

Franklin Borough School

Emergency Operations Plan

COVID-19 Plan



2019 - 2020



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General Information About Flu & COVID-19

[CDC Flu Resources](#)

[CDC COVID19 Interim Guidance for Administrators of US Childcare Programs and K-12 Schools](#)



Continuity of Student Learning and Core Operations:

1. Communication During Closing

- a. Administrative Team 10:00 a.m. daily call with Health Department
- b. Realtime Alerts
- c. District Website
- d. School App
- e. Facebook and Alert System. All staff will have access to their emails during the regularly scheduled school hours

2. Continuity of Operations

- a. Payroll will continue on schedule
- b. Food Service - Maschio's will provide boxed meals for students that qualify for free/reduced lunch through the federal lunch program. Families will have the opportunity to pick-up meals from the school on designated days. If a family is not able to make it to the school for pick-up, the parent is encouraged to contact the school to make alternate plans for delivery.

3. Remote Learning

- a. DISTRICT REMOTE LEARNING PLAN:
Flexible Learning Opportunities will be available through the District Website for all students.
- b. Teachers will have prepared lessons that can be accessed via technology as well as through traditional paper materials sent home from the school.
- c. All instruction will be differentiated in order to meet the needs of all our students:
 - i. ESL/ELL
 - ii. Special Education/504
 - iii. On Grade Level
 - iv. Gifted & Talented
- d. Students will be able to turn assignments in for grading online throughout the closure as well as in-person upon returning to school.
- e. Internet connectivity permitting, all students and teachers will have access to Gmail, Google Drive, Google Hangouts and Google Classroom throughout the closing.



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Student Absences:

1. If a substantial number of students become ill due to a pandemic, school may close.
2. All extracurricular activities will be postponed or cancelled as a result of a pandemic outbreak.
3. If a substantial number of students become ill forcing school closure or the district is directed to close by the Health Department, every attempt will be made to continue with the teaching/learning process through the school website, teacher web pages, phone calls made by the teachers, email, conventional mail, or all other methods of established communication.
4. Staff will acquire email addresses and other means of communication with students and parents in their classrooms to ensure continuity of operations and to establish a continued means of communicating with parents/families when the school is closed.
5. Equitable access to materials and resources will be provided for all students of the district. Students/families without access to wifi/internet connection will be provided hard copies of needed materials. ELL students will be provided appropriately modified assignments.
6. Special education modifications and services, including alternative assignments in varied format, will be provided as warranted. Compensatory services will be provided at a later date if necessary.
7. Nutritional services will be provided to students pre-qualified to receive free or reduced lunch accommodations. McKinney-Vento eligible students will receive nutritional services.

Staff Absences:

1. Individual staff members would be covered by substitutes in the school, short or long term.
2. If a substantial number of staff members become ill and an adequate number of substitute teachers cannot be obtained, the school will be closed.
3. School may be closed if no school nurse or nurse substitute is available.
4. If the district is issued a directive to close, remote learning will be accomplished and will count toward the 180 day school calendar. Staff absences due to illness or personal days will still be documented.



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Procedures for students and staff sick leave absences unique to a pandemic (e.g., non-punitive, liberal leave)

1. Students who are determined to be ill due to a pandemic will make up assignments and/or return to school upon being declared no longer contagious by a physician.

This will be done without being punitive with regard to making up days. Consideration will be given to retention/promotion based upon the students' ability to master grade level content.

2. Staff sick leave absences due to a pandemic situation will be discussed between the teacher's union and the board of education and will be non-punitive.

Sick leave policies for staff and students suspected to be ill or who become ill at school

1. Students suspected of being ill or who become ill at school will be sent to the health office for evaluation by the school nurse. Students will be isolated in the health office and if determined to be pandemic related, will be sent home and may only return upon being declared no longer contagious by a physician.
2. Staff suspected to be ill or who become ill at school will be sent to the health office for evaluation by the school nurse. The district Board of Education and administration will work cooperatively with the local education association in establishing sick leave policies for staff who become ill.



