



## **HEALTH RELATED SCHOOL CLOSURE PREPAREDNESS PLAN**

### **1. Purpose of Health Related Closure Preparedness Plan**

- a. The New Jersey Department of Education has provided guidance for school districts to use in the event of health related school closures.
- b. This guidance stipulates that school districts who provide a program of “home instruction” to meet the educational needs of all students with equitable access to learning may count these days towards the mandated 180 school year requirement.

### **2. Determination of School Closing**

- a. The determination to close schools due to health related events will be made in consultation between the Burlington County Health Department and Superintendent of Schools.
- b. In emergent situations the closing of schools could be directed by the Federal or State government.

### **3. Community Notification During Closing**

- a. The Superintendent in collaboration with the Burlington County Department of Health will prepare written notification for the school community that will include the rationale
- b. District Website - [www.woodlandboe.org](http://www.woodlandboe.org)
- c. Real Time Alerts - emails & texts to staff and parents
- d. All staff will have access to their emails during the regularly scheduled school hours (9am-1pm)

### **4. Notification to School Service Providers**

- a. Superintendent will notify Lenape Transportation Department

- b. Supervisor will notify ESU and Learning Well
  - c. Secretary will notify ESS
  - d. Supervisor will remain in contact with out of district students families and placements
5. Communications During Closing:
- a. Superintendent daily call with the Burlington County Health Department
  - b. Superintendent periodic calls with Board of Education as needed
  - c. Informational posting on Woodland Township School District Website
  - d. All staff will have access to their emails via Google

## **6. Continuity of Operations**

- a. Payroll will continue on schedule
- b. Board of Education meetings will run remotely via Google Hangout. The link will be published on the Woodland Township School District Website
- c. IEP Meetings will run remotely via Google Hangout. Participants will be emailed directly to join the meeting.
- d. Food Service -
  - i. Bagged breakfast and lunch will be available to all students
  - ii. Surveys will be emailed out each evening letting parents indicate if they would like to purchase a meal for the day.
  - iii. Food service staff will prepare bagged breakfasts and lunches daily.
  - iv. Bus drivers and food service workers will deliver meals to families on Monday mornings for the week.

## **7. Home Instruction**

- a. Flexible learning opportunities will be available through the website for all students
  - i. Individual teacher assignments will be posted through the parent portal on individual teacher pages and updated daily. All parents have access to the parent portal via at the minimum phone connection.
  - ii. Teachers will have prepared lessons that can be accessed via technology as well as through traditional paper materials sent home from school appropriate for each grade level.
  - iii. Teachers will be accessible via email from 9am - 1pm daily
  - iv. Teachers will communicate with individual families through email at least one time per week.

- v. Parents will be able to access printed materials available for pick-up as well as assignment drop-off at the school located at the main entrance.
- b. All instruction will be differentiated in order to meet the needs of ALL students:
  - i. Special Education/504 (41 students)
  - ii. At-Risk (21 students)
  - iii. On-Grade Level (69 students)
  - iv. Gifted and Talented (1)
- c. Students will be able to turn assignments in for grading online throughout the closure as well as in-person upon returning to school.
- d. Staff will be required to fill-in a sign-in/sign-out sheet. They will be required to list duties completed for that day.
- e. Related Services that are missed will be documented. Compensatory IEP and 504 related services will be offered upon return to school.

## **8. Athletics, Extra-Curricular Activities and Community Activities**

- a. During school closings all athletic, extra-curricular and community activities scheduled to be conducted in school facilities will be cancelled
- b. Activities will resume after consultation with the Burlington County Health Department and their approval

## **9. Teaching Staff Responsibilities**

- a. Total School District Closure: (As determined by the Department of Health)
  - i. Teachers will work remotely from home
  - ii. Teachers will send Superintendent link and resources for student assignments to post on District website
  - iii. Teachers will be available to respond to student and parent questions via email during designated time each day
  - iv. Teachers will maintain log of their daily teaching activities
- b. Student Dismissal and staff allowed on site (As approved by the Department of Health)
  - i. Teachers will work in their classrooms
  - ii. Teachers will not congregate (social distancing, no closer than 6 feet in proximity)
  - iii. Teachers will send Superintendent link and resources for student assignments to post on District website

- iv. Teachers will be available to respond to student and parent questions via email and by telephone during designated time each day
- v. Teachers maintain log of their daily teaching activities

#### **10. School Facilities**

- a. In accordance with the guidance from the Center for Disease Control (CDC) wait at least 24 hours prior to cleaning and disinfecting school facilities after a school closure
- b. Custodial staff will be provided with Personal Protective Equipment (PPE) and adhere to the protocols for cleaning hands after cleaning and disinfecting school facilities
- c. Custodial staff will adhere to the protocols established by the CDC for cleaning and disinfecting school facilities
- d. Custodial staff will utilize cleaning and disinfectant solutions recommended by the CDC

#### **11. Determination to Re-open Schools and Notification to the School Community**

- a. The Superintendent of Schools will consult with the Burlington County Health Department and schools will reopen following their approval
- b. The school community will be notified 48 hours prior to the re-opening of the school district
- c. Notification will be accomplished via the following:
  - i. Notification will be posted on the District Website
  - ii. Realtime alert email, voicemail, and text messages will be broadcast

#### **12. School Closure Resolution**

- a. The Administrative Team will meet to review the effectiveness of the Health Related School Closure Plan following the re-opening of school.
- b. The debriefing will address the following:
  - i. Effective components of the plan
  - ii. Identify areas of the plan that could be improved
  - iii. Revise the plan based on identified needs
  - iv. Prepare a report for the Board of Education

- c. The Superintendent will provide the findings of the report to the Board of Education and community