

OGDENSBURG PUBLIC SCHOOL



PANDEMIC INFLUENZA PLAN

Revised 11/2020

SUMMARY

Pandemic influenza is a global outbreak of disease that occurs when a new virus appears in humans, causes serious illness, and then spreads easily from person to person worldwide. This planning document has been designed to ensure that the Ogdensburg Public School is prepared to implement an effective response system before an influenza type pandemic arrives and to make appropriate accommodations if the influenza is identified. The Ogdensburg Public School District takes proactive measures to protect the safety of all our students and staff members. The intent of the plan is to minimize the negative effects of such outbreaks and maintain the instructional/learning process of the school as well as all other operational and non-instructional functions.

EMERGENCY CONTACTS:

New Jersey Department of Health	1-800-367-6543
Sussex County Department of Health and Human Services	973- 579-0559
Chief School Administrator Mr. David Astor	973-827-7126,ext 101
Mrs. Skye Patete-Egan	973-827-7126,ext 101
Supervisor of Special Services: Mrs. Leanne Poalazzi	973-827-7126,ext 126
School Nurse: Mrs. Michele Block, RN	973-827-7126,ext 103

Ogdensburg Public School

Pandemic Influenza Plan

NOTE: On May 4, 2020, Governor Murphy announced the closure of all New Jersey schools for the remainder of the 2019-20 school year. This plan will be in effect through at least June 30, 2020, and until schools are reopened or the plan is revised as needed.

1. Communication

Information will continue to be disseminated to families through the Honeywell Alert System, district website, and social media and emails. Following current recommended health protocols, school and district offices will be staffed only by essential employees for critical needs and on a as need basis. Please see the chart below.

2. Instructional Time

Each student will be provided up to 20 hours of guided learning experiences per week as designed by the school's teaching staff. Students are expected to devote additional time and engage with these activities on every school day. Instructional and support staff work remotely to interact with students and to update guided learning experiences daily.

3. Instructional Expectations

a. Pre-K

- i. Students are engaged in guided learning experiences, meetings, and assessments using virtual conferencing online, print, and other hands-on materials provided by their teachers.
- ii. Hard copies of guided learning experiences and materials will be made available for pick-up in the Ogdensburg School breezeway.

b. Grades K-4

- i. Students are engaged in guided learning experiences, meetings, and assessments using virtual conferencing online, print, and other hands-on materials provided by their teachers.
- ii. The only exceptions are for the few students still having internet access issues on which the district continues to work with a goal of providing 100% access. In those cases, hard copies of guided learning experiences are being provided by the teaching staff.

c. Grades 5-8

- i. Students are engaged in guided learning experiences, meetings, and assessments using virtual conferencing online, print, and other hands-on materials provided by their teachers.

- ii. The only exceptions are for the few students still having internet access issues on which the district continues to work with a goal of providing 100% access. In those cases, hard copies of guided learning experiences are being provided by the teaching staff.

4. Internet Access and Digital Devices

- a. Students whose families do not have a computing device at home have been offered a district-provided device.

- b. Students whose families do not have internet access have been offered paper-based packets to be picked up at the school, delivered to the home or mailed to them.

- c. Students and families have been instructed to contact the main office to request IT assistance.

5. Special Learning Needs and Student Support Services

- a. Any student with special learning needs who cannot participate successfully in remote learning is being provided hard copies of guided learning experiences in addition to textbooks and other print materials.

- b. Student support services (i.e., OT,, PT, speech, CST, counseling, nursing) are being provided remotely where possible. To address mental health needs, counselors have established office hours and outside therapists continue to meet with students virtually. Students, staff, and parents have been polled about the things that cause the most stress and steps have been taken to offer support in those areas.

- c. Individual special education needs are being addressed by a committee of teachers and CST case managers. Case managers are maintaining contact with parents on a regular basis. Parents are being invited to do virtual IEP meetings by mutual consent.

