Preparation for the COVID-19

Monitor and Plan for Absenteeism

- Principals and HR will monitor the absentee rate.
- Our threshold level for absenteeism that will disrupt the continuity of teaching and learning is 10%.
- If the absentee rate rises to large amounts (15% above the normal for the time of year), we will alert local health officials to determine if school needs to be closed.
- We identify the following as critical job functions and positions:
  - Superintendent
  - Assistant Superintendents/BA
  - Principal, AP, and Secretary staff
  - Nurses
  - All Custodian staff for cleaning - night time come in during the day.
  - Skeleton Chartwell staff to provide breakfast and/or lunches if schools close
  - Skeleton transportation staff to deliver meals if necessary

Establish Procedures for Students and Staff Who are Sick at School

If a student in SBSD presents to the health office at their school with possible symptoms of respiratory illness, the following steps will be taken:
- Students/staff will be isolated in a separate space in the health office, away from other students.
- Students/staff will be assessed by the school nurse and temperature will be taken. Masks will be provided if a student is showing symptoms of respiratory illness.
- Parent will be called for immediate pickup.
- Student/staff should be examined by a physician and follow all recommendations.
- The school will contact the health department if a case of Coronavirus is suspected.
- Custodians will clean areas that may have been exposed.
- If a school is noticing an uptick in absences, or a cluster of illness in the school, the county health department will be contacted.

In order to prevent the spread of illness:
- Students/staff should be kept home and away from healthy students/staff if sick.
- Students/staff will be reminded of proper handwashing techniques and hygiene such as coughing and sneezing into their elbows.
- The district will continue to share information on Coronavirus and preventive measures through emails and updates on the district website.

Perform Routine Environmental Cleaning

Here is what we have our custodial staff doing to help avoid the spread of germs:
- All schools are provided with an EPA registered Disinfectant to effectively treat all touchpoints in all areas of the building.
- All schools are provided with a hydrogen peroxide-based all surface cleaner to effectively clean light to heavily soiled and greasy surfaces.
- Evening custodial staff at each building clean touchpoints throughout the building and then apply disinfectant to eliminate cross-contamination from treated surfaces.

Updated 3/9/20
Custodial staff maintains an open line of communication with the school nurse to identify areas of the building that require enhanced cleaning based on the number of staff and students that have reported illness.

- All HVAC units district-wide that require air filters are routinely changed and serviced per an established Preventative Maintenance Schedule.
- Hand Soap is checked and stocked for staff and students' use each day and readily available at each sink throughout the district.
- Hand sanitizer is checked and stocked in designated areas throughout the district where there is not a sink readily available.
- GPS Air Cleaners have been installed in HVAC equipment throughout the school district that are self-cleaning, bi-polar ionization systems. This system cleans the outside air before moving through the air filter.
- Restrooms are cleaned and disinfected each day using state of the art no-touch cleaning equipment.
- Microfiber cleaning cloths are color-coded and used for custodial cleaning to eliminate cross-contamination and produce effective cleaning results.
- All busses in transportation are cleaned and disinfected on a daily basis utilizing the same effective cleaning chemicals used in our schools.
- Increase vigilance of soap dispensers...keep them with soap and operational at all times.

### Create Communication plans for use with School Community

- At a minimum, weekly communications will be sent home via SchoolMessenger to our staff and families with updates regarding the Coronavirus. In addition, we have a page on our district website that houses all of the communications with helpful links and resources for information.
- If someone calls while we are in dismissal, they may leave a message and the voicemail will automatically be emailed to the Principal, Assistant Principal(s), and Principal’s Secretary.

### Create a Plan for School Trips and School events and Activities

In order to be preventative and sensitive to the current status with COVID-19, South Brunswick School District is being proactive on all currently scheduled field trips. Each trip will be handled on a case by case basis but we are using the following questions to help determine if it should be canceled:

- Is the trip location in a place that is near a current confirmed case of COVID-19?
- Is the trip in a large venue where there will be many people?
- How many of our students are part of the trip?
- What is the intent for the trip...Curriculum? Team Building? Competition? Other?
- Is there time to "wait and see" on the trip...meaning, if it is some time in May or June and we can determine at a later date.

Additionally, we are looking closely at all large events that are being held in our schools and will communicate if any postponements or cancellations are necessary.

### Ensure Continuity of Education

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

South Brunswick has the following plan for distance learning should schools be dismissed:

Updated 3/9/20
- We have prepared for all students to receive daily instruction for upwards of 4 hours per day if mandated.
- We have determined a plan for taking attendance on a daily basis.
- If a teacher is sick and not able to teach from home, there will be notification from Central Office/principal who will address their class in their absence.
- Both the Middle Schools and High School will continue with currently daily instruction remotely using Google Classroom as the platform for instruction.
- At the elementary level, we acknowledge that district is not 100% using platforms like Google Classroom especially at the younger levels. Therefore, we have established plans for continued instruction that would be accessible via any device and can be completed digitally or in a packet form.

### Ensure Continuity of Meal Programs

Implement Summer Meal distribution plan, which provides identification of food services in the South Brunswick/Middlesex County community for eligible students to obtain necessary meals during any pandemic.