



**SWEDESBORO-WOOLWICH
School District
Coronavirus Common
Planning Document**

**March 13, 2020
Submitted for Review to:
Executive County Superintendent
Ms. Ave Altersitz
Office of Gloucester County
(Revised 3/19/2020)**

❖ INTRODUCTION

The Swedesboro - Woolwich School District, Gloucester County, recognizes the importance of continuing to educate its students in the event of a pandemic outbreak. While the District understands it might not be able to operate fully in a traditional school model, this plan will assist the District in continuing to provide students with a high-quality education. This plan is intended to outline the first minimum 14 days of an expected isolation period and beyond.

❖ PURPOSE

This plan provides guidance to the Swedesboro-Woolwich School District and may serve as the plan for maintaining essential functions and services during a pandemic outbreak. It does not replace or supersede any laws or policies; it simply serves as a guideline to address continuity of operations of the school district, aligned to the requirements set forth by the New Jersey Department of Education (NJDOE) specific to disease outbreak.

Those requirements include:

- 1.) Written directive from DOH or Local health Agency ordering closure;
- 2.) Equitable access to services for all students;
- 3.) Address provision of appropriate education for Special Ed student; and
- 4.) Provision of school nutrition benefits for eligible students.

❖ SUPERINTENDENT CONTACT INFORMATION

Dr. Kristin P. O'Neil
Swedesboro-Woolwich Board of Education
15 Fredrick Boulevard
Woolwich, New Jersey 08085
(856) 241-1552

❖ COMMUNICATION

Communication to District employees and stakeholders has already started. On March 3, 2020 the first communication regarding COVID-19 was disseminated to the parent community and district employees. The District then followed up with communication on the following dates: 3/10/20, 3/12/20, 3/13/20, 3/14/20, 3/15/20, 3/16/20, 3/17/2020. All communication was emailed, posted on an established District webpage, posted on all three social media platforms (Twitter, Instagram, Facebook), and were followed up by phone call and text alerts.

The District did launch a [webpage](#) on March 4, 2020 that included and will continue to include information and updates. The District has also established a [website](#) specific for the District’s Comprehensive Contingency Plan which can also be found on the [District Webpage](#).

Moving forward, the District will use all available communication tools to provide District employees and the community with information and updates. This will include:

- School Messenger robocalls;
- School Messenger text messaging;
- School Messenger Emails;
- Social Media;
- Updates to the designated webpage;
- District and building-level meetings.

❖ **DEMOGRAPHIC INFORMATION**

<p>Number of Enrolled Students (as of 3/10/2020)</p>	<p>1640 Total Students on Roll</p> <p>1550 K – 6 --- 53 Pre-School --- 37 Referred PK students</p>
<p>Number of Special Education Students (as of 3/10/2020)</p>	<p>295 Special Education 93 Speech Only</p>
<p>Number of Homeless / Migrant Students</p>	<p>10</p>
<p>Number of Medically Fragile Students (includes 1:1 nursing in district)</p>	<p>317 (includes children with seasonal allergies in the SWSD)</p>

	definition of medically fragile)
Percentage of Students with a Device and Internet at Home	<p>2.3% of Swedesboro and Woolwich do not have computers</p> <p>9.1% do not have high speed internet video streaming</p> <p>Ref. American Community Survey (2009 – 2018)</p>

❖ **PANDEMIC PLAN**

-Pandemic Response Team

- During this time of planning and potential implementation of this plan, the following people are part of the Pandemic Response Team for the School District:
- Superintendent / School Safety Coordinator
- Business Administrator
- Chief Academic Office
- Chief Information Officer
- Director of Special Services
- Director of Facilities

- In addition to the above mentioned district personnel, the Instructional Supervisors, building principals/vice principal, and CST staff also serve, as needed, to support the Response Team as Needed.

The following resources assist may also be called upon, as needed to be part of the Pandemic Response Team.