- d. ELL students are interacting with language proficient staff regularly. All student learning materials and parent communications are translated appropriately or made accessible using translation applications.

6. Attendance and Grading

Student attendance is based on participation in guided learning experiences and counts toward promotion and graduation according to district policy. Lack of participation is being addressed by staff phone calls to parents to address the issues. Notification is sent to all parents of students who are not participating for that week as needed. Grading will continue to be handled in the same manner as it was prior to closure. Any modifications would be announced by school administrators.

7. Free and Reduced Price Meals

- a. Meal pickup dates will occur every Monday and Wednesday. Schedules will be confirmed on the district website.
- b. Meal Pickup Locations - 10:00 am to 12:00 pm. Eligible families should pick up meals for all their pK-8 children at the Ogdensburg School, 100 Main Street, Ogdensburg, NJ 07439.
- c. If parents cannot pick up meals on these dates and times, an older child or neighbor can pick up for the family. Please contact the district with any individual concerns. Meals will be delivered by administration for those families unable to pick up food.
- d. There will be no bus delivery -- all meals must be picked up at the designated location.

8. Extracurricular Activities and Field Trips

All school related trips, athletic competitions, and other extracurricular activities are cancelled for the remainder of the 2019-20 school year.

9. Building Access

The school and district offices will be closed to the public through at least June 30, 2020. The only exceptions will be for distribution of meals and learning packets between 10 am and 12pm on Mondays and Wednesdays. Any school-level modifications to this protocol will be communicated by school offices directly.

10. Building Maintenance

Enhanced cleaning procedures include regular disinfection of any desks, tabletop surfaces, and touch points (door knobs, handles, handrails, sinks, faucets, toilets, urinals, etc.) that are used during the school closure. These procedures are used during normal cold and flu seasons and are effective preventive measures in the current situation. The disinfectant being used has been approved by the distributor for treating multiple types of bacteria, influenza, and coronaviruses including COVID-19. Maintenance projects are being accomplished through our work order system when personnel are in the buildings for essential reasons.

11. Vaccinated individuals

Individuals who are “Fully Vaccinated” (two weeks after receiving their last vaccination) who are considered a close contact must quarantine for 7 days.

Individuals who are “Fully Vaccinated” (two weeks after receiving their last vaccination) and travel to a NJ restricted state must quarantine for 7 days.

Summer Programming

The district will offer its summer extended school year programs remotely from Mondays through Thursdays for 1.5 hours per day. The ESY program will run for 4 weeks and is being designed to meet individual needs as specifically as possible. Limitations may apply based upon students age, needs and abilities.

Additional Information

This plan may require adjustments during its implementation. If revisions become necessary, the revised plan will be resubmitted to the Sussex County Executive Superintendent for review and communicated as noted above. This health-related school closure should not be cause for alarm or speculation. It should also not be cause for fear, stigma, or discrimination based on a population or nationality from a region that may be especially at risk for the disease. For up-to-date information on coronavirus and other health issues, please go to the State of New Jersey’s website at <https://www.nj.gov/health/cd/topics/ncov.shtml>. Feel free to contact the district office at 973-827-7126 if you have any questions or concerns.

**Conditions for Remaining Open/Reopening during a
Pandemic Links**

Continuity of Learning

1. Delivery of Special Education and Related Services to Students with Disabilities (p. 74)		
	Guideline	Actions
▲	MUST continue to meet needs of special education students to the greatest extent possible	Related services will continue to be supplied as per IEP plan. All CDC requirements will be followed. Face shields and clear barriers will be utilized when appropriate.
2. Technology and Connectivity (p. 75-76)		
	Guideline	Actions
○	SHOULD strive to ensure that every student has access to device and internet	Every student in grades 3-8 have individual chromebooks. Other grades may utilize the computers within the school on an as needed basis. These computers will be cleaned after use. The district will work with families that are in need of internet access at their homes. Chromebooks will be issued for home usage for families needing those services.
3. Curriculum, Instruction, and Assessments (p. 76-82)		
	Guideline	Actions
▲	MUST build staff capacity to deliver highly effective instruction in hybrid environments	Students will be broken into two Cohorts (A and B). PreK will be on an early dismissal schedule and each cohort will be on a rotating A/B schedule. Lower grades: (K-4) all students will be expected to be in school for the full day. These students will be separated into smaller groups and placed in separate rooms. Those students that are not with the primary teacher will be receiving instruction via live streaming and supervised by another faculty member. Middle school students (5-8) will also be broken into the

