PUBLIC HEALTH RELATED
SCHOOL CLOSURE PLAN
COVID-19 PANDEMIC

THE CRIMSON KNIGHTS
Updated 6/23/2020
Families trust schools to keep their children safe during the day. Thanks to the efforts of millions of teachers, principals, and staff across America, the majority of schools remain safe havens for our nation’s youth. The unfortunate reality is, however, that school districts in this country may be touched either directly or indirectly by a crisis of some kind at any time (U.S. Department of Education, 2007).

This plan provides guidance to the Wall Township School District and serves as the plan for maintaining essential functions and services during a COVID-19 pandemic, including continuity of student learning and operations under adverse conditions. Pursuant to N.J.A.C. 6A:16-5.1, school boards are required to have school safety and security plans that include appropriate protocols, which include, but are not limited to, the prevention of, intervention in, response to and recovery from emergency and crisis situations.
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Background

The Centers for Disease Control (CDC) is responding to an outbreak of respiratory disease caused by a novel (new) coronavirus that was first detected in China and which has now been detected in almost 70 locations internationally, including in the United States. The virus has been named “SARS-CoV-2” and the disease it causes has been named “coronavirus disease 2019” (abbreviated “COVID-19”).

On January 30, 2020, the International Health Regulations Emergency Committee of the World Health Organization declared the outbreak a “public health emergency of international concern external icon” (PHEIC). On January 31, 2020, Health and Human Services Secretary Alex M. Azar II declared a public health emergency (PHE) for the United States to aid the nation’s healthcare community in responding to COVID-19.

The virus is thought to spread mainly from person-to-person.

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- People are thought to be most contagious when they are most symptomatic (the sickest).
- Some spread might be possible before people show symptoms; there have been reports of this occurring with this new coronavirus, but this is not thought to be the main way the virus spreads.

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads.

How easily a virus spreads from person-to-person can vary. Some viruses are highly contagious (spread easily), like measles, while other viruses do not spread as easily. Another factor is whether the spread is sustained, spreading continually without stopping.


Based on studies of past pandemics, the most effective approach is when actions were taken early and quickly. The New Jersey Department of Education will also provide guidance regarding school response in the case of a pandemic. There are four phases of emergency planning to be included in a pandemic plan: Prevention, Preparedness, Response, and Recovery.
District Profile

The mission of the Wall Township Public Schools is to empower all students to lead lives of fulfillment and purpose by providing a safe, comprehensive and caring educational environment that will enable students to achieve their unique potential academically, socially and emotionally. Our students will become confident, creative and critical thinkers who communicate effectively and engage meaningfully as responsible members of a global society.

Prevention and Preparedness

Beginning in February 2020, the New Jersey Department of Education broadcasts regarding the potential outbreak, CDC and state Department of Health guidelines, were immediately sent to parents and posted on the district’s website.

On Monday, March 2, 2020, we convened the District Preparedness Committee, a stakeholder group who provided input into the planning and preparation for the potential outbreak of the coronavirus (COVID-19). Stakeholders who participated in this group were: central office administration, building administrators, Board of Education President, union representatives, parents and PTO representatives, law enforcement, mayor and town administrator, and Monmouth County Department of Health Administration. As a result of that meeting and in accordance with the guidelines set forth by the Centers for Disease Control, the NJ Department of Health, and the NJ Department of Education, the following recommendations were considered and plans for implementation are in place:
• Develop a dedicated space on the district website to provide local and state updates
• Make available to teachers and staff a bottle of sanitizing spray and paper towels for cleaning high touch areas, i.e. computer keyboards, headphones, calculators, etc. (*This is in addition to the elevated level of custodial cleaning that began this week.)
• Supply all classrooms, common spaces, and main entrances with hand sanitizers
• Provide classroom reminders and teacher instructional resources about the importance of handwashing and other personal hygiene measures to prevent the spread of germs
• Survey families to gather information regarding home technology and internet access to ensure continuity of instruction in the event of school closure
• Develop emergency instructional plans to ensure continuity of education should an emergency closure become necessary
• Communicate with parents about allowable donations of cleaning supplies for classroom

The following actions were undertaken:

