

**Lafayette Township School District
Health Related Closure,
Emergency Preparedness Plan**

**178 Beaver Run Road
Lafayette, NJ 07848
Phone - 973-875-3344
Fax - 973-875-2663**

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Lafayette Township School District Emergency Contact List

Name	Position	Email
Jennifer Cenatiempo	Superintendent	jcenatiempo@ltes.org
Erin Siipola	Business Administrator	edunstan@ltes.org
Gerald Fazzio	Assistant Principal	gfazzio@ltes.org
Rose Cocchiarella	Administrative Assistant to the Superintendent	rcocchiarella@ltes.org
Gerry Corsaro	Business Office Clerk	gcorsaro@ltes.org
Josh Aikens	Board President	jaikens@ltes.org
Lisa Carlson	Board Vice President	lcarlson@ltes.org

Mission Statement

The faculty and staff at the Lafayette Township School are committed to providing a positive learning environment that meets the intellectual, social, physical and emotional development of all students. All members of the educational community provide instruction that allows each student the opportunity to reach their fullest potential, promote lifelong learning, make wise use of knowledge and become caring and responsible citizens in a global society.

Communication

Initial Communication regarding School Closure due to Health-Related Issue

CSA and Board of Education will consult with the New Jersey Department of Health (NJDOH) or local health officer. The NJDOH or local health official will provide the school district with a written directive to institute a public health-related closure.

Communication

- In case of a mandated school closing, the Lafayette Township School District will have a daily phone call with the Sussex County Department of Health.
- The Board of Education will receive daily updates via email on the status from the school district.
- Parent notification will occur through our School Messenger Emergency Alert System via email and phone.
- The district website will be updated to reflect up to date information.
- Additional notifications will be posted on district Twitter account.
- Communication with staff will initially occur with the Emergency Alert System and will be followed up with daily email. All staff will be expected to check their email periodically throughout the normal school day hours.

Continuity of Business Operation

The Lafayette Township School District will remain open and provide educational opportunities for all learners until the NJDOH or other local health official provides written notification that the district must close due to a health-related issue.

In the event that the district is required to close per the NJDOH or local health official directive, instruction will be maintained for all students via use of home instruction. Details regarding the home instruction plans can be found on page 7.

The business office may remain open even if the school district is closed. The determination for any staff to remain in the building will be determined by the NJDOH or local health officer.

Payroll

Payroll will continue on schedule throughout the time period of the closure. Business office staff will have the capability of processing payroll from an off-site location as necessary.

Board of Education Meetings

The Lafayette Township School District will rely upon the NJDOH to determine if it is safe to hold Board meetings at the school during this time. All individuals present will be requested to sit a distance of 6 feet from one another. The meetings would be held in the main gym. Committee meetings will be held via phone and email throughout the period of closure.

Food Service

Sodexo will be providing bagged or hot meals for all free and reduced students. Please see additional information regarding our food service response plan as noted on page 8.

Transportation

CSA will contact all transportation vendors to inform them of any health-related school closures.

Students who attend Out of District Placements

If the Out of District Placement school is still open and the local district closes, we will provide transportation to that school.

If the Out of District Placement school closes and the local district is open, the student will be provided with home instruction from the out of district school.

Providing Equitable Access to Instruction for all Students

The Lafayette Township School District will continue to provide an exceptional learning experience for all students throughout any potential health-related closures directed by the NJDOH or local health official.

Home instruction will be provided to all students to meet their diverse educational needs. All students will receive a variety of instructional experiences which will include blended learning opportunities that incorporate both traditional paper to pencil activities and online learning opportunities.

All students will be receiving appropriate supports throughout this time of home instruction. Differentiated work assignments have been created for students with various needs. Students will be supported in the following areas:

- Regular Education
- Special Education
- 504 Supported Education
- ESL / ELL
- Gifted and Talented Education

Teachers have created grade level packets of work for students in all content areas. These packets will be scanned and uploaded to the district COVID-19 Preparedness Web Page for online access. Hard copies of these packets will also be made available for pick up in the front of the school.

Online access to digital resources will be shared by classroom teachers to all students. Login information will be provided to all families. Online learning experiences will be monitored by school staff.