- Gloucester County Department of Health
- Gloucester County Officer of Emergency Management
- Gloucester County Department of Education
- Woolwich Township Police Department
- The municipalities of Woolwich and Swedesboro
- Regional School District Superintendents: East Greenwich, Logan Township, South Harrison/Kingsway Regional
- The Swedesboro – Woolwich Board of Education and its legal advisor, Taylor Ruilova, will be called upon for consultation and legal advice.

❖ **CONTINUITY PLAN - Essential Functions**

- The essential functions of the district will continue as long as possible while buildings remain open and operational. Details on those functions can be found below. It is expected that all schools and Student Services will remain operational and open for faculty and staff. If one or more buildings must be closed, the remaining buildings can be used. If all buildings must be closed, the district is prepared to work remotely to maintain essential functions like payroll, health benefits, instruction, communication, etc.

❖ **Equitable Access**

- Students who are able to access the internet from home will be able to do so. Students who do not have the ability to access technology and/or internet at home will have alternative learning plans available to be picked up and mailed to their homes.
- District learning material pick-up days/times will be established in the a.m. and p.m. for families to have printed learning materials when technology / internet is not an option.
- Pick-up days/times will be established one time a week beginning on Week 3. (The first 10 days of learning instruction will be picked up on the first date of an extended closure to limit access to the building.)
- In the event that a closure lasts longer than 10 school days, students will be able to sign out a ChromeBook in grades 3-6 to allow for multiple devices for multiple children in a home and to allow students to access the internet where possible.
- Students will receive daily contact from teachers. Students will receive weekly communication from their: guidance counselors, nurses, and case managers (special

education students) while schools use remote learning. This can be accomplished using the following tools:

- Email
- Telephone
- Video Conferencing
- Google Classroom
- Google Apps

❖ **Certified Staff Expectations (all levels, all grades, all subjects)**

- In the event of at least 14 calendar day remote learning, teacher responsibilities to support students include no fewer than 2 hours per day, 10 hours per week, in a PK – 6 school district. The criteria meets the District’s Home Instruction Policy (#2481) and District Code: N.J.A.C. 6A:16-10.2(d).
- Teaching staff are required to be available from 9:00 a.m. - 3:00 p.m. [A staff manual](#) was developed and distributed to all employees. Staff complete a daily accountability log using a google form. A [Work From Home Expectations Guidance Document](#) outlined typical day responsibilities and has been provided to staff.
- Every teacher has been provided with a [Technology Guidelines Manual](#).
- Every teacher is responsible to support students assigned to them for the 2019-20 school year, monitor district-issued email accounts, and respond as appropriate to parent/guardian emails within 24 hours. All teaching and instructional support staff members are “on-call” between the hours of 9 a.m. – 3 p.m. and are expected to check email and voicemail multiple times per days between those hours. (Recommendation is once per hour.)
- The goal is for teaching staff member to provide academic feedback and answer questions as appropriate to students and their families. Staff are also expected to collaborate with building administration and grade/subject-level colleagues as needed for support and consistency throughout the district.
- Remote meetings will be scheduled using technology platforms such as Google Hang-Out, Zoom, and other tools.
- Any additional activities as assigned by building or district administrator.

❖ **Grade-level learning experiences have been developed for students.**

- A [District Staff Manual](#) was shared with all employees to guide the expectations throughout the District. A recorded District presentation was also shared with all staff.

Staff also received a recording “live stream” for curriculum guidance and further information.

- A daily “work from home” log is required of all staff members every day.