<table>
<thead>
<tr>
<th>UPDATES ON DISTRICT WEBSITE</th>
<th>Dedicated space on district site under <a href="#">USEFUL LINKS</a>. Information will be updated as new guidance is released.</th>
<th>3/5/2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLASSROOM SUPPLIES</td>
<td>District is in the process of purchasing and making available to all staff a bottle of sanitizing spray and paper towels.</td>
<td>Beginning 3/5/2020</td>
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<tr>
<td>HAND SANITIZERS</td>
<td>Hand sanitizers are now installed in all classrooms, common areas, and main entrances to schools. The district has routinely used non-alcohol-based hand sanitizer and is currently in the process of purchasing sanitizer with 60% alcohol-based product, as recommended by the CDC.</td>
<td>3/5/2020</td>
</tr>
<tr>
<td>TEACHER RESOURCES</td>
<td>Teachers were provided links for “healthy hygiene reminders to use in instruction with students, including age-appropriate videos on the importance of handwashing. Additional hygiene posters will be displayed in restrooms.</td>
<td>3/5/2020</td>
</tr>
<tr>
<td>TECHNOLOGY SURVEY</td>
<td>Survey on Parent Portal. Parents emailed with request to complete survey. Paper copies of all surveys will be available at main office of all schools. Translated hard copies available at main offices for home languages other than English.</td>
<td>3/6/2020</td>
</tr>
</tbody>
</table>
**EMERGENCY INSTRUCTIONAL PLANS**
Teachers provided information about plan for creating 10 days of instructional content in the event of emergency closure | 3/6/2020
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**PARENT DONATIONS**
Emailed parents with information about sending in voluntary cleaning supply donations. These donations are limited to paper towels and Clorox Wipes (Bleach Free/Fragrance Free only). Parents should not send donations with students, but should drop them to the main office | 3/6/2020
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**REVIEW OF PERTINENT POLICIES**
The Wall Township Board of Education review Policy #2412 Home Instruction Due To Health Condition and will follow language of the policy and regulation in accordance with N.J.A.C. 6A:16-10.1. | 3/5/2020
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**DISTRICT EMERGENCY PREPAREDNESS PLAN - COVID-19**
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**Equitable Access To Instruction For All Students**
The Wall Township School District is committed to ensuring equitable access to instruction for all students in the event of a school closure due to the COVID19. The following [VIRTUAL/REMOTE INSTRUCTIONAL PLAN](#) will be enacted in the event of a school closure:

- Teachers were provided a directive to create 10 days of emergency instructional plans for students in PreK-12. Plans encompass remote instructional/learning for 4 hours daily. Breakdown of daily instructional content and hours are as follows:
  - ELA - 120 minutes daily*
  - MA - 60 minutes daily*
  - SC - 30 minutes daily*
  - SS - 30 minutes daily*
*High school operates on A/B block, therefore lessons will account for one full block daily in each of the required content areas for a total of 10 days.

- Plans will include flexible learning opportunities that provide differentiated instruction for diverse learners, including:
  - ELLs
  - Special education/504
  - At-Risk
  - Gifted and talented

Examples include differentiated lessons unique to students, small group and individual live lessons.

- Grades PreK-5 have created hard-copy lessons that are being sent home with students on March 13th.

- Grades 6-12 have created virtual lessons through Google Classroom and other digital platforms that students are familiar with navigating, including: Measuring Up, Newsela, enVision, Math IXL, Newsela, CommonLit Assignments, AP Classroom, Albert and SAT prep

**UPDATE:** Effective April 20th, all teachers moved to remote instruction and learning plan attached [HERE](#). Within this plan is detailed accountability for teachers’ online presence, i.e. live and recorded lessons, hours of availability to monitor virtual classrooms, answering emails, updating classrooms websites.

Instruction will be differentiated based upon assessment data, using skill and strategy groupings, differentiated assignments and processes for demonstrating mastery.

Examples of differentiated instruction to maximize learning in the virtual environment include, but are not limited to:

**K-5**

- Direct whole, small group, and 1:1 instruction
- 1:1 Meetings with students are held regularly on Google Meet, Zoom, or other digital platforms to remediate or enrich lessons.
- Daily small group virtual lessons for content area instruction
- Daily and weekly schedules are predictable to develop routine
- Teachers check in regularly to ensure students are progressing and that any questions are answered
- Teachers use assessment data to remediate skill gaps and reteach where necessary in small group or individual conferences.

**6-8**

- Direct whole, small group, and 1:1 instruction
1:1 Meetings with students are held regularly on Google Meet, Zoom, or other digital platforms to remediate or enrich lessons.

- Daily small group virtual lessons for content area instruction
- Daily and weekly schedules are predictable to develop routine
- Teachers check in regularly to ensure students are progressing and that any questions are answered
- Teachers use assessment data to remediate skill gaps and reteach where necessary in small group or individual conferences.
- Title I funded afterschool programs being held in virtual format to meet the needs of identified students

9-12

- Direct whole, small group, and 1:1 instruction
- 1:1 Meetings with students are held regularly on Google Meet, Zoom, or other digital platforms to remediate or enrich lessons.
- Daily small group virtual lessons for content area instruction
- Daily and weekly schedules are predictable to develop routine
- Teachers check in regularly to ensure students are progressing and that any questions are answered
- Teachers use assessment data to remediate skill gaps and reteach where necessary in small group or individual conferences.
- Title I funded afterschool programs being held in virtual format to meet the needs of identified students