		A/B cohorts and will be expected to attend school on a rotating schedule (Cohort A meets Monday and Thursday, Cohort B will meet Tuesday's and Friday's. Both Cohorts will be receiving remote learning on Wednesdays). Students will be required to wear their facemasks while in the school at all times as per Gov. Murphy mandate (8/3/2020). Cohorts not attending school due to the rotating schedules will be expected to complete assignments at home remotely. Remote instruction will have a schedule that students must attend and follow.
4. Professional Learning (p. 82-84)		
	Guideline	Actions
▲	MUST provide professional learning to all stakeholders addressing altered educational environments	There will be PD days provided before the start of student academic days.
5. Career and Technical Education (CTE) (p. 84-89)		
	Guideline	Actions
▲	MUST continue to provide CTE to the greatest extent possible. (as applicable per district)	All mandated curriculum will be followed and implemented.

Conditions of Learning

1. General Health and Safety (p. 16-18)		
	Guideline	Actions
▲	MUST comply with CDC, state and local guidelines	All CDC requirements will be followed. Faculty will utilize face coverings at all times. Students will be required to wear their facemasks while in the school at all times as per Gov. Murphy mandate (8/3/2020). Any, outside vendor, parent, non school staff member MUST wear facemasks

		upon entry into the building and duration of their stay. Bandanas are not a safe means of face covering and will not be allowed. Face covering must include a full nose to chin covering. Masks may be colorful and animated, but must be appropriate for school. Start and exit times will be staggered and hand washing and bathroom breaks will be built into the students schedule.
▲	MUST provide reasonable accommodations for high risk staff and students	Individuals that are in a CDC approved high risk category will be provided reasonable accommodations including but not limited to working/learning remotely and services and needs provided as needed to the best and most appropriate level possible by the district.

2. Classrooms, Testing and Therapy Rooms (p. 18-21)

	Guideline	Actions
▲	MUST allow for social distancing to the maximum extent or where face covering	All CDC requirements will be followed. Faculty will utilize face coverings at all times. Any, outside vendor, parent, non school staff member MUST wear facemasks upon entry into the building and duration of their stay. Start and exit times will be staggered and hand washing and bathroom breaks will be built into the students schedule. Clear barriers may be utilized where face coverings and social distancing is not possible. Students should wear face coverings when moving around the room and/or building.
▲	MUST minimize use of shared objects	<ul style="list-style-type: none"> • All bathrooms have been updated to have hands-free faucets and paper dispensers as well as automatic toilet flushers. • Class supplies will be individualized and not shared.

		<ul style="list-style-type: none"> • Proper sanitation and disinfecting of all objects utilized by students will be implemented after utilization. • Water fountains will be sanitized regularly and students will only be able to refill their refillable water bottles or use a cup when using the fountains.
▲	MUST ensure adequate ventilation, hand sanitizing stations and wash hands frequently	<ul style="list-style-type: none"> • All classrooms have (or will have) new or updated univents. Filters have been cleaned or replaced. • All classrooms have sanitation stations installed, bathrooms have been updated to limit the ability to spread virus through contact. • Hand washing training and breaks will be built into the students schedule.

3. Transportation (p. 21-23)

	Guideline	Actions
○	SHOULD maintain social distance on bus	We are a walking district. Parents enter into a private agreement with the busing company. All busing requirements must be followed by the students.
○	SHOULD adopt best practices for cleaning and disinfecting	We are a walking district. Parents enter into a private agreement with the busing company. The bus company will develop and implement a cleaning/disinfecting plan.

