

ERESC PANDEMIC RESPONSE TEAM PLAN 2020-2021

Dr. Laurie W. Newell, Superintendent

Contents

Purpose of the Pandemic Response Team (PRT)

Central Office Pandemic Response Team Committee Members

Responsibilities

School-based Teams/Template for Principals to complete assignments

Responsibilities

Weekly Zoom Meeting Schedule

Communication Flow

Supply Inventory and Request Form

Daily Protocols and Checklist

Monitoring of Absenteeism

Tracers and Tracing Protocols with Forms

Contingency Plan

Resources



▶ The purpose of the Pandemic Response Teams:

- ▶ • To Centralize
- ▶ • To Expedite
- ▶ • To Implement...

▶ COVID-19 decision-making for re-opening.

PURPOSE



- ▶ Dr. Laurie W. Newell, Superintendent
- ▶ Mr. Kevin Guyton, Assistant Superintendent
- ▶ Mr. David Pinkney, Principal
- ▶ Ms. Tracy Stewart, Coordinator of Home Instruction
- ▶ Ms. Diane Ferrara, School Nurse
- ▶ Mr. Felix Barragan, School Social Worker
- ▶ Mr. Marc Acito, School Social Worker
- ▶ Ms. Brenda Moretti, Teacher
- ▶ Ms. Jil DeMasi, Director of Special Projects

COMPOSITION OF ERESC DISTRICT PRT

- ▶ To conduct PRT tasks consistently, meet regularly and provide updates that are timely, accurate and provide transparent information to the school liaison, who will then communicate to the Assistant Superintendent and ERESC DISTRICT PRT.

PURPOSE OF SCHOOL-BASED PRT

- ▶ To oversee each school's implementation of the district's re-opening plan, particularly health, safety and crisis measures
- ▶ To adjust and amend school safety protocols
- ▶ To provide staff with needed support and training
- ▶ To review school level data regarding health and safety measures and the presence of COVID-19 and report that data to PRT district administrator
- ▶ To develop and implement procedures to foster and maintain safe and supportive school climates
- ▶ To provide communications to the district & school community
- ▶ To create pathways for community, family and students voices to inform the team's decision-making

RESPONSIBILITIES OF SCHOOL-BASED PANDEMIC RESPONSE TEAMS

Daily Protocol Checklist			Date: AM Date: PM
TASK	Observed	Not completed	Teacher's Initials
1. Temperatures taken before students get on bus 2. Exit from bus: social distancing & temps taken 3. Masks on students & staff 4. Social distancing MARKERS clearly identified - entry, hallways & in classrooms 5. Hand washing/sanitizer protocols followed			
6. Gloves on adults 7. Sanitizing stations filled 8. Paper towels available 9. Windows open 10. Cohorts maintained 11. Daily Cleaning Schedule followed			

- ▶ **Liaison:** Each school will determine a liaison (perhaps the Principal or Vice Principal) who will be the person to promptly communicate issues to Mr. Guyton, and then as appropriate, to the school community. School staff and parents should direct issues to the LIAISON first.
- ▶ Signs and flyers must be posted at each school location in the hallways and in all classrooms. Post in **DUAL LANGUAGES**)
- ▶ A system for communications to staff and parents must be in place and ready to use as advised.

COMMUNICATION

- ▶ For each school, a pandemic response team needs to be determined. The composition of a school-based PRT and their responsibilities include but are not limited to:
- ▶ Liaison : Communicates issues directly to Mr. Guyton and the school community
- ▶ Counselor: Serves as support
- ▶ Nurse: Serves to provide assessments, reports and updates
- ▶ Teacher: Serves to complete and submit daily protocol checklist
- ▶ Aide: Serves as support
- ▶ Attendance Monitor and Supply Inventory: Secretary
- ▶ Custodian: Adhere to a Daily Cleaning/Disinfecting Schedule
- ▶ Parent: Welcome stakeholder for sharing feedback