- Assessment and grading have been modified for all grade bands.
  - K-5 has moved to Pass/Fail for all subject areas.
  - In grades 6-8 and 9-12, numeric grades will be maintained but the weighting of major assessments has been reduced to provide equity for students in the distance learning environment. A floor threshold of 65 has been established for all students in grades 6-12 as the lowest grade a student can receive in marking period 3 or 4.
- A technology survey was sent to all parents on March 11th in Parent Portal to identify students who do not have access to devices and/or Internet at home. Chromebooks will be sent home with any student who does not own a device at home. The district is working with Optimum Altice to provide WiFi access codes for students who do not have Internet at home.
- **UPDATE:** An additional survey was sent to elementary parents on 4/29 to further identify students in need of devices. Technology and Operations have developed a plan using a Virtual Help Desk to provide support tickets and plan for delivery of devices within 48 hours
- The Wall Township Board of Education review Policy #2412 Home Instruction Due To Health Condition and will follow language of the policy and regulation in accordance
Provision of Appropriate Special Education and Related Services for Students with Disabilities and English Language Learners

Planned services for equitable access to instruction also address the provision of appropriate special education and related services for students with disabilities. The following protocol will be enacted in the event of a school closure:

- Special education teachers in PreK-12 will provide appropriate accommodations and modifications in emergency instructional plans.
- Director of Special Services is overseeing detailed activities for parents to use with students for OT and PT. These flexible learning plans will be emailed directly to parents.
- Case workers will be online to support parents of students with disabilities.
- A plan for compensatory related services will be developed so that these additional resources will be provided upon students’ return to school.

**UPDATE 5/11/2020:**

*Describe the delivery of remote/virtual instruction to implement Individualized Education Plans (IEPs) for students with disabilities to the greatest extent possible, including accessible materials and platforms.*

Current virtual instruction includes classroom components as well as related services. Instruction toward the goals and objectives section of each student’s IEP will be targeted. Instruction occurs through whole group, small group, and individual sessions to best meet the students’ needs. Where appropriate, instructional materials may be in hard copy. All appropriate modifications and accommodations are provided through virtual instruction. Digital materials are accessible through resources such as: Leveled Literacy Instruction, Learning Ally, Read 180 and Math IXL. Classes are instructed through Google Classroom, SeeSaw, Zoom, and teacher recorded video (using applications including Loom, Screencastify and Youtube). Embedded tools within the platforms provide additional accessibility.

*Describe the methods used to document IEP implementation including the tracking of services, student progress as well as the provision of accommodations and modifications.*

Service delivery logs are maintained by all related service providers, and progress on goals is documented. Accommodations and modifications are noted in teachers lesson plans, and provided within instructional materials. Small group and individual instruction is provided as an accommodation in the virtual environment as appropriate. Paraprofessional support is provided, as per students’ IEPs, through their participation in virtual classrooms.

*Describe how case managers follow up with families to ensure services are implemented in accordance with IEPs to the greatest extent possible.*
Case managers consult regularly with teachers regarding student progress and concerns. They follow up with students and parents to facilitate the students’ success in virtual instruction, making adjustments to students’ programs when appropriate. Communication with parents and students include phone calls, emails and videoconferences.

Describe how the district conducts virtual IEP meetings, evaluation, and other meetings to identify, evaluate, and/or reevaluate students with disabilities.

Child Study Team case managers conduct IEP meetings virtually using Google Meet or Zoom with all appropriate parties. When possible and appropriate, portions of evaluations such as social history reports and rating scales are completed during school closure. Evaluations requiring in-person testing will be completed when schools reopen and are documented accordingly.

UPDATE 5/11/2020

Describe the provision of ESL and bilingual education to meet the needs of ELLs.

**ESL - Elementary**

- Direct whole, small group, and 1:1 instruction
  - Student small groups meet daily; 1:1 meetings occur 1, 2, or 3 times per week based on student ELP level and need.
- Instructional differentiation and modification for ELLs
  - Grouped by grade and reading level
  - Grammar and phonics skills planned to coordinate with classroom instruction
  - Vocabulary instruction based on leveled books
  - Films and read alouds are provided to build background
  - Comprehension is assessed through premade quizzes/tests in Raz Kids Plus
  - Google Chat is used for sentence writing practice
  - Student small groups meet daily; 1:1 meetings occur 1, 2, or 3 times per week based on student ELP level and need.