❖ **District and Building Administrator / Supervisor Expectations**

- Address and take responsibility for any and all other issues, items, topics, responsibilities as assigned by the Superintendent of Schools.
- A [District Staff Manual](#) was shared with all employees to guide the expectations throughout the District. A staff meeting will be held if possible. A recorded District presentation will be shared with all staff when there is guidance provided regarding the specific situation. Staff will participate in “live stream” for curriculum guidance and further information.
- A daily “work from home” log is required of all staff members every day.
 - Continually review ongoing instructional opportunities being provided, both electronic as well as traditional for students under their supervisor
 - Continually review daily staff to student interactions via email notifications (hours set between 9:00 - 3:00 daily)
 - Continually review daily staff to parent/guardian(s) interactions via email notifications (hours set between 9:00 - 3:00 daily)
 - Continually communicate (phone, email, social media, webpage) with families of students under their supervision
 - Continually respond to parent/guardian inquiries, emails, and any correspondence in supporting the education, social/emotional aspects of our SWSD students
 - Continually review ongoing scope of work and responsibilities for all non-certified staff under their supervision
 - Continually review ongoing scope of work and responsibilities for all custodial functions under their supervision
 - Develop a “rescheduling” plan for all school related activities that are postponed if possible.
 - Develop a “rescheduling” plan for any school related class trips that are postponed if possible.
 - Continue to work on building/student scheduling for the 2020-2021 school year
 - Conduct a full school supply audit in order to ensure that 2020 - 2021 projected ordering is accurate
 - Conduct a full facilities audit to identify all issues/concerns both large and small and provide the audit to the director of facilities, buildings and grounds
 - Continually monitor District communications that are brought and follow all relevant district policies and procedures

- Provide information to District Superintendent and Chief Information Officers to share on social media platforms.
- Continue to send out weekly Comet Clips to families
- Review, reflect upon and create a “suggestions list” for changes to current district code of conduct
- Update student handbook for the 2020-2021 school year as applicable
- Review with CAO and Instructional Supervisor all student data information both formative and summative in order to develop a cohesive approach to re-entry upon return for students
- Work with data coordinator to review school report card information and develop a comprehensive plan of action to address deficiencies
- Provide Statement of Assurance to District Directors that instructional staff has completed ten days worth of lesson plans for remote learning.
- All other duties and responsibilities as assigned by the superintendent of schools or his designee
- Monitor Staff Attendance (HR)
- Monitor progress monitoring for graded material. Communicate with staff regarding expectations for student interventions as needed.
- Monitor completion of staff mandatory online professional development trainings (i.e. SafeSchools Trainings).
- Students with limited access to technology will return a Parent Certification Form for the week.
- Students with limited access to technology may choose to submit parent certification through a Google Form if they can access it on their phones or by other means
- Use Google Classroom Log In to monitor attendance
- Any additional activities as assigned by building or district administrator

□ In the event the district implements this 14 calendar day remote learning plan, Swedesboro - Woolwich School District has the following emergency closing procedures in place to ensure the continuity of services:

- To assist with instructional planning, all grade levels and subject areas will have access to Google Classroom.
- The [District Webpage](#) and [Website](#) will be updated to include all existing online and [“downloadable” resources](#) that align with the curriculum. All departments/grade

levels were given additional online resources (from the curriculum supervisors) to assist with online lesson development.

- All staff will be required to develop up to ten days (two weeks) of review / spiral lessons for students on their assigned rosters. Should remote learning need to extend beyond ten days, faculty and staff will be asked to prepare additional learning opportunities to target new learning for the remainder of the closure period. Throughout the period of remote learning, building and central office administration will review/provide feedback on a regular basis.
- An additional checklist was created to ensure that all lessons (regardless of format/delivery) include course/subject area, objective, standard, materials, activity/task, approximate number of minutes, and how the task/activity will be assessed/evaluated.
- Staff will create take home packets for students without access to the Internet and/or a device at home. Should the remote learning period extend beyond the 14 calendar days additional information must be shared with those who are not able to do the work online and/or materials will be mailed to them through the US Post Office or an established “PICK UP” day/time/location will be established.
- Special Ed and student services will make every effort to provide an appropriate education for special education students during a period of pandemic outbreak. We will make every effort to meet the requirements for teacher-student contact time for students with disabilities via distance learning. Student progress will be monitored and feedback provided online by special education teachers when appropriate, with the opportunity to communicate directly during scheduled times. Upon return to school, the IEP team will determine if additional services are required.
- IEP meetings will continue to be held via telephone conferencing or virtual meeting through a technology platform: Zoom, Google Hang Out, etc. IEP meetings will be held as appropriate to determine if compulsory education services are needed to address an individual student’s progress toward learning goals and objectives.