COMPOSITION OF SCHOOL-BASED PANDEMIC RESPONSE TEAMS

Liaison	Mr. Pinkney	Communicates issues to Mr. Guyton and School Community
Counselor		Support
School Nurse		Assessment, Reports, Communication to parents, updates
Teacher		Daily Protocol Checklist
Instructional Aide		Support
Custodian		Daily Cleaning/Disinfectant Schedule
Attendance Monitor	Secretary	Attendance Supply Inventory
Parent		Feedback

ESSEX JUNIOR ACADEMY TEMPLATE OF SCHOOL-BASED PRT FOR COMPLETION AND SUBMITTANCE BY SCHOOL LEADER TO MR. GUYTON, ASSISTANT SUPERINTENDENT

Liaison	Ms. Pugsley, Principal	Communicates issues to Mr. Guyton and School Community
Counselor		Support
School Nurse		Assessment, Reports, Communication to parents, updates
Teacher		Daily Protocol Checklist
Instructional Aide		Support
Custodian		Daily Cleaning/Disinfectant Schedule
Attendance Monitor		Attendance/Supplies
Parent		Feedback

ECA/EHS TEMPLATE OF SCHOOL-BASED PRT FOR COMPLETION AND TO SUBMIT TO MR. GUYTON, ASSISTANT SUPERINTENDENT BY SCHOOL LEADER

Liaison	Mr. Jenkins, Principal	Communicates issues to Mr. Guyton and School Community
Counselor		Support
Nurse	Facility	Assessment, Reports, Communication to parents, updates
Teacher		Daily Protocol Checklist
Teacher Aide		Support
Attendance Monitor	Secretary	Attendance Supply Inventory

SOJOURN HIGH SCHOOL BASED PRT TEMPLATE FOR COMPLETION AND SUBMITTANCE BY SCHOOL LEADER

- ▶ Temperatures of staff and students will be taken before entry to the school. Temp must be below 100.4 degrees.
- ▶ Temperatures of staff and students will be taken as students enter the bus or leave for the day.
- ▶ Students and staff must notify the nurse if they feel ill during the day.
- ▶ Students and staff will follow social distance guidelines/instructions in all locations including, hallways, bathrooms, and classrooms.
- ▶ All items should be labeled. No unnecessary items permitted (toys, trading cards, equipment, etc.)
- ▶ Students and staff will wash hands according to CDC protocols and use sanitizing stations upon entry, before and after breakfast, before and after lunch, before and after bathroom, before and after physical education and before leaving at the end of the day.
- ▶ Students and staff will use the bathrooms assigned to their cohort.
- ▶ Students will stay with their cohort at all times.
- ▶ Students and staff will wear MASKS .
- ▶ Staff will wear gloves, as necessary.
- ▶ Staff will report symptomatic students to principal and nurse. Nurse will implement isolation procedures and notify Principal.

STUDENT AND STAFF PROTOCOLS

School	Room #		
EJA			
EHS			
ECA			

ISOLATION ROOM - THIS ROOM SHOULD NOT BE THE NURSE'S OFFICE

***EACH SCHOOL MUST HAVE AN ASSIGNED ISOLATION ROOM/SCREENING ROOM FOR STUDENTS AND ADULTS WITH ATTENDANT**

- ▶ Health Screening.
- ▶ If a student or staff member exhibit symptoms at the time temps are taken or during the day, they will be taken to an isolation room. They will be made comfortable until a parent arrives to pick them up or transportation arrangements are made. An adult will supervise the student while socially distancing.
- ▶ If a student or staff member tests positive, the liaison will contact Mr. Guyton, Assistant Superintendent.
- ▶ Student or staff can return to school with a doctor's note.

PROTOCOLS

- ▶ **Screening and Personal Protective Equipment (PPE)**
- ▶ **Please refer to Policy 5141.3**

SCREENING POLICY 5141.3

Protocols to address a positive case: Policy 5141.3

Students and employees may be asked to leave or not come into school if they test positive for COVID-19 or exhibit one or more of the symptoms of COVID-19, based on CDC guidance, that is not otherwise explained:

- A fever of 100° F or greater;
- Cough;
- Shortness of breath or difficulty breathing;
- Chills;
- Repeated shaking with chills;
- Muscle pain;
- Headache;
- Sore throat;
- New loss of taste or smell;
- Fatigue;
- Congestion or runny nose;
- Nausea or vomiting;
- Diarrhea.