**Gen Ed - Grades K-5**

- Direct whole, small group, and 1:1 instruction
  - Small 30 minute guided reading/writing individually every day
  - 30 minute ELL small group math 4 days per week
  - Individual help sessions as needed
- Instructional differentiation and modification for ELLs
- Vocabulary discussed and presented on G. Slides with pictures and synonyms they can understand
- Books are read to them
- Digital activities are interactive
- Writing includes brainstorming
- Explicit grammar instructions to meet their language needs
- Videos of explanation are included to reinforce the live teachings
- Background knowledge is provided throughout the week to prepare for our virtual field trips on Fridays
- Assignments are explained and modeled

**ESL - Grades 6-12**

- Direct whole, small group, and 1:1 instruction
  - Small group Google Meets held Tuesdays and Thursdays
  - 1:1 Google Meets held Mondays, Wednesdays, and Fridays
- Instructional differentiation and modification for ELLs
  - Students utilize iLit ESL, which has built in visual and auditory components for vocabulary and to read the texts aloud in English or the students’ L1
  - Scaffolding is provided with digital graphic organizers
  - 1:1 meetings on Fridays are often used as a tutorial to help students with their content area work

**Gen Ed - Grades 6-8**

- Direct whole, small group, and 1:1 instruction
  - 1:1 Meetings with ELLs are held regularly on Google Meet or Chat during which time students are read to and questions are answered regarding their assignments
  - Daily small group Google Hangouts for content area instruction
  - Daily and weekly schedules are predictable to develop routine
  - Daily visual schedule is provided (showing students what they need to complete)
  - Teachers check in regularly to ensure students are progressing and that any questions are answered
  - Speech teacher works 1:1 with students to assist when appropriate
- Instructional differentiation and modification for ELLs
  - Snap and Read (Google Extension) is recommended and used when students are reading longer passages independently
  - Auditory feature is turned on for all ELLs in online programs so they can be read to while reading along
ESL students receive pre-recorded video lessons to watch as many times as necessary
Copies of notes with significant amount of visuals are provided to ELLs
Visual vocabulary slides are provided
Videos are provided through YouTube for building background and as supplementary materials to clarify instruction
ESL students are given extra time to complete assignments
Teachers model material for ELLs
ELLs are provided with simplified written and verbal instructions
Read180 students are also using Learning Ally so they can listen to words as they read the words to help with comprehension.
Word banks were created for all chapter questions
Sentence starters are provided for writing assignments
Some lower ELP students receive the responses to writing prompts out of order and are required to sequence them in the correct order in the RACE (Restate, Answer, Cite, Explain) format

Gen Ed - Grades 9-12

- Direct whole, small group, and 1:1 instruction
  - Read180 teacher has open hours daily from 9-12, which ESL students are taking advantage of
  - Google meetings with teachers are available when students have questions, and they also communicate questions via email
  - Weekly Google Meets are held for math
  - RTI 1:1 Google Meets are available for additional assistance
  - Parents are contacted if students fall behind
- Instructional differentiation and modification for ELLs
  - Read180 ESL students are reading at their individual lexile levels
  - Read180 ESL students Receive lower level Scholastic article each with with scaffolded questions read aloud on an audio recording
  - Google Translate is used when necessary
  - Pacing has been adjusted to meet ESL students’ needs
  - Students can make corrections to work and resubmit if needed, especially after Google meetings
  - Students use math IXL and ESL students have a modified scoring scale and receive credit for demonstrating active practice
○ In math, a minimum score of 75% is given on Google Form assignments if effort is demonstrated

Describe how the district communicates with ELL families, including the translation of materials and directions.

● All communications to parents including virtual instruction plans, instructions on using digital tools are translated into Spanish (dominant district L1) and posted on the district website. Additional languages are available upon request
● Weekly update emails from the Director of Curriculum are translated into Spanish (dominant district L1) and sent to parents through Genesis. Additional languages are available upon request.

Describe how the district uses alternate methods of instruction, differentiation, access to technology, and strategies to troubleshoot ELL access challenges.

● All intermediate and high school students brought home their 1:1 Chromebooks. Elementary students were provided with 1 Chromebook per family on an as-needed basis. Any necessary replacements have been provided on a regular basis.
● WiFi hotspots were provided by the district to ensure access to virtual environment
● Visual Arts teacher at WHS dropped off supplies to ESL student with N.J.A.C. 6A:16-10.1.

Plans to Assess Learning Loss
The district has developed a summer remediation program to ensure skill gaps will be addressed at grades K-11 to better prepare students as they enter their rising grade. Teacher recommendations will be made based upon multiple criteria, including but not limited to: evidence of a decline in student performance since school closure; and/or a significant amount of incomplete work. The summer remediation program will run for 4 weeks in July and August 2020 in a virtual format. Baseline assessments will be administered and provide teachers with readiness levels to assess and address learning loss. When schools reopen, baseline assessments will be administered to provide teachers with readiness levels of students, to tier students for district RTI framework, and to provide interventions to close learning gaps.