4. Student flow, entry, exit and common areas (p. 23-24)

	Guideline	Actions
○	SHOULD establish process and location for staff and student health screenings	<ul style="list-style-type: none"> • Students will enter and exit in a staggered manner and at separate doors. • Administration or faculty will be at the doors to greet and monitor each student's physical well-being. • Temperatures will be taken upon entrance and randomly as a class. • Parents will be strongly encouraged to keep students home if they are not feeling well or displaying symptoms.

○	SHOULD include physical guidelines (tape, lines on floor, labels, etc)	<ul style="list-style-type: none"> • Directional markers will be placed on the floor and in hallways.
5. Screening, PPE, and Response to Students & Staff Presenting Symptoms (p.25-27)		
	Guideline	Actions
▲	MUST adopt policy for screening of staff and students for COVID-19 symptoms and history of exposure	<ul style="list-style-type: none"> • Policy: Admin 1648 • Administration or faculty will be at the doors to greet and monitor each student's physical well-being. • Temperatures will be taken upon entrance and randomly as a class. • Faculty will continuously monitor students' wellbeing. • Students who display symptoms will be sent to the nurse. • Should an individual test positive for COVID-19, they will be required to produce a negative test result to Administration before reentering in-person instruction. • Any student or staff member living with someone being testing for COVID-19 due to showing symptoms must participate in virtual instruction until that person being tested, receives a negative test result.
	MUST isolate students and staff with symptoms	<ul style="list-style-type: none"> • Any student/faculty displaying symptoms of COVID-19 will be isolated in the nurse's office or another designated office. Should the student/faculty be sent home due to these symptoms they are not to return until 24 hrs after being symptom free. • Any student/faculty that displays two or more COVID symptoms will be sent home. If a student has either a fever of 100 degrees or higher or diarrhea, they will be sent home even if they do not display any other symptoms. Parents (or an approved designee) must be able to pick their child up within a ½ hour time period.

		<p>Confirmed Case (Student or Faculty) A person with a lab test confirming COVID-19</p> <ul style="list-style-type: none"> • May recommend school-wide virtual instruction for a day to allow health department to complete investigation and contact tracing • All students and faculty in class or on bus with a confirmed case are quarantined for 14 days • Confirmed case will isolate for at least 10 days since their symptoms first appeared and they have no fever for 24 hours (one full day without the use of medicine to reduce fever) and symptoms improved. <p>Probable Case (Student or Faculty) A person with clinical symptoms of COVID-19 with known exposure to a confirmed case</p> <ul style="list-style-type: none"> • May recommend school-wide virtual instruction for a day to allow health department to complete contact tracing investigation • All students and faculty in class or on bus with a probable case are quarantined for 14 days or until Probable Case tests negative • Probable Case will isolate for at least 10 days since their symptoms first appeared and they have no fever for 24 hours (one full day without the use of medicine to reduce fever) and symptoms improved. • Probable Case is recommended for testing <p>Reported Symptoms (Student or Faculty) with no known exposure to a confirmed case.</p> <ul style="list-style-type: none"> • Student and faculty member with symptoms of COVID-19 stays home for at least 10 days since their symptoms first
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		<p>appeared and they have no fever for 24 hours (one full day without the use of medicine to reduce fever) and symptoms improved. May return earlier after negative COVID-19 test or alternative diagnosis is confirmed</p> <ul style="list-style-type: none"> • Symptomatic person is recommended for testing <p>Close Contact (Student or Faculty) A person who was within 6 feet of a confirmed or probable COVID-19 case for at least 10 minutes</p> <ul style="list-style-type: none"> • Student or faculty that are close contacts of confirmed cases outside the school will quarantine for 14 days from last date of exposure • Individuals who are “Fully Vaccinated” (two weeks after receiving their last vaccination) who are considered a close contact must quarantine for 7 days. • Individuals who are “Fully Vaccinated” (two weeks after receiving their last vaccination) and travel to a NJ restricted state must quarantine for 7 days.
▲	MUST immediately notify local health officials, staff, and families of a confirmed case	<ul style="list-style-type: none"> • The school nurse will notify the County DOH of all students/faculty sent home due to confirmed or suspected symptoms. • Parents will be notified of confirmed or probable cases and asked to monitor their child’s well-being.
6. Contact Tracing (p. 27-28)		
	Guideline	Actions
○	SHOULD collaborate with local health department and engage school nurses to	The school administration and the school nurse will assist the local DOH with contact tracing.