▶ Please refer to Policies 1648

CONTACT TRACING – PLEASE REFER
TO POLICY 1648 FOR PROTOCOLS

A decorative graphic consisting of several parallel white lines of varying lengths, slanted diagonally from the bottom right towards the top right, set against the blue background.

- ▶ Please address requests for accommodations with ERESC Human Resource Department.

ACCOMMODATIONS

- ▶ Questions/Observations to Consider:
- ▶ Are students wearing masks?
- ▶ Are temperatures taken before student gets on bus?
- ▶ Are temperatures taken as students exit bus?
- ▶ Are temperatures taken before students get on buses to go home?
- ▶ Are students socially distancing?
- ▶ Is the cleaning schedule followed daily – doorknobs, handrails, stairwells, classrooms and all offices?
- ▶ Are hand sanitizing stations well stocked?

EVALUATION OF SCHOOL SITE IMPLEMENTATION

- ▶ Prior to having to pivot to a contingency plan, technology will need to be in place for students and staff to use for easy transitions.
- ▶ Each device will be recorded on an inventory list and kept on file at each school site.
- ▶ Professional Development Trainings will be scheduled.

CONTINGENCY PLAN

September Inventory	Item Count	Date of Request to Replenish	Initials of Staff
Temperature Checks			
Adult masks			
Student masks			
Hand Sanitizer for Stations			
Gloves			
Tissues for Classrooms			
Paper Towels			
Tape for Distancing			
Disinfectant Wipes Garbage bags EPA Cleaning Products Hand Soap			

SAMPLE - SUPPLY INVENTORY LIST
 * BI-MONTHLY OR MONTHLY

DATE	√
Time	
Classrooms	
Hallways	
Offices	
Doorknobs	
Floors	
Outside Stairwells	

SANITIZING AND DISINFECTING CHECKLIST/SCHEDULE FOR 2020-2021

▶ **Health and Safety**

- ▶ In prioritizing the health, safety, and well-being of our school community, the district focused on developing requirements from the Center for Disease Control (CDC) and New Jersey Department of Education to address the well-being of student and all staff. We ask that families assist us with updating your contact and emergency contacts and talking to your child(ren) about the importance of following CDC guidelines. Please see our return to school health safety procedures:
- ▶ Prescreen your child(ren) prior to sending to school for illness. Please keep them home if they are sick. Students and staff will be screened before entering the school building. Students and staff that report feeling ill or showing symptoms of illness shall report to the designated 'health check' office where they will be seen by the school nurse. Students and staff with non-COVID-19 health concerns will have a separate office available to address their concerns.
- ▶ In the event of any future positive cases of COVID-19 of an Essex Junior student or staff, the principal will notify the Assistant Superintendent with details. The County will be notified of any issue. Confidentiality rules apply for all students and employees.
- ▶ All students, staff, and district employees must wear face coverings before entering the school building and at all times while inside the building. Face masks will need to be worn on all transportation. Social distancing of 6 feet apart will apply during transitions and classroom seating. Signage will be placed throughout the school building to provide hygiene advice and reminders.
- ▶ High touch areas such as rails in stairwells and doorknobs will be cleaned frequently throughout the day. The building will close early for students, as learning continues synchronously. One full day of the school week will be for cleaning and sanitizing.
- ▶ Hand sanitizer access and dispensers will be placed throughout the school building. All classroom and bathroom sinks will be maintained with soap and paper towels. The bathroom will be monitored throughout the day for cleaning and disinfecting.
- ▶ Building Access will be restricted to limit the number of people and contact opportunities with our students. Breakfast and lunch will be delivered to students classrooms to insure social distancing.

HEALTH AND SAFETY INFORMATION SAMPLE OF PARENT INFORMATION

▶ See Policy 3510

VENTILATION POLICY 3510

A decorative graphic consisting of several parallel white lines of varying lengths, slanted upwards from left to right, located in the bottom right corner of the slide.

▶ Please refer to Policy 3541.33

POLICY 3541.33 TRANSPORTATION