Attendance
As relayed in the March 13, 2020 NJDOE Memo, Guidance Regarding Requirements for Public Health-Related School Closure, “[a]ny day on which all students impacted by a public health-related closure have access to home instruction services provided consistent with the guidance in this memo will count as a day on 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.
Because such instruction is being provided, all students can be recorded as present for applicable days unless the district knowingly determines a student was not participating in any such instruction during health-related school closures.

At each building, teachers will report to administration any student who is not completing work and/or is responsive to repeated attempted contact by the teacher. The school counselor will attempt to make contact with the student and parent, as well. In cases where these attempts are not successfully resolved, the building principal will send the School Safety Officer to the student’s home to check on the student’s well-being and report back to the building principal. Any concerns as a result of a well-visit will be reported to the Superintendent for appropriate action.

Provision of School Nutrition Benefits

SFA NAME: Wall Township Board of Education
AGREEMENT #: 02055420
DATE MEAL DISTRIBUTION BEGAN: March 16, 2020
DATE MEAL DISTRIBUTION WILL END: June 26, 2020
SCHOOL DISTRIBUTION SITE: all meals are delivered
MEALS CLAIMED FOR REIMBURSEMENT: One breakfast, lunch, & snack per child per day

Upon guidance from the Department of Health, the district will identify ways to provide lunch to eligible students. Parents will be contacted to see if they will need this service during closure. Provision of service could include:

- There is no centralized district pick up site for lunches. Starting March 23, 2020 all lunches are being delivered.
- Coordinate with local outreach organization WHIP to provide delivery of lunches.
- Food safety requirements include identification of students with allergies and providing appropriate meals as per their health plan.
- Parents of all 408 eligible students have been contacted on 3/16 to determine the need for school lunch. Additional communications were sent to all parents to advise how to participate if their circumstances had changed. As of 5/20 there are 392 eligible students.
- Homeless students living outside of Wall Township have been identified and are being delivered meals.
- Service providers comply with all food safety regulations and contact with families has been minimized.
- Reevaluation of this plan occurs regularly with Acting Superintendent, Business Administrator, and Director of Food Services.
- As of 5/20, the following meal counts have been included MEAL CLAIMS
To address the provision of school nutrition benefits for eligible students, the district identified the following students as Free or Reduced:

<table>
<thead>
<tr>
<th>SCHOOL</th>
<th>NUMBER of FREE &amp; REDUCED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allenwood Elementary</td>
<td>20</td>
</tr>
<tr>
<td>Central Elementary</td>
<td>66</td>
</tr>
<tr>
<td>Old Mill Elementary</td>
<td>25</td>
</tr>
<tr>
<td>West Belmar</td>
<td>65</td>
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<tr>
<td>Wall Intermediate</td>
<td>102</td>
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<tr>
<td>Wall High School</td>
<td>114</td>
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Upon guidance from the NJ Department of Education (dated 3/10/2020), the district has applied for and has been granted the following waiver:

*The New Jersey Department of Agriculture (NJDA) has submitted a waiver request to the United States Department of Agriculture (USDA) to permit school districts to serve meals to eligible students during school closures due to the Novel Coronavirus (COVID-19). The request seeks a waiver of requirements typically associated with the Summer Food Service Program (SFSP) and Seamless Summer Option (SSO) to allow schools to provide meals to eligible students during the period of school closure. Specifically, NJDA seeks permission to allow schools enrolled in the SFSP or SSO to provide meals to eligible students in non-congregate settings, as well as create a shortened application process for those districts not currently enrolled in SFSP or SSO. In anticipation of the USDA’s approval of NJDA’s waiver request, NJDA is preparing the necessary applications for those school districts not currently participating in the SFSP or SSO that would permit them to operate these programs during COVID-19-related closures to ensure uninterrupted meal service for eligible students. Once available, districts will submit these applications to NJDA’s Division of Food and Nutrition.*

**Enhanced School Cleanliness and Disinfection Protocols**

Beginning the week of March 2, 2020, in addition to the district’s routine cleaning protocol, the custodial staff was directed to begin treating high-touch areas, including but not limited to desks, doorknobs, tables, computer keyboards, phones, lockers, water fountains, pencil sharpeners, all dispensers, and lunch tables with RX75, a heavy-duty anti-bacterial disinfectant used when communicable/infectious diseases are reported, such as flu or MRSA. Additionally, disinfectant
spray guns (2) with chloride tablets, were purchased and being used to clean larger areas, including auditoriums, gymnasiums, cafeterias, etc.