	develop contact tracing policy and procedures	
7. Facilities Cleaning Practices (p. 28-30)		
	Guideline	Actions
▲	MUST develop a schedule for increased cleaning and disinfecting	Frequently touched areas will be disinfected frequently throughout the day. Classrooms will be disinfected during the day (when classes are empty of students) and in the evening. Lunch tables will be sanitized after every session. Please see the school's Cleanliness Procedure Manual found on the school's website.
8. Meals (p.30-31)		
	Guideline	Actions
▲	MUST stagger eating times to allow for social distancing and disinfecting (only if using cafe)	Lunch period will be staggered and six feet distance will be maintained. See the school's Cleanliness Manual for disinfecting procedures.
▲	MUST discontinue family style, buffet, and self service food distribution	Food will be served individually and in a container which will be thrown away or properly sanitized after use.
9. Recess/Physical Education (p. 31)		
	Guideline	Actions
▲	MUST inventory outdoor spaces and mark off areas to ensure separation between students	Outdoor spaces will be marked off to allow for safe recess and safe separation of the students during outside activities. Any equipment utilized will be disinfected after use.
▲	MUST stagger recess and disinfect playground equipment between use	Recess will be staggered. Playgrounds will be closed off during the pandemic.
○	SHOULD consider closing locker rooms	Lockers will be closed and students will be recommended to wear comfortable clothes.
10. Extracurricular Activities and Use of Facilities Outside of School Hours (p.		

31-32)		
	Guideline	Actions
▲	MUST comply with social distancing and hygiene protocol	<ul style="list-style-type: none"> • All extra-curricular activities will be limited. • All extra-curricular activities will be conducted virtually when available. • All extra-curricular activities will follow the school guidelines which were spelled out above.
▲	MUST follow district guidance on health and safety protocols (external community organizations)	<ul style="list-style-type: none"> • All extra-curricular activities will be limited. • All extra-curricular activities will be conducted virtually when available. • All extra-curricular activities will follow the school guidelines which were spelled out above.
Additional elements regarding impact of social isolation (p. 32-44)		
	Guideline	Actions
○	Social Emotional Learning and School Climate and Culture	<ul style="list-style-type: none"> • Faculty will have access to utilize counseling services, CST team or Administration to discuss issues and gain support. • Wellness committee will regularly provide encouraging events and encourage participation in wellness activities. • Character education will continue to be promoted in the class and district wide. • Encouraging events and activities will continue to be promoted on district website and
○	Multi-Tiered Systems of Support	Our RTI program will continue to support students struggling with their academics.
○	Wraparound Supports	<ul style="list-style-type: none"> • Students will receive OT/PT services as prescribed in the student's IEP. OT/PT therapist will utilize face coverings and gloves when with the students. • Students and speech pathologists will utilize face shields and clear

		<p>plastic/tempered glass barriers during services.</p> <ul style="list-style-type: none"> • All equipment will be sanitized and cleaned as per the Cleanliness Manual.
○	Food Service and Distribution	The district utilizes an outside food service. All safety and CDC requirements will be followed by the company.
○	Quality Child Care	The district utilizes the YMCA for before and after care. The YMCA will comply with CDC and school guidelines.

