

**Lafayette Township School District  
Health Related Closure,  
Emergency Preparedness Plan  
(Revised 5/12/20)**

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# Lafayette Township School District Emergency Contact List

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Rose Cocchiarella	Administrative Assistant to the Superintendent	<a href="mailto:rcocchiarella@ltes.org">rcocchiarella@ltes.org</a>
Gerry Corsaro	Business Office Clerk	<a href="mailto:gcorsaro@ltes.org">gcorsaro@ltes.org</a>
Josh Aikens	Board President	<a href="mailto:jaikens@ltes.org">jaikens@ltes.org</a>
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# 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.

## **Continued Communication**

The district will maintain communication with local officials, community members, teachers, and staff as the situation progresses. Email, phone, and remote conferencing will be utilized.

## **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.
- Communication between the home and school will continue via weekly emails and phone calls as necessary. Additionally staff will communicate with parents and students via the Microsoft TEAMS platform.

# 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.

## **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 resources in the main vestibule

with the remainder of the building locked. The vestibule is open daily from 7-3 with hand sanitizer available for public use. Pick up lunches occurs on Mondays outside of the building.

### **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.

# 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

## **Instructional Time**

Students are provided with a daily learning plan which includes all core areas and weekly specials area instruction per their regularly scheduled courses. Students are provided with up to 20 hours of weekly instruction which may include hard copies, digital resources, live instruction, prerecorded instruction, group learning sessions, small group tutoring sessions, and individual check ins with students in need of support. These learning experiences are 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.

## **Instructional Expectations**

Daily and weekly live instructional experiences are embedded in the learning experience for all students. The lesson pacing, content expectations, and technology engagement is designed with the needs of individual students and an awareness developmentally appropriate activities for all students from Preschool to Grade 8. Students are engaged in guided learning opportunities, weekly or daily virtual experiences, live and prerecorded learning experiences, digital and online platforms, and online textbooks and resources.



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.

Individual subgroups of students are being supported as necessary but counts of each group are not reported in this plan as the subset of each group is small and could be construed as potential identification of individual students. The school district does not currently have students identified as state funded preschool, homeless, or migrant LSE. Related services, differentiation of materials, and tiered supports are provided to student as necessary to support each learner's success in the remote environment.

### **Delivery of virtual and remote instruction**

Initially, teachers created grade level packets of work for students in all content areas. These packets were scanned and uploaded to the district COVID-19 Preparedness Web Page for online access. Hard copies of these packets were also be made available for pick up in the front of the school. Packets of instructional work are being maintained by the students at their homes. Parents have been requested to communicate directly with the teachers regarding their child's experience in completing the home instruction assignments via email and photos of student work samples.

As the closure continued, online access to digital resources have been shared by classroom teachers to all students. Login information has been provided to all families. Online learning experiences are monitored by school staff.

### **Technology – Addressing the Digital Divide**

Computers have been deployed to all students who require them. Per a district survey, all students have access to the internet. Computers were offered to district families at various points in the closure. Virtual and remote learning plans are being designed to maximize student learning and growth to the greatest extent possible. Technology support has been provided to students, teachers, and parents as necessary from district staff.

### **Attendance**

As plans are provided on a daily basis all students will be considered present unless a parent contacts the school nurse to note an absence per standard protocol in student handbook for reporting absences. If a student exhibits extensive attendance issues, a virtual intervention meeting will be scheduled with the parent, teacher, administrator, and member of the child study team to formulate a plan to maintain grade level status and promotion of that learner.

If a student is not responsive to the teacher, the teacher will contact the parent via email and phone. If the parent is not responsive to the teacher, an administrator will follow up on the situation with the parent. Three attempts will be made within the following week. If there is no response a wellness check from our local law enforcement agency will be requested.

**Grading**

Grading continues in the same way as prior to the closure. Students and parents are provided with communication via phone, email, or TEAMS to discuss any specific challenges or concerns for a student. Grading is part of promotion as per student handbook for completion and achievement of each grade level.

**Students with Disabilities**

All students will be provided with remote instruction from certificated staff members. A blend of virtual and hard copy resources are being provided to learners based upon their specific needs. Individualized Education Plans (IEPs) for students with disabilities are being implemented to the greatest extent possible, including accessible materials and platforms. A tracking form was created to monitor IEP implementation, student progress as well as the provision of accommodations and modifications. Case managers are following up with families via phone and email to ensure services are implemented in accordance with IEPs to the greatest extent possible.

Case managers are maintaining contact with parents on a regular basis. Parents are being invited to do virtual IEP meetings by mutual consent. Virtual IEP meetings are being held via Microsoft TEAMS. Elements of assessments that may be completed remotely such as social histories can be completed with other assessments to follow when the option becomes available.

Student support services (i.e., OT, PT, speech, CST, counseling, nursing) are being provided remotely where possible. To address mental health needs, the school social worker and psychologist are providing remote support as necessary for students. Parents are notified of the contact information for these individuals via our weekly communications between home and school. Feedback collected from parents and students is shared with the staff to support the reduction of stressful situations during this crisis.

**English Language Learners**

ELL services have continued during this period of closure with teachers reaching out to students and families to check in on progress and provide ELL supports. Additionally bilingual staff supports have been in touch with the classroom teacher and families to ensure a smooth and supported remote learning experience for identified learners. The students have access to resources for the purpose of translation and work completion as necessary.

**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.

**Extended School Year**

The district will offer its extended school year program for identified students on 8 mornings from 9am – 11:30 am. The program is currently being planned for a remote implementation. The ESY program is being designed to meet individual needs as specifically as possible. Forms to utilize in monitoring possible regression of students have been created.

**21<sup>st</sup> Century Skills**

These skills will be embedded in the daily instructional experiences.

**Remote Graduation Planning**

Graduation planning will be done virtually and remotely.

# 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.

A new guideline was developed that would allow the district to provide lunches for all families impacted by the pandemic. Parents will be offered the opportunity to claim these available lunches for their children if necessary.

## **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. 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, Lunches will be provided on a weekly basis for all identified students. The requirements for identification have been revised to include any student who may have been impacted by the pandemic crisis. Various lunch options are provided that meet the requirements of the school lunch program.

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).

## **Safe Pick Up of Lunches**

Meals will be available for pick-up outside of the main entrance, 11:00am to 1:00 pm on Mondays each week. Lunches will be brought out to a table as each family walks up to the assigned table. Only the lunches for their family will be placed on the table for pick up. The pickup table is outside of the school. The parent will retrieve the lunches and then the process will be repeated for the next family.

Families were contacted individually to review the pick plan. Plans were also sent out via our district email communication system. Additional updates have been shared via the communication system.

Families with specific concerns regarding pick up of school lunches should contact district administration. There is no busing option for food pick up.

# 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 973-875-3344 if you have any questions or concerns.

# 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](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