- Teachers and staff are being provided spray bottles with HDox sanitizer spray.
- Wall mounted hand sanitizers are in every classroom and common areas and offices and being replaced with 60% alcohol based sanitizer.
- Reminder posters about self-hygiene are hung in all bathrooms.
- Teachers are provided instructional videos to use in lessons that demonstrate proper self-hygiene, including handwashing, etc.
- Students, teachers, and parents emailed reminders to follow the public health recommendation for being 24-hours fever free before returning to school. Additional reminders include:
  - 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 for at least 20 seconds, especially after coughing or sneezing. Use alcohol based hand sanitizer if soap and water are not available.
  - Stay home if you’re sick, especially with a fever.
  - Avoid people who are sick.
  - Clean and disinfect frequently touched surfaces and objects.

**Building Maintenance During School Closure**

Maintenance and custodial staff are essential personnel and continue to work as necessary to ensure that required cleaning and maintenance is accomplished. Logs are maintained of all staff that enter the buildings and where in the buildings they go so that additional disinfecting can be performed in those areas.

**Response and Recovery**

The goal of Response and Recovery is to ensure that the critical action plans developed during the district’s preparedness stage are fully implemented, then prepare to return to learning and restore the infrastructure of the school as quickly as possible. Focus remains on students, staff, families, and the physical plant, and the district is prepared to take the necessary time needed for recovery. School staff may be trained to deal with the emotional impact of the crisis, as well as to initially assess the emotional needs of students, staff, and responders. One of the major goals of recovery is to provide a caring and supportive school environment.

**Communication Chain of Command**

The following levels of leadership have been established to provide distinct channels of communication during the Response and Recovery period of a school closure.
## Level 1

**Central Office Leadership Team**

- Reports to district daily or as scheduled
- Develops district plans and action steps including guidance for staff accountability and responsibilities during closure.
- Communicates to building leadership teams
- Communicates school closure and updates to parents via Blackboard Connect and updates to the district website.

Henry Cram, Interim Superintendent (eff. 3/17/2020)
Lisa Gleason, Director of Curriculum and Instruction
Brian Smyth, Business Administrator/Board Secretary
Carol Duffy, Director of Special Services
Nicholas Moretta, Facilities Manager
Joe Lee, Director of Technology
Kim Gentilecore, Human Resources Manager

## Level 2

**Building Leadership Teams**

**Responsibilities**

- Reports to district daily or as scheduled
- Support staff will work either on site or remotely depending upon job role and directive
- Reviews district/building plans and action steps required.
- Communicates to all staff.

Wall High School
Rose Sirchio, Principal
Kevin Davis, Asst. Principal
Kristen Scott, Asst. Principal
Katie Misa, Director of Guidance
Tom Ridoux, Athletics Director
Nancy Samaha, Supervisor
Laura Kurmin, Supervisor
Tracy Skinner, Supervisor
Carly York, Supervisor

Wall Intermediate School
Erin Embon, Principal
John Higham, Asst. Principal
Tiffany Steiner, Asst. Principal
Matthew Kukoda, Supervisor
Carly York, Supervisor
Nancy Samaha, Supervisor

Allenwood Elementary
Erin O’Connell, Principal
Cathleen Brenner, Supervisor

Central Elementary
Jill Antoniello, Principal
<table>
<thead>
<tr>
<th>Level 3</th>
<th>Custodial Supervisors</th>
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<tr>
<td></td>
<td>Operations Supervisor</td>
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<tr>
<td></td>
<td>Food Services Director</td>
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<td></td>
<td>Transportation Supervisor</td>
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<td></td>
<td>● Receives directives from Facilities Manager OR Business Administrator</td>
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<td>● Schedule as assigned by supervisor</td>
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<td>Allenwood Elementary - Lorraine Buonavolonta x2155</td>
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<tr>
<td>Central Elementary - Jason Berning</td>
<td></td>
</tr>
<tr>
<td>Old Mill Elementary - Kevin Clayton</td>
<td></td>
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<tr>
<td>W. Belmar Elementary - Kevin Clayton</td>
<td></td>
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<tr>
<td>Wall Intermediate - Lisa Salmorin</td>
<td></td>
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<tr>
<td>Wall High School - Jim Matthews</td>
<td></td>
</tr>
<tr>
<td>Sandy Bailoni</td>
<td></td>
</tr>
<tr>
<td>Food Services Director</td>
<td></td>
</tr>
<tr>
<td>Judy White, Transportation Coordinator</td>
<td></td>
</tr>
<tr>
<td>Mike Monahan, Operations Supervisor</td>
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<table>
<thead>
<tr>
<th>Level 3</th>
<th>Head Nurses</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>● Receives directives from Director of Special Services</td>
</tr>
<tr>
<td></td>
<td>● May receive additional communication from Building Leadership Teams</td>
</tr>
<tr>
<td></td>
<td>● Schedule as assigned by supervisor</td>
</tr>
<tr>
<td>Serena Sestito - WIS</td>
<td></td>
</tr>
<tr>
<td>Amanda Marschalk - OM</td>
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</tbody>
</table>
### Level 4 Staff

- Receives directives from Central Office Leadership Team
- Receives directives from Supervisor
- Schedule as assigned by supervisor

All certificated staff. All non-certificated staff, including support staff, secretaries, custodial, food services, transportation, custodial, maintenance.