□ All ICR, POR, SC classes K-6

- Students will continue as usual per general classroom instruction by teacher(s). Special education teachers will modify and adapt as appropriate to students IEPs
- Any additional activities as assigned by building or district administrator

□ Special class programs Prek-6 (Preschool, MD, Autism)

- Targeted learning experiences will be mailed / provided to families based on student needs

- Teacher designed hands on activities list that can be done with items found around the house – give student/parents many choices in case they don't have the items
- Proprioceptive Activities (list of activities provided to families)
- Academic/or skills packets appropriately designed for each student
- Printed leveled readers individualized for the level of each student OR
- Copies of picture cards individualized for each student
- Scan in some of the interest inventories, social skills curriculum activities – if technology can convert them into writeable text?
- Students who have access to technology: provide a schedule of minutes expected on such activities as i-Ready, raz kids, Google classroom
- Any additional activities as assigned by building or district administrator

□ **Medically Fragile students**

- nurses will call/email to check in on medically fragile students
- Case managers will be sure parents have resources at home for care/treatment;
- arrangements will be made for the parents to pick up any equipment needed to complete academic activities at home
- OT/PT/SP consult at pick up on how to use the equipment with check ins through the time
- Students that have 1:1 nurses will continue to receive services at home

□ **Related Services (OT/PT/Speech, etc.)**

- 20 minutes/service/week/student. We will review all options such as videotaping lessons for group or individual. We will develop a list of activities that can be addressed by virtual learning in a home environment. A list or kit of supplies will be distributed, for parents, of items that are easily accessible and may be used in event of sudden closure for parents to utilize at home for instruction. The work day of 9:00 a.m. – 3:00 p.m. will be set up to address parent concerns, questions, as necessary. Below is a list example of programming:

- ◆ Home programs for therapy students, if therapist able to go into house
- ◆ PT-Youtube exercise/yoga videos
- ◆ SP-Social skills videos
- ◆ SP-Functional skills packets
- ◆ OT-Handwriting packets
- ◆ Free ipad apps
- ◆ SP-Youtube read along stories

- ◆ OT-SP collaborative Life Skills Interactive book
- ◆ Share websites on teachers page
- ◆ Zoom, Google Hang Out, or go to meetings
- ◆ "Parent educational and sensory activities for low functioning students
- Any additional activities as assigned by building or district administrator

□ **Case Managers (CST and Speech and Language Therapists)**

- The expectation is that CST teams will continue to develop IEPs; convene virtual Annual Review meetings, write reports; plan for next year.
- Teams can conference through Google hangouts, phone conferencing, Google classroom, etc. The work day of 9:00 a.m. – 3:00 p.m. will be set up to address parent concerns, questions, as necessary. to address parent concerns, questions, and reschedule IEP meetings as necessary.
- Reach out to classroom teachers to provide support to students
- Monitor ways in which classroom teachers are providing for the special needs of the special education population
- Any additional activities as assigned by building or district administrator

□ **Guidance (PK-6)**

- Counseling will be provided through video chat, Google Hang Out, Zoom, or phone calls
- Reach out to families/students through email and/or phone calls
- Communicating with staff (teachers and CST) to discuss student concerns,
- Counselors could be updating and working on student 504 Plans
- Social Emotional Learning Lesson planning and development.
- Professional Development, book reviews/ online webinars.
- Work on chronic absenteeism data and initiatives.
- Mindfulness Exercises
- Mediation Exercises
- Breathing/Yoga Exercises
- Self-Care Strategies- Nutrition
- Coping / Resiliency Skills
- Resources on developing cultural awareness and empathy
- Grief Resources
- Future Concerns Sheet

