will be held virtually using video conferencing software to ensure good social distancing practices.

Provision of School Nutrition Benefits or Services for Eligible Students

Currently there are no eligible students receiving services at Sea Girt Elementary School.

Enhanced School Cleanliness Protocols

- Current practices reviewed
- Current cleaning products reviewed
- Additional cleaning products ordered



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- Additional staff added to specifically focus on the disinfecting of hard surfaces such as doorknobs, light switches, desk tops, student chairs, etc.

Essential Personnel

<u>Title</u>	<u>Role/Duties</u>	<u>Hours</u>
Superintendent/Principal (1)	Overall Administration	In Person & Remotely Daily
Business Administrator (1)	Essential Business Office Administration	In Person & Remotely 3 Days per Week
Technology Coordinator (1)	Essential IT Functions	In Person & Remotely Daily
Supervisor of Student Services (1)	Administration (General & Students with Disabilities)	Remotely Daily In Person as Needed
Custodians (¾)	Deep Cleaning and Disinfecting	Daily (shortened shifts)
Secretarial Staff (3)	School & Business Office Administrative Functions	Remotely Daily In Person as Needed
School Social Worker (1)	Special Education Case Manager & Counselling Support	Remotely Daily In Person as Needed
School Nurse (1)	Crisis Team Member	Remotely Daily In Person as Needed
Teaching Staff	Student Instruction	Remotely Daily

Other Relevant Measures

- Field trips are being reviewed on a case by case basis and may be cancelled or postponed.
- Facility usage may be curtailed for outside groups to limit potential exposure.