## Essential Personnel

Effective 3/23, 2020, Central Office essential personnel are Dr. Henry Cram (Interim Superintendent), Dr. Lisa Gleason (Director of Curriculum), and Mr. Brian Smyth (Business Administrator). They will work on site or remotely 8 hours daily.

Principals, Asst. Principals, Supervisors, and Directors work on site as needed or remotely 8 hours daily.

Administrative Council meetings are held every Tuesday and Friday. Administrators may participate either on site or remotely.

Food services personnel (5) will work each Monday for 4 hours to prepare weekly meals for delivery to eligible students. They will be supervised remotely by the Business Administrator.

Custodians and maintenance personnel are considered essential and work on site as needed.

Secretarial support staff for central office, special services, and building level are working either on site or remotely.

Teachers and educational service professionals are working remotely as per the Virtual Instruction Plan.

### Communication to Board of Education

Acting Superintendent communicates with the Board President daily to apprise the board of ongoing guidance and updates from state agencies.
Communication to Parents

In an effort to keep families informed of district actions and provisions during this emergency, a dedicated space on the district website has been created and updated daily. The following letters have been disseminated to the community:

- February 27, 2020 Letter to Parents
- March 6, 2020 Parent Letter
- Website Update to Parents with Link to State resources
- Technology Survey and Donations Letter

Beginning March 16th, families are provided a Daily Update by Dr. Gleason via Blackboard Connect.

Beginning April 20th, families are provided a Weekly Update by Dr. Gleason via Blackboard Connect.

Communication to Staff

In an effort to keep faculty and staff informed of the district’s actions and provisions during this emergency, emails were regularly sent from Central Office. These emails also provided instructions on how to best serve our students during a potential emergency closure. Please see the links for district-wide faculty communication:

- March 4, 2020 Email to Staff
- March 6, 2020 Email to Staff Regarding Emergency Plans
- March 7, 2020 Email COVID Update to Staff

Beginning March 16th, staff are provided a Daily Update by Dr. Gleason via Blackboard Connect.

Beginning April 20th, staff are provided a Weekly Update by Dr. Gleason via Blackboard Connect.

All other critical communication is handled on an as-needed basis by both Central Office and building level administration.

Communication with Local Officials

Representatives from local government, law enforcement, and the Department of Health were contacted and are now participating in the District Preparedness Committee. Communication to the committee is provided in a timely manner as new guidance is received from state agencies.

Central office administrators routinely communicate with Mayor and committee members, the Wall PD Chief of Police, and the Wall Township Business Administrator.
End of Year School Closing Procedures

As of May 21, 2020, protocols have been developed at all buildings for teachers to return to classrooms to pack up materials and prepare for summer custodial cleaning. These plans are compliant with social distancing guidelines pursuant to Governor Murphy’s Executive Order #107 and include availability of masks and gloves for all staff reporting on site.

Summer Programming

Pursuant to Executive Order #107, all summer programs have been developed in a virtual/distance learning format. Summer programs include Extended School Year for students with disabilities, Summer Bridges for grades K-12 for remediating learning gaps as a result of school closure, and Title I and Title III funded programs for students at risk and English Learners. All programs will continue to use the digital platforms used during the regular school year, i.e. Google Meets, Zoom, See Saw, etc. Summer programs will be held during the months of July and August, three times weekly for three hours each day.

All graduating seniors who are at risk for failure have been identified and a plan has been developed to ensure they will meet graduation requirements.

Class of 2020 commencement ceremonies for 12th grade and 8th grade have been planned in a virtual format.

A modified, live commencement ceremony has been planned for July 9th for 12th grade students only. The plan was submitted to the NJDOE on June 20th

Continuity of Infrastructure

The Wall Township School District is committed to ensuring the ongoing operation of all key infrastructure departments to maintain district continuity in the event of a school closure due to the COVID19. Should an emergency closure and transition to virtual/remote learning be enacted for the district, all staff will follow the schedule of STAFF ACCOUNTABILITY & RESPONSIBILITIES.

Office of the Superintendent

- Acting Superintendent will support continuity of district operations.
- Acting Superintendent will support continuity and functions that support the board of education and provide BOE with updates on state of the district during closure.
- Central Office will be in regular contact and work cooperatively with all local and state agencies.
- Continue work with BOE to make progress on the annual budget
- Human Resources Manager will support continuity of all functions of the department.