Packets of instructional work will be maintained by the students at their homes. Parents may be requested to communicate directly with the teachers regarding their child's experience in completing the home instruction assignments.

Provision of School Nutrition Benefits and Services for Eligible Students

According to the NJDOE broadcast dated 3/5/20 titled “Guidance regarding requirements for public health-related school closure,” one of the requirements of the health-related closure plan is to prepare for provision of school nutrition benefits and services for eligible students. All identified free and reduced lunch students will be provided with a daily school lunch as noted in the following plan from Maureen Remner, Sodexo School Services General Manager.

Sodexo Food Services Health-related Emergency Preparedness Plan

Purpose: The food service preparedness plan is in response to the possibility of school building closure during a health-related emergency. District At-Risk youth will be provided a nutritious lunch option. All meals will follow the National School Lunch guidelines provided by the USDA. In planning the menu, consideration has been made for local distributors (milk and bread) who may not have product or manpower available for delivery during the time frame of need. In the event items are not available, alternative menu items will be provided. Most of the items listed below can be stored in district for extended periods of time if necessary.

Plan: Meals will be prepared on site at the Lafayette Township School District, by Sodexo designated staff. If necessary, meals will be created at an alternative site, as well as pick up of meals. Meals will be available for pick-up at the main entrance, 11:00am to 1:00 pm. Students with specific allergies will be identified and receive a modification of the menu. Menu is subject to change as communication with local vendors is ongoing.

Meals provided: Lunch

Lunch options:

Sandwich or Wrap (Cheese, Ham & Cheese, Tuna Salad) or Hot Meal of the day

Monday-Pasta/Meat Sauce

Tuesday-Chicken and Cheese Quesadilla

Wednesday-Pulled BBQ Pork on a Bun

Thursday-Ham, Egg and Cheese on a Bagel

Friday-Cheese Pizza

Bundled with whole fruit (apple, orange), veggie sticks, and milk (alternative option: apple juice)

We will continue to monitor district food service vendors and availability of goods across the State daily keeping in communication with the New Jersey Department of Agriculture. Food service staffing for preparation and distribution will be based on needs (location, anticipated volume).

Appendix A – NJDOE Resources

NJDOE Broadcast – March 3, 2020

Updated 2019 Novel Coronavirus (COVID-19) Guidance for Child Care and K-12 Schools

<https://www.nj.gov/education/broadcasts/2020/mar/3/Updated%202019%20Novel%20Coronavirus%20COVID-19%20Guidance%20for%20Child%20Care%20and%20K-12%20Schools.pdf>

NJDOE Broadcast – March 5, 2020

Guidance Regarding Requirements for Public Health-Related School Closure

<https://www.nj.gov/education/broadcasts/2020/mar/05/Guidance%20Regarding%20Requirements%20for%20Public%20Health-Related%20School%20Closure.pdf>

Appendix B – Additional Resources

Centers for Disease Control and Prevention

Coronavirus Disease 2019 (COVID-19) Resources

<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

Keeping Workplaces, Homes, Schools, or Commercial Establishments Safe

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/workplace-school-and-home-guidance.pdf>

Implementation of Mitigation Strategies for Communities with local COVID-19 Transmission

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/community-mitigation-strategy.pdf>

Sussex County Department of Health

Launch Page for Extensive Information regarding COVID-19

<https://www.sussex.nj.us/>

Educational Video Link to COVID-19

https://www.sussex.nj.us/cn/webpage.cfm?TPID=17089&utm_source=healthhome&utm_medium=web&utm_campaign=coronavirus

Appendix C: District Communications

Communication 1 – 3/4/20

March 4, 2020

Dear Parents and Guardians,

The safety and wellness of our students is always our top priority. I wanted to provide an update in regard to the Coronavirus (COVID-19). Our school district is closely monitoring the situation via resources shared by the Center for Disease Control (CDC) and New Jersey Department of Health (NJDOH). Yesterday, Mr. Fazio and I participated in a phone call briefing for school administrators from New Jersey Governor Phil Murphy, New Jersey Department of Education Commissioner Dr. Lamont Repollet, NJDOH Commissioner Judith Persichilli, and other key members of the medical community. The message shared in that phone briefing as well as the information provided online outline the same general information. At this time, there are no confirmed cases of the virus in New Jersey. We are being encouraged to use our time now to prepare and take basic preventative measures in our schools.