- Cyberbullying / Social Media Sheet
- Overview of Substance Abuse- (Brain Development)
- Overview of Mental Health
- Complete mandatory online Professional Development Trainings
- Any additional activities as assigned by building or district administrator

□ **Nurses**

- Communicate/check in with families regarding any individualized medication needs
- Continue to review the latest health updates and provide any guidance to families after receiving approval from building and district administration
- Complete Kindergarten Registration Health Folders
- Complete transfer of health screening results
- Complete Ed-data supply order
- Update Awareness List
- Replenish Bloodborne Packets for Teachers
- Start paperwork to give to parents in June for 2020-2021 school year.: Medication forms, Food Allergy Action Plans, Asthma Action Plans, Seizure Action Plans, EpiPen designee and Emergency Action Plans.
- Review policies and update accordingly via phone with nurses on committee
- Complete mandatory online Professional Development Trainings
- Any additional activities as assigned by building or district administrator

□ **Educational Assistants (Paraprofessional/Classroom Aide)**

- Will be provided on-line training with including but not limited to:
 - Inclusive learning
 - Behavior management
 - Social emotional learning
 - IEP implementation
 - Roles and responsibilities
- Assist classroom teachers by reaching out to them each day for additional instruction
- Complete mandatory online Professional Development Trainings

□ **Homeless/Migrant Student**

- The homeless liaison will be in constant contact with our students that fall under McKinney-Vento. The liaison will check on the well being of the student and their family.

◆ **Provision of School Nutrition Benefits for Eligible Students**

In the event the district implements the minimum 14 calendar day remote learning plan, Swedesboro - Woolwich School District has the following food service plan to ensure the provision of meals to eligible students.

- In accordance with guidance released March 6, 2020 from the USDA, the district will apply for the temporary Summer Seamless Option (SSO) program in SNEARS.
- The district will propose Meals will be prepared at one school location for pickup and be delivered and distributed by district staff for hardship cases.
- The Walter Hill School will serve as the proposed “hub” for lunch pick-up and delivery.

□ **The following Proposed Feeding Plan will be followed:**

- Serve students at the parking lot at the Hill School from 11:00 a.m. -12:30 p.m. starting on the first day of closure
- The School Business Administrator will oversee the organization of the food distribution process
 - A minimum of 2 administrators will be assigned on-site
 - 5 Nutriserve Staff will be present each day for preparation and distribution
 - Volunteers are on-site as available.
- A table would be set up for students to pick up their bagged meals each day
- A roster of student names for all meals picked up and delivered meals will be maintained.
- Information on food distribution times/location/process will be posted on the district’s website. Robo calls will also be used, as needed, to share the plan and direct parents and students to the website for additional information.
- Locations and hours of the below Gloucester County food banks will also be posted and shared with parents. In accordance with verbal guidance from NJ Department of Agriculture, we should direct families to these sites as needed.

- **Kings' Things**
 1404 Kings Highway
 Swedesboro, Woolwich NJ 08085
 (856) 467-1796

❖ **CONTINUITY OF OPERATIONS**

□ **Superintendent of Schools or Designee**

- Maintains authority over all operations and crisis management plans.

□ **School Business Administrator**

- Monitors and maintains the following departments prior to and during any closure.
- Work with the supervisor in each area to ensure proper actions and responses in order to maintain operations.
- Address and take responsibility for any and all other issues, items, topics, responsibilities as assigned by the Superintendent of Schools.

- Payroll

- The Payroll Office will continue regular functioning from an outside location, if necessary. Payroll staff may be able to enter a school district building to ensure that staff are paid.

