

# EAST BRUNSWICK PUBLIC SCHOOLS

## COVID-19 PLAN

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This plan was developed by:

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# COVID-19 Plan

This COVID-19 plan was developed to assist and guide administrators, staff and parents in preparing for a COVID-19 outbreak resulting in the closing of schools for a period of time. As a proactive measure, the East Brunswick School District established a Safety Committee consisting of multi-grade administrators, local emergency management personnel, local law enforcement, local fire officials, medical personnel, parents' association and community representatives. The Safety Committee meets on an ongoing basis to identify and plan for safety, security and crisis matters. The Safety Committee continually reviews and revises emergency management plans to ensure that the district has a high level of preparedness for all types of hazards. This plan is designed to ensure that the district is prepared to implement an effective response before a COVID-19 outbreak occurs.

The East Brunswick Central Office Team consists of the Superintendent of Schools, Assistant Superintendent of Academics, Assistant Superintendent of Student Activities and Services, Business Administrator/Board Secretary, Director of Financial Services, Director of Human Resources, Director of Community Outreach and Academic Support, Director of Special Education, Director of Curriculum and Student Achievement, Director of Professional Learning, Evaluation and Assessment, Chief Information Officer, Director of Facilities Management and Director of School Security Operations. The Central Office Team meets bi-weekly to plan and discuss district-wide projects and concerns. The Central Office Team meets more frequently if the need arises. East Brunswick Public Schools in collaboration with the East Brunswick Township's Department of Public Safety and Office of Emergency Management has a comprehensive emergency management plan which is an all hazards approach to crisis and consequence management.

All communications will come through the Superintendent's Office. The Director of Community Outreach and Academic Support has an open line of communication with each school's PTA. The Superintendent of Schools and the Director of Community Outreach and Academic Support meet with the president of each PTA on a monthly basis to share information about programs/services and initiatives. PTA Presidents are given information that is then shared with all parents who have children in the schools. In addition, the district's website is updated to convey important messages and critical information to parents.

To ensure timely communications to the parents and students about school events, school closings and emergencies, the district has a broadcast calling system, "Blackboard Connect". This information system allows the district to record a voice, email, and/or text message which is sent to specific and/or the entire school parent population in a quick and efficient manner. Additionally school information is posted to the districts FB site. This system will keep the parents informed of any emergency including those involving school closings. The Township has a broadcast calling system (NIXLE) to send messages notifying residents of East Brunswick of emergencies and important announcements.

Students with health problems, special needs and those receiving free and reduced lunch have been identified in both District and out of District placements. Communications and collaboration have been established with the Department of Health. Attendance of students will be reported and monitored to the Middlesex County Department of Health via their voluntary Weekly Absentee Surveillance Monitoring Program. Educational materials have been distributed to elementary school students/parents on COVID-19 mitigation and health related issues. This information has also been posted on the District’s website.

The Middlesex County Schools COVID-19 Management Template was shared and reviewed by the Central Office Team and Safety Committee. The template developed for Middlesex County may be used for training purposes and/or as a supplement to the District’s plan. The four aspects of Crisis Planning are incorporated into the plan:

- Prevention and Mitigation
- Preparedness
- Response
- Recovery

According to the New Jersey Department of Health and Senior Services (NJDHSS), Center for Disease Control (CDC), World Health Organization (WHO), there are different phases of a COVID-19 outbreak that necessitate specific school response levels for each aspect of Crisis Planning.

1- Prevention and Mitigation	Level 1	Plan for it
2- Preparedness	Level 2	Take advanced precaution
3- Response	Level 3	Keep alert (initiate surveillance and heightened awareness)
3- Response	Level 4	Prepare for possible school(s) closure
3- Response	Level 5	Implement full activation of Response Plan
4- Recovery	Level 6	Recovery

The following assumptions are the basis for the plan:

- NJDOH (memo dated March 5<sup>th</sup>) 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. 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 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. The District's technology network and programs will continue to function and be supported.

- The District will have an estimated 24 hours of lead time prior to closing.
- If students and staff are too ill to be involved in instruction, the District will request a waiver of the 180 day school rule from the Commissioner of Education.

## Continuity of Operations

Specific areas have been identified and addressed with timelines for Human Resources, Academics, Facilities and Technology for continuance of instruction and operation during emergency school closures.