Infection Control Policies and Procedures:

A. Procedures that help limit the spread of COVID-19 at schools in the district (e.g. promotion of hand hygiene, cough/sneeze etiquette) will be utilized

1. The Health instructors and classroom teachers will continue to promote respiratory hygiene/cough etiquette and hand hygiene such as:
 - Wash hands frequently with soap and water or an alcohol-based hand cleaner
 - Cover mouth and nose with a tissue when you cough or sneeze (students may need to bring their own supply of tissues to limit the spread of illness).
 - Place used tissues in a proper waste receptacle.
 - Cough or sneeze into your upper sleeve if you do not have a tissue.
 - Clean your hands after coughing or sneezing. Use soap and water or an alcohol-based hand cleaner.
2. Posters reinforcing hand washing and hygiene will also be displayed prominently.
3. The school nurse will continue to reinforce the importance of good hygiene to staff and students.
4. Students who become ill should not stay in the classroom.
5. Food handling will be by appropriate staff only.

B. Infection prevention supplies (e.g., soap, alcohol-based/waterless hand hygiene products, tissues and receptacles for their disposal)

1. Custodial staff will make sure that all restrooms will have sufficient supply of hand soap/sanitizers and tissues with proper receptacles for their disposal.
2. Custodial staff will make sure that all classrooms and offices will be equipped with a sufficient supply of tissues and proper receptacles for their disposal. Bathrooms will have hands-free covered containers.
3. Custodial staff will make sure that all garbage bags are changed on a daily basis in classrooms, restrooms, and offices.
4. Custodial staff will maintain hand sanitizers in the building.
5. Desks will be cleaned with appropriate solutions and applicators in illness areas



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Pandemic Plan Q&A

Who is responsible for executing the community operational plan, especially those authorities responsible for case identification, isolation, quarantine, movement restriction, healthcare services, emergency care, and mutual aid?

1. If there is a local alert regarding a health concern, the proper Sussex County Health and Human Services officials and/or Franklin Borough School officials are responsible for executing the community operational plan, especially those for case identification, isolation, quarantine, movement restriction, healthcare services, emergency care, and mutual aid.
2. These local health officials notify school administration and school nurse of concerns and desired actions. The district's pandemic response plan would be put into effect by the Chief School Administrator at this time.

Who is accountable for articulating strategic priorities and overseeing the development of the district's operational pandemic plan?

1. The district's pandemic committee, which includes the school nurse, and led by the CSA will work cooperatively with lead emergency response agencies, local public health representatives, school administrators, school health and mental health professionals, teachers, food services director, and parent representatives.
2. The CSA is responsible for articulating strategic priorities based on the information shared by the school nurse and the Sussex County Health Department with regard to current health situations and will oversee the operation of the district plan.
3. The chain of command in the absence of the CSA will be: Vice Principal, Supervisor of Instruction, and Business Administrator.
4. The district committee will meet periodically to review and revise the pandemic plan, if necessary.



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What is the line of authority and common terminology and procedures to be followed in response to an incident?

1. The Chief School Administrator is the school authority who will put the pandemic plan in motion based on the directive or information from either local and/or state health departments or the school nurse.
2. The CSA and school nurse will work closely with local and/or state health departments and other community partners to manage the execution of the district's pandemic flu plan.
3. The CSA will share pertinent information with the board of education and staff to appropriately execute the pandemic plan.
4. If the community needs to be contacted, the main office will contact the automated notification system to alert parents and the community regarding health concerns.
5. Common terminology and procedures to be followed will be shared by the CSA at staff meetings to ensure understanding.

Who is responsible for planning and executing specific components of the operational plan?

1. The school nurse will inform the school administration if there is a substantial increase in absenteeism among students or health concerns. A COVID-19-like Illness (ILI) Surveillance Report is submitted by the school nurse each week to the Sussex County Department of Health and Human Services – Division of Health.
2. The school nurse is the individual responsible for making initial contact to the Sussex County Health and Human Services – Division of Health.
3. This information will be shared with the Chief School Administrator.
4. The CSA and school nurse will manage the execution of the district's pandemic flu plan as per information received from the proper health officials.
5. The CSA will immediately inform all staff so that they may appropriately execute the pandemic plan.
6. If the community needs to be contacted, the school will use the electronic notification system to inform parents and the community regarding health concerns and what actions need to be taken.



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Is the school's pandemic plan coordinated with the community's pandemic plan?

1. The CSA and school nurse continue to work closely with the Sussex County Health and Human Services – Division of Health offices to coordinate the school's pandemic plan with the