- Transportation

- The Transportation Office will continue regular functioning from an outside location, if necessary

- Facilities and Operations

- Takes appropriate measures to minimize, to the greatest extent possible, the risk of a viral transmission in the school facilities with cleaning policies and practices which include (but are not limited to) on a daily basis:
 - ○ Filling of soap and hand sanitizer dispensers
 - ○ Ensuring all paper towel holders are filled and functioning at all times;
 - ○ Sweeping and wet mopping all floors;
 - ○ Vacuuming rugs;
 - ○ Cleaning and sanitizing hard surfaces including fountains, door knobs, work areas, computer keyboards, counter tops, railing, stairwells, and writing tools;
 - ○ Cleaning and sanitizing bathrooms - toilets, sinks, walls, floors;

- ○ Cleaning and sanitizing cafeterias - tables, chairs, food lines; and
 - ○ Cleaning vents
- Takes steps to assure the provision of power, heat and ventilation, water, sewer and janitorial services.
- Technology
 - The Technology Department will continue to function regularly from an outside location if necessary.
 - They will be available during their regular hours of 8am-4pm to respond to technology issues pertaining to district programs and equipment.
 - Staff can email with their needs and can expect same day responses by email or phone between 9:00 a.m. – 3:00 p.m.
 - District servers housed on site can be monitored remotely to ensure all systems remain up.
- SWSD staff that do not have access to Internet at home will have the option to:
 - Report to an open local business or public library to utilize the Internet connection there.
 - The Technology Department will also supply chromebooks temporarily to the select staff that do not have a take home device assigned to them already.
 - Address and take responsibility for any and all other issues, items, topics, responsibilities as assigned by the Superintendent of Schools.

❖ **Chief Academic Officer**

- Maintains academics and student learning with the support of the Instructional Supervisors and building administrators.
- Provides access to instructional materials aligned to New Jersey Student Learning Standards (available and designed to support student learning).
- Communicates with teaching staff members with the exception to develop and deliver instruction and assessments through the duration of the school closure.
- Updates Superintendent of Schools on a regular basis.
- Send out lists of educational assistants and support staff ID access # to Safe Schools for assignments
- Send out the menu of offerings from Safe Schools of videos to facilitate Principals and SpEd Supervisors assigning this option for work (choose # of hours of content) and monitor the work

- Address and take responsibility for any and all other issues, items, topics, responsibilities as assigned by the Superintendent of Schools.
- Address and take responsibility for any and all other issues, items, topics, responsibilities as assigned by the Superintendent of Schools.

❖ **School Safety Specialist / Superintendent**

- Receives updates from the Gloucester County Department of Health
- Receives updates from the Gloucester County Department of Health
- Communicates with building administration to ensure the safety and wellbeing of students, staff and the community are being met
- Be available to answer all staff and community questions/concerns in regards to the safety and wellbeing of our students in addition to all operational aspects of our schools

❖ **School Registrar**

- Ensure that Kindergarten Registration is on-going
- Support the Business office with the food distribution process and procedures. Work with building principals to help coordinate in the distribution effort.
- Collect documents for the BoE agenda in March and April and as needed
- Address and take responsibility for any and all other issues, items, topics, responsibilities as assigned by the Superintendent of Schools.

❖ **Human Resources**

- Monitor US Mail and inter-school mail and fill out PTT forms as well as all HR forms from external organizations for our staff (ex. Employment verification, reimbursement forms from government and employment/tuition forgiveness forms and medical forms, FMLA, Workman's Comp) and all other requests and answer in a timely manner
- Monitor employee medical leaves (and long term subs) for start and end dates of leaves
- Post openings for positions
- Address and take responsibility for any and all other issues, items, topics, responsibilities as assigned by the Superintendent of Schools.

❖ **NJSMART REPORT PERSONNEL**

- Monitor Staff Attendance **while schools are open (watch trends)**
- Complete New Jersey State Reporting as required.
- Address and take responsibility for any and all other issues, items, topics, responsibilities as assigned by the Superintendent of Schools.

❖ **OUTSIDE PLAYGROUNDS / BUILDING PROPERTY**

- The community will be notified via school messenger that school property is closed.
- The maintenance staff will lock all gates and remove the basketball rims.
- The District will use all means to communicate the message:
 - Social Media
 - School Messenger
 - District Website