



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

*COVID-19*

Updated 5/22/2020

To be BOE Approved on 5/28/2020



## **Sea Girt Elementary School**

451 Bell Place  
Sea Girt, NJ 08750  
732-449-3422  
[www.seagirt.k12.nj.us](http://www.seagirt.k12.nj.us)

Mr. Rick Papera, Superintendent/Principal  
Mr. Jeffrey Russo, Supervisor of Student Services  
Ms. Denise Friedmann, School Business Administrator  
Mrs. Joanne Ryder, School Nurse  
Mr. Rick Guibord, School Technology Coordinator

### **Board of Education**

Mr. Todd Leonhardt, President  
Mrs. Hilary DiFeo, Vice President  
Mr. Brendan O'Reilly  
Mrs. Marjorie Kane  
Mr. John Lajewski

### **Public Health Coordinator and Health Officer**

Monmouth County Regional Health Commission #1  
1540 West Park Ave.  
Ocean Township, NJ 07712  
732-493-9520  
<https://www.mcrhc.org/>

### **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.*



## *Sea Girt Elementary School Public Health-Related School Closure Plan ~ COVID-19*

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](#)). This plan has been developed according to guidance from that March 5, 2020 DOE Broadcast and updated according to subsequent guidance provided in a DOE Broadcast dated May 5, 2020 (“[Required Updates to District Public Health-Related School Closure Plans](#)”). This plan shall guide the District in providing home instruction services in compliance with N.J.A.C. 6A:16-10.1 during a health-related school closure. This plan was implemented beginning on March 16, 2020 and will be used through the end of the 2019-2020 school year.

### **Communication**

The closure of schools due to a health-related situation shall be communicated like all other school closures via the District website, email, school social media accounts (Instagram, Facebook & Twitter), and the BlackBoard Communications Alert auto-calling system. Ongoing updates will be provided through these conduits.

### **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](#)



*Sea Girt Elementary School Public Health-Related School Closure Plan ~ COVID-19*

- [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.



*Sea Girt Elementary School Public Health-Related School Closure Plan ~ COVID-19*

### **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**

### **Access to Internet, WiFi, and Devices**

- All families were surveyed regarding internet, wifi, and device access.
- Should a family express a need for an additional device or need servicing of a student device, the District shall provide an additional device or a loaner device as repairs are completed through the District's Technology Coordinator.

### **Lesson Preparation, Access, and Distribution**

- 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 will be available to students online from 9AM-1PM daily.
- Classroom teachers PK-2 will deliver instructional resources (videos, activities, directions, etc.) through a daily email to the parents of students. Daily email will be sent by 9AM.
- Classroom teachers grades 3-8 deliver instructional resources (videos, activities, directions, etc.) through a Google Classroom daily. Daily assignments will be posted by 9AM.



*Sea Girt Elementary School Public Health-Related School Closure Plan ~ COVID-19*

- Daily instruction will include screencasts, online curricular resources, online video resources, and online educational tools. Additionally, documents and resources may be provided and access to hard copy texts if needed.
- Students will work through the instructional resources as directed and follow-up work to be completed.
- Additionally, teachers will meet with students through Zoom and Google Meet for the purposes of direct instruction, remediation, and SEL needs. These meetings may be whole class, small group, or individual depending upon the needs of students. The weekly schedule of “live” meetings will be provided to administration. Scheduling of “live classes” should be communicated with both parents and students.
- These instructional practices will apply to all core content areas both regular and special education.
- Specials area subjects will provide weekly instruction in the same formats. Special area subjects will also meet with students via Zoom and Google Meet as needed.
- A special section of the District website has been created to house links for all “SGES Virtual Learning” resources.
- As teachers feel the need to send more paper based items home, administration will coordinate the distribution of these items which will involve primarily a pick up; however, if needed administration/teacher will arrange to deliver the items.
- *Approximate* breakdown of minimum **daily** instructional minutes
  - ELA - 30
  - Math - 30
  - SS - 20
  - Science - 20
  - Specials - 20

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

- Special education teachers work with regular education teachers to ensure accommodations and modifications are made to any assigned work.
- Where possible, separate videos are created for our special education students. These video assignments are distributed directly to special education students and/or parents.
- Based upon temporary modification of rules governing the provision of special education and related services to students with disabilities pursuant to N.J.A.C.



*Sea Girt Elementary School Public Health-Related School Closure Plan ~ COVID-19*

6A:14-1.1 and N.J.A.C. 6A:14-3.9. Section 6 of EO 103, as of April 14, 2020, related services are delivered remotely via teletherapy until school reopens. Teletherapy is defined as therapy through a live video connection, the internet, or by phone. Teletherapy platforms may include but are not limited to, facetime, zoom, doxy.me, etc. Sessions missed from the close of school through April 14, 2020 will be offered as compensatory once school reopens.