Similar to dealing with other flu and viruses, the following list of recommended precautions provides helpful guidelines to help prevent the spread of illness.

- Cover your coughs and sneezes with a tissue or into your sleeve, not your hands.
- Avoid touching your eyes, nose and mouth.
- Wash hands often, with soap and water, for at least 20 seconds, especially after coughing or sneezing.
- Keep your children home when they are sick.
- Avoid people who are sick.
- Get a flu shot – it's not too late to be protected.
- Clean and disinfect frequently touched surfaces and objects.

Please know that our district is being proactive in our approach with additional daily cleaning of surfaces and additional hand washing integrated into the school day for all students. All students are being requested to thoroughly wash their hands prior to eating lunch or snack items.

Additionally, teachers are being encouraged to add additional hand washing opportunities in the day for all students.

At this time we are monitoring the situation daily and will be reevaluating our approach as necessary to support the health and wellness of our students as additional information becomes available.

Sincerely,
Jennifer Cenatiempo

Communication 2 – 3/6/20

March 6, 2020

Dear Parents and Guardians,

The students of the Lafayette Township School District continue to shine each and every day! It is so amazing to walk through the building and observe the students learning and growing as individuals and members of their classrooms! Thank you for your continued support in making every day a great day for our students!

COVID-19 Update –As a parent and an educator, I recognize how stressful this situation is as you watch the news and hear about different perspectives via various outlets. Please know that we are taking every precaution possible to safeguard our students from this virus. We have instituted additional hand washing requirements for all students throughout the school day and have installed hand sanitizing stations around the building. All surfaces are being disinfected daily with some areas such as water fountains and other high use areas being disinfected throughout the day.

In response to the spread of COVID-19 throughout the world, the New Jersey Department of Education (NJDOE) and the New Jersey Department of Health (NJDOH) have been providing frequent updates to schools regarding the potential impact of this virus on our schools, students, and communities. All broadcast notifications provided by the NJDOE can be viewed at <https://www.nj.gov/education/broadcasts/>. These updates provide districts with guidance and links to resources regarding COVID-19.

On March 3, 2020, all school districts received an update from the NJDOE regarding updated COVID-19 guidance for childcare and K-12 schools. Then on March 5, 2020, all school districts received further guidance from the NJDOE regarding requirements for public health-related school closures. The NJDOH guidance identifies school closure as a potential strategy to limit transmission of COVID-19 within a community. The NJDOE has directed all school districts to plan and prepare for this possibility. According to the 3/5/20 update, “In the event that a board of education is provided with 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.”

In response to this broadcast, our school district is planning and preparing for the possibility of having to implement a remote learning situation for our students so that our school days count towards the 180-day requirement. Our teachers are creating lists of digital resources, online platforms, online programs, and other digital content should the need arise to hold instruction in a virtual capacity. Additionally hard copy packets of content and resources are being created for our youngest learners or for those students who may not have access to technology at their homes. On Monday you will be receiving a survey in hard copy that requests your child’s name, grade, and the answers to the following two questions.

1. Do you have access to a computer or device at home that can be utilized for virtual learning if needed?
2. Can you access the Internet at home using some type of computer or device?

Please complete the survey and send it back by Friday, 3/13/20. This information will help us to troubleshoot potential issues and needs to preserve a high-quality learning experience for all students should remote learning become a reality.

Please contact me with any specific questions or concerns regarding COVID-19 and our district preparedness plan. Together we will keep our community healthy and learning in the face of this challenge.

Sincerely,
Jennifer Cenatiempo

Communication 3 – 3-9-20

March 9, 2020

Dear Parents and Guardians,

Please complete the following COVID-19 Technology Preparedness Survey and send it back by Friday, 3/13/20. This information will help us to troubleshoot potential issues to preserve a high-quality learning experience for all students should remote learning become a reality.

COVID-19 Preparedness Survey

3. Do you have access to a computer or device at home that can be utilized for virtual learning if needed?

_____ YES

_____ NO

4. Can you access the Internet at home using some type of computer or device?

_____ YES

_____ NO

Thank you for your attention to this matter. Please contact the school district with any concerns.

Sincerely,
Jennifer Cenatiempo