### Human Resources:

<b>Crisis Planning</b>	<b>Timeline</b>	<b>Activities</b>	<b>Responsibility</b>
Prevention and Mitigation	Completed	Establish link on district website to provide information to staff	Chief Information Officer
	Completed	Develop personnel policies appropriate for both short and long-term duration of extraordinary events	Director of Human Resources
	Completed	Develop guidelines/supports for the physical and mental well-being during of facility and staff a school closing due to COVID-19	Director of Human Resources, Supervisor of Student Services & Supervisor of School Counseling
	Completed	Develop plans for the continuum of payroll functions during an emergency closing	Director of Financial Services
	Completed	Develop protocols to ensure the safety of all personnel housed or working in the schools during an incident	Director of Human Resources & Director of Facilities Management
	Completed	Define and implement a plan for achieving cross-training for "core" or "essential" job classifications for the emergency situation	Director of Human Resources
	Completed	Encourage all staff to have paychecks directly deposited into their accounts	Director of Financial Services
Planning - Preparedness	Completed	Develop a multi-faceted system of communication to ensure all staff are informed through Blackboard Connect and the district website	Superintendent of Schools, Director of Community Outreach & Academic Support & Chief Information Officer

<b>Crisis Planning</b>	<b>Timeline</b>	<b>Activities</b>	<b>Responsibilities</b>
	Ongoing	Report “absences” (unavailable for online instruction or assistance) using the AESOP system	Teachers Principals HR Sections
	March 2020	Inform staff of the contingency plan in the event of a school closing. Information is shared at faculty and department meetings and electronically via e-mail and the district website	Superintendent of Schools, Director of Community Outreach & Academic Support, & Building Administrators
	March 2020	Develop and share guidelines for staff reporting to work	Director of Human Resources & Building Administrators
	Completed	Train Human Resources staff on attendance monitoring	Director of Human Resources
	Completed	Cross-train staff on essential functions to minimize the number of people needed to run Human Resources operations	Director of Human Resources
	Ongoing	Monitor staff attendance to identify signs of illness	Director of Human Resources, Supervisor of Student Services & Nurses
Response	Notification of school closings in Middlesex County	Cancel staff travel; update contact lists electronically via Employee Online	Director of Human Resources
	Notification of school closings in Middlesex County	Continue to monitor staff attendance to identify possible illness. Carry out plans for 14 day quarantine	Director of Human Resources, Supervisor of Student Services & Supervisor of School Counseling

<b>Crisis Planning</b>	<b>Timeline</b>	<b>Activities</b>	<b>Responsibilities</b>
	Notification of school closings in Middlesex County	Instructional Technology aides assist staff in Canvas LMS instruction. Staff will report absence via AESOP (see page 11)	Chief Information Officer and Building Administrators
Recovery	Ongoing	Provide counseling services to staff and students	Director of Human Resources, Supervisor of Student Services & Supervisor of School Counseling

**Instruction:**

East Brunswick Public Schools will make use of our technology network (EBNET, GENESIS, Parent Access, Blackboard Connect, Canvas LMS, email, telephone) administrative/supervisory structure, and time-critical lesson planning and implementation to maintain instruction during a sustained period of ordered school closing. These plans are developed based on the assumptions that staff and students are well enough to give and receive instruction, but schools have been closed.

<b>Crisis Planning</b>	<b>Timeline</b>	<b>Activities</b>	<b>Responsibilities</b>
Prevention and Mitigation	March 2020	Develop instruction continuance plan	Assistant Superintendent of Academics
	Spring 2020	Review instructional plan with administrators and staff	Assistant Superintendent of Academics
	Spring 2020	Disseminate the plan for continuation of instruction to staff	Assistant Superintendent of Academics, Supervisors/DCs Principals
Planning - Preparedness	Complete	Create a GENESIS, Blackboard Connect, Parent Access, email, internet access, teacher web and remote administrative access disaster recovery system and emergency technology support plan. Establish secondary backup internet access. Plan for the expansion of remote administrative network access	Chief Information Officer
	March 2020	Survey students concerning internet availability in grades 8-12	Chief Information Officer
	March 2020	Implement a plan for establishing hotspot connections for computers. District will work with parents to ensure internet service access for the period in which the district is closed for students in grades 8-12 and all certified staff	Chief Information Officer
	March 2020	Maintain subject and school websites on www.EBNET.org to assist parents and students with subject and school-related activities	Director of Community Outreach and Academic Support, Principals, Supervisors