- During this school closure all IEP meetings will be held virtually using video conferencing software to ensure good social distancing practices.
- Virtual IEP meetings are conducted using Zoom. Participants sign a shared document to acknowledge their participation. School representatives who are members of the IEP team can access IEP documents on the district IEP platform. The case manager will use all relevant information available and may conduct social and functional assessments to identify, conduct, and/or evaluate students with disabilities. At this time, virtual evaluation such as psychological and educational evaluations will not be conducted. Additional evaluations may be required once school re-opens.
- The case manager will remain in continuous communication with families and will conduct virtual IEP meetings adhering to timelines . The case manager will communicate via a variety of virtual platforms including but not limited to, Facetime, Zoom, telephone, and email. The case manager will monitor the implementation of services and remain in continuous communication with teachers and services providers.
- Service providers document conducted therapy sessions and missed therapy sessions using a spreadsheet and related service session forms. Teachers and service providers continue to monitor and document student progress. Teachers continue to provide individual instruction differentiated and modified to meet the needs of the individual student.
- The district has 1 PK-8 student in an outside approved placement. Related services are being coordinated for the child by therapists via teletherapy. Service providers document conducted therapy sessions and missed therapy sessions using a spreadsheet and related service session forms. Teachers and service providers continue to monitor and document student progress. Teachers continue to provide individual instruction differentiated and modified to meet the needs of the individual student.
- Special Education Paraprofessionals will be present during “live” sessions and will continue to work to support students and staff as needed.



*Sea Girt Elementary School Public Health-Related School Closure Plan ~ COVID-19*

- Extended School Year (ESY) for Students with Disabilities will be conducted virtually using the same strategies used to reach students during the bulk of this school closure.

**English Language Learners (ELLs)**

We do not currently have any identified ELL students in the District; however, we are continuing to provide a tiered system of support for any students in need. This includes teacher support within larger group meetings, individual support and intervention, appropriate leveled applications/programs, and adaptive practice, all of which address reading, writing, speaking, listening, math content and skills, and content areas.

**Attendance**

Teachers are tracking students who participate in video conferencing and completion of work via emails, Google (G Suite) Applications, and Zoom. Students who have been ill or unable to participate for other reasons have emailed the teachers. Students that are not completing assignments or attending Zoom meetings will be contacted directly by the teacher or School Social Worker as needed for support. School Nurse will track attendance in OnCourse.

**Students on Home Instruction**

Prior to closure, SGES did not have any students on Home Instruction.

**School Counseling Services**

School Counselor/Social Worker will work remotely and continue to provide the following services:

- Monitoring of student attendance and engagement
- Following up with families
- Continued research and development of intervention strategies that can be accessed online
- Email, phone, and video conferencing access to CST and service providers
- Access to community mental health services as needed
- Monitor of 504 and I&RS students



### **Provision of School Nutrition Benefits or Services for Eligible Students**

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

### **Assessment of Learning Loss & Initial Plan for Addressing**

The District will enlist the staff to provide interventions for students who were identified as potentially “at-risk.” Interventions include the following:

- Development of assessment protocol for identifying loss and remediation needs
- IEPs (CST), when appropriate and deemed necessary
- Study Skills pull-out from Specials
- Inclusion classes
- Resource classes
- I&RS plans (Intervention); 504 plans (Guidance)
- Classroom differentiation
- Tiered System of Supports
- Remediation program design for 20/21 utilizing CARES Act monies if available

### **Enhanced School Cleanliness Protocols**

- Current practices reviewed
- Current cleaning products reviewed
- Additional cleaning products ordered
- Increased sanitizing and disinfecting of all hard, nonporous surfaces and common touch points (e.g. door handles, water fountains, cafeteria tables).
- Additional staff added as needed to specifically focus on the disinfecting of hard surfaces such as doorknobs, light switches, desk tops, student chairs, etc.

### **Expectations for Work Hours and Internal/External Communications**

On a health-related school closure day, teachers and other certified staff are expected to be available during the hours of 9AM - 1PM for phone calls to/from administrators and/or colleagues. Teachers and other certified staff are also expected to check their school email regularly during these work hours and respond to electronic communications from administrators, colleagues, parents, and students as they would normally while in school.



*Sea Girt Elementary School Public Health-Related School Closure Plan ~ COVID-19*

**Essential Personnel**

<b><u>Title</u></b>	<b><u>Role/Duties</u></b>	<b><u>Hours</u></b>
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 (%)	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 In Person to Empty Classrooms and Pack Student Belongings as Scheduled with Administration

**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.