Leadership and Planning

1. Scheduling (p. 49-54)		
	Guideline	Actions
▲	MUST resume in-person instruction in some capacity	<p>Students will be broken into two Cohorts (A and B). PreK will be on an early dismissal schedule and each cohort will be on a rotating A/B schedule. Lower grades: (K-4) all students will be expected to be in school for the full day. These students will be separated into smaller groups and placed in separate rooms to meet the CDC requirements. Those students that are not with the primary teacher will be receiving instruction via live streaming and supervised by another faculty member. Middle school students (5-8) will also be broken into the A/B cohorts and will be expected to attend school on a rotating schedule (Cohort A meets Monday and Thursday, Cohort B will meet Tuesday's and Friday's. Both Cohorts will be receiving remote learning on Wednesdays). Cohorts not attending school due to the rotating schedules will be expected to complete assignments at home remotely. Teachers will wear face coverings throughout the day. Students will be required to wear face coverings from the parking lots to the building</p>

		and will be required to continue wearing them until they reach their classroom seat. Bandanas are not a safe means of face covering and will not be allowed. Face covering must include a full nose to chin covering. Masks may be colorful and animated, but must be appropriate for school. Students will be required to wear their facemasks while in the class when the recommended six feet guideline can not be maintained. Students will enter the building in staggered times. Teachers will be in their classroom/HR at 7:55 and students will enter their classrooms/HR straight upon entering the building.
2. Staffing (p. 54-60)		
	Guideline	Actions
○	SHOULD communicate expectations and support for student learning	Parent communication will be on an as needed basis and placed on the school website/facebook. Honeywell phone communication will also be utilized.
○	SHOULD use staff to monitor student movement, hallway traffic and safety	Administration and other faculty members will observe and monitor student movement in, out and within the building. Decals and signs will be posted throughout the building reminding students about social distancing and the correct flow of traffic.
3. Athletics (p. 60)		
	Guideline	Actions
▲	MUST comply with NJSIAA guidance	There will be no athletic extracurricular activities until further notice.

Policy and Funding

1. Purchasing (p. 64)

	Guideline	Actions
○	SHOULD continue to follow fiscally effective practices when purchasing items needed for hybrid learning environments	The district will monitor the need to purchase cleaning supplies, PPE's and any and all health related products. Educational material will be accessed and evaluated.
2. Use of Reserve Accounts, Transfers, and Cashflow (p. 64-65)		
	Guideline	Actions
○	SHOULD consider making expenditures from various accounts or over-budgeted line items to meet unanticipated costs.	The district will continue to make purchases from qualified vendors and will continue to be fiscally responsible with the school budget.
▲	MUST get Commissioner's approval for specific budget actions	As always, the district will comply with all county and state mandates.
3. Costs and Contracting (p. 65)		
	Guideline	Actions
○	SHOULD participate in E-rate program	The district participates in the E-rate and COOP programs.
○	SHOULD use cooperative contracts available from NJ, NJSBA, County Cooperative Contracts, and County Education Services Commissions to procure technology and connectivity services	The district explores various ways and programs to procure services to maintain fiscal responsibility to the taxpayers.

Essential Employees

List of Essential Employees by Category	Role of Employee	Duties/ Work Stream	How Many Essential Employees Per Category
Administration	Oversee operations of emergency plan	Communicate with BOE, community, & staff; student instruction; business office functions, food distribution	5 per day on a rotating schedule or as needed
Custodial	Cleaning of buildings	Maintaining the cleanliness and sanitation of the building. Provide mandatory Black seal personnel in the building, Receiving essential deliveries	5 personnel
School Nurse	Oversee operations of emergency plan	Communicate with BOE, community, & staff; student instruction; business office functions, food distribution	1
Teaching Staff	Continuation of education services	Maintaining the proper educational needs of the students. Teachers will enter the building on an as needed basis.	36 Must maintain and conform to all safety protocols.