<b>Crisis Planning</b>	<b>Timeline</b>	<b>Activities</b>	<b>Responsibilities</b>
	Completed	Maintain and update the district website remotely during closing. Material to be provided by administrators	Assistant Superintendent of Academics, Director of Curriculum and Student Achievement, Director of Community Outreach and Academic, Support & Web Master
<b>Response</b>	Notification of school closings in Middlesex County	Cancel extracurricular athletic events and community programs	Superintendent Supervisor of Physical Education & Athletics, Director of Community Outreach and Academic Support
	Notification of school closings in Middlesex County	Develop plans for 3 weeks of study using hard copy. Teachers will email students via parent email in Genesis daily. Teachers in grades 8-12 will develop and implement on-line instruction via Canvas. Following a regular bell schedule daily	Teachers Chief Information Officer

<b>Crisis Planning</b>	<b>Timeline</b>	<b>Activities</b>	<b>Responsibility</b>
	Notification of school closings in Middlesex County	Notify parents and students of school closing with directions for implementing the plan for continuation of instruction and the use of the district’s email accounts, website, and for grades 6-12 Parent Access	Superintendent
	Notification of school closings in Middlesex County	Direct students to take home all textbooks and instructional support materials	Superintendent Principals Teachers
	Notification of school closings in Middlesex County	Develop the email student group lists for each class from GENESIS. Make available to each teacher to allow for direct daily contact with students	Teachers Chief Information Officer
	Notification of school closings in Middlesex County	Update building and curriculum sites with information concerning “school activities” and subject related instruction	Director of Community Outreach and Academic Support Information Technology
<b>Response– Schools Closed</b>	Ongoing	Use email group lists and/or individual emails to remind students of daily work, distribute additional assignments and/or additional instructional materials and to determine need for assistance. Principals and supervisors will be copied on all email communications. Provide a list of online resources, usernames and passwords will be provided to each student/parent	Teachers Students

<b>Crisis Planning</b>	<b>Timeline</b>	<b>Activities</b>	<b>Responsibilities</b>
	Ongoing	Email teachers concerning questions or requests for help. Teachers may respond either to the individual student with a question or use Canvas or email to respond to the class	Students Teachers
	Ongoing	Support classes for any teacher who is “absent”. For extended periods of absence, a specially identified group of substitutes will be identified and assigned	Supervisors Department Chairpersons Principals Director of Human Resources
	Ongoing	Support instruction by being available via email to assist students	Teachers School Counselors Student Assistance Specialists Child Study Team Members Nurses Parents
	Ongoing	Communicate daily with teachers to monitor instruction and help resolve any implementation problems	Superintendent of Schools Administrators
	Ongoing	Communicate daily through an interactive website, email, and administrative Blackboard Connect subgroup	Technology Staff Administrators
<b>Recovery</b>	Schools Reopen	Resume an academic program. Provide adequate time and modifications for any work missed. Download records and materials to network storage	All Staff
	Ongoing	Meet with students individually or in groups to deal with crisis and grief counseling	School Counselors Student Assistance Specialists Child Study Team Members Nurses
	Ongoing	Review attendance and follow up with students and parents	Nurses
	Weekly	Attendance of students will be reported and monitored to the Middlesex County Department of Health via their voluntary Weekly Absentee Surveillance Monitoring Program	Nurses

**Facilities:**

<b>Crisis Planning</b>	<b>Timeline</b>	<b>Activities</b>	<b>Responsibilities</b>
<b>Prevention and Mitigation Level 1</b>	Completed	Identify and purchase designated supply kits for immediate and long-term use (e.g. hand sanitizers, masks, first-aid kits)	Director of Facilities Management Supervisor of Student Services Nurses
	Completed	Review cleaning policies, practices and supplies for revision and needed staff development	Custodial Supervisor
	As needed	Ensure all restrooms and classrooms have soap, towels, hand sanitizer, etc	Custodial Supervisor
	Ongoing	Create templates for notices of closure or other information for building entrances	Director of Facilities Management
	Ongoing	Establish agreements with the Health Department and OEM for use of buildings	Superintendent of Schools
<b>Preparedness Level 2</b>	As needed	Identify an isolation room at each building location and stock with supplies	Director of Facilities Management, Principals
	As needed	Institute increased disinfectant processes by custodial staff	Custodial Supervisor
<b>Preparedness Level 3</b>	As needed	Institute rigorous cleaning policies and practices	Custodial Supervisor
<b>Response Level 4</b>	As needed	Make preparations for building closure and/or use by other agencies	Superintendent of Schools, Business Administrator/Board Secretary, Director of Facilities Management, Custodial Supervisor, Principals
	As needed	Prepare buildings for use by other agencies (Health Department, OEM, etc.) per previous agreements	Superintendent of Schools, Business Administrator/Board Secretary, Director of Facilities Management, Custodial Supervisor, Principals
<b>Response (Implementation) Level 5</b>	As needed	Close all buildings as directed by Health Department or other authorized officials according to school closure procedures	Superintendent of Schools, Business Administrator/Board Secretary, Director of Facilities Management, Custodial Supervisor, Principals

<b>Crisis Planning</b>	<b>Timeline</b>	<b>Activities</b>	<b>Responsibilities</b>
	As needed	Post provided notices of closure on entry points and main buildings	Superintendent of Schools, Business Administrator/Board Secretary, Director of Facilities Management, Custodial Supervisor, Principals
	As needed	Collaborate with local agencies in making school facilities available in local response efforts as previously identified	Superintendent of Schools, Business Administrator/Board Secretary, Director of Facilities Management, Custodial Supervisor, Principals
<b>Recovery Level 6</b>	Prior to schools reopening and as needed	Clean and disinfect of each building and all district vehicles	Director of Facilities Management & Custodial Supervisor
	As needed	Resume all building operations	Superintendent of Schools, Business Administrator/Board Secretary, Director of Facilities Management, Custodial Supervisor, Principals

## **Technology:**

A list of all staff with home and emergency phone numbers is maintained in our Human Resources database. E-mail addresses are maintained in the district's e-mail system. The East Brunswick School District uses a purchased broadcast calling service, Blackboard Connect, as an employee notification tree and also for parent communications. This is an outside service and the files are stored off-site by Blackboard Connect. The company also provides back-up systems for this service.

There are approximately 3500 computers, 3000 laptops and 6000 Chromebooks in the district. We have approximately 38 physical servers, 71 virtual servers, 48 databases and 4 databases that are hosted externally.

During extended school closings for students and teachers, the Administration Building and the High School Main Distribution Frame (HS MDF) will be opened, operational (electricity, phones and internet service) and available to staff at either a full schedule, flex schedule and/or decreased staff capacity. This will allow IT staff the ability to keep all network, server and communication systems operational. In addition, Administration Building staff would be able to continue all operations on site in the Administration Building and on a limited basis from remote (home or other) sites. School administrative staff (principals, secretaries, guidance, and attendance) would be able to complete administrative processes from the Administration Building or on a limited basis from remote sites.

## **Critical Systems:**

<b>System</b>	<b>User</b>	<b>Access</b>	<b>Process</b>	<b>Maintained</b>
Email	All staff/students	Remote/on site	Communications	IT Staff
Phone services & Voicemail	Administrative Staff/non-instructional staff	Remote/on site	Communications	IT Staff, Hunter Technologies
District Website	All	Remote/on site	Communications	IT Staff, Blackboard
Internet Services	All	Remote/on site	Communications	IT Staff, Comcast
Genesis	Teaching staff	Remote/on site	Student Information System/Grades/attendance	IT Staff, Genesis
ParentAccess	Parents/students	Remote/on site	Student grades, schedules, bus info	IT Staff, Genesis

<b>System</b>	<b>User</b>	<b>Access</b>	<b>Process</b>	<b>Maintained</b>
Business Plus	Administrative Staff	Remove via VPN/on site	Financial/HR	Powerschool & IT Staff
Frontline IEP Direct	Staff	Remote/on site	IEP Management	Frontline & IT Staff
Frontline Attendance	Staff	Remote/on site	Staff attendance	Frontline & IT Staff
Frontline Professional Development	Staff	Remote/on site	Professional development	Frontline & IT Staff
Frontline Recruiting	HR, Supervisors	Remote/on site	Recruiting & Hiring	Frontline & IT Staff
Canvas	Students & teachers grades 8-12	Remote/on site	Learning Management System	Instructure & IT Staff
Moodle	Staff & students	Remote/on site	Learning Management System	IT Staff
Google Classroom	Staff & students	Remote/on site	Learning Management System	Google & IT Staff
Naviance	Guidance Counselors, students	Remote/on site	Career & College readiness	Naviance & IT Staff
HIBSTER	Staff	Remote/on site	HIB management	Hibster & IT Staff
OnCourse	Staff	Remote/on site	Curriculum management	EDS & IT Staff