**Business Department**
- Business Administrator will support continuity of district business operations and functions that support the board of education.
- Business office will ensure that district payroll, accounts receivable, and other key financial transactions continue.
- Continue work with BOE to make progress on the annual budget

**Operations: Building & Grounds**
- Facilities Manager will be actively monitoring the district facilities and will be accessible by cell phone.
- Custodial and maintenance will report for regularly assigned schedule.
- Other duties as assigned by the supervisor.

**Student Services**
- The Director of Students Services will communicate with Special Education Supervisors and Case Managers to be sure that related and nursing services will be prepared to resume upon return to school.
- The Director of Student Services will be accessible via cell phone, 732-547-7637.
- Special Education supervisors will communicate with special education teachers to ensure flexible learning opportunities are present in lesson plans, which provide differentiated instruction for diverse learners.

**Technology**
- The Director of Technology will communicate school closure and updates to parents via Blackboard Connect and updates to the district website. He is accessible by cell phone, 732-947-6250.
- Technology department will maintain district internet connectivity and remote connectivity for specific students.
- Technology department will monitor Virtual Help Desk to support students, teachers, and parents in virtual/online environment, and other duties as assigned by the supervisor.

**Food Services**
- Under the supervision of the Food Services Director, food service workers will be scheduled for lunch prep and pick up at Wall High School, cleaning of kitchens, and other duties as assigned by the supervisor.
Transportation

- Under the supervision of the Business Administrator and Transportation Coordinator, bus drivers will be provided professional development, either online or on site, and other duties as assigned by the supervisor.

<table>
<thead>
<tr>
<th>ROLE</th>
<th>ACCOUNTABILITY</th>
<th>RESPONSIBILITIES</th>
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</thead>
<tbody>
<tr>
<td>Principals</td>
<td>Report on site the following days:</td>
<td>• Remotely for other hours</td>
</tr>
<tr>
<td>Directors</td>
<td>3/16, 3/20, 3/23, 3/27</td>
<td>• Respond to emails and district cell phones</td>
</tr>
<tr>
<td>Assistant Principals</td>
<td>9:00 AM-1:00 PM</td>
<td>• Check district DAILY UPDATE</td>
</tr>
<tr>
<td>Supervisors</td>
<td>3/16 Report to WHS media center</td>
<td>• Provide building Daily Update to your staff</td>
</tr>
<tr>
<td>Managers</td>
<td>On Call all other days</td>
<td>• Communicate with teachers, CST,</td>
</tr>
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</tbody>
</table>
May be called to be onsite additional days  

**UPDATE 5/11**  
Administrators are working 8 hours daily and are on call throughout these hours. Administrators work hybrid schedules of onsite and remote, as appropriate.

Admin Councils Tues/Fridays  
On site or remotely.

| Secretarial Staff | Report on site 3/16  
9:00 AM-1:00 PM | May be called to be on site additional days  
● Duties as assigned by supervisor  
● Remotely for other hours  
● Respond to emails  
● Check DAILY UPDATE |
|-------------------|------------------|-----------------------------------------------|
| Certificated Staff | Work remotely  
9:00 AM-1:00 PM | ● Monitor online lessons  
● Update websites/Google Classrooms with daily message  
● Check DAILY UPDATE  
● Respond to emails  
● Continue preparing emergency plans for the week of 3/30. |
<p>| Operations - Maintenance | Regularly scheduled shift unless directed otherwise by Supervisor | ● Regular duties |
| Operations - Custodian | All staff on day shift unless other arrangements have been approved by Supervisor | ● Regular duties |
| Food Services | All staff report to regularly | ● Cleaning |</p>
<table>
<thead>
<tr>
<th>Role</th>
<th>Details</th>
<th>Training Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assigned School</td>
<td>Limited staff will be assigned to WHS for F/R lunch preparation.</td>
<td>• Food service preparation for site pick ups at WHS for assigned staff</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Safe Schools Training</td>
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<tr>
<td></td>
<td></td>
<td>• Serve Safe Training</td>
</tr>
<tr>
<td>Transportation</td>
<td>Report on site 3/16 9:00 AM - 1:00 PM</td>
<td>• Bus cleaning</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• On site training</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Remotely for other others - Safe Schools training</td>
</tr>
<tr>
<td>Paraprofessionals</td>
<td>Work remotely</td>
<td>• Online training</td>
</tr>
<tr>
<td>WRAP Staff</td>
<td>Work remotely</td>
<td>• Online training</td>
</tr>
<tr>
<td>School Security Officers</td>
<td>Work remotely *May be called to be on site</td>
<td>• Online training</td>
</tr>
</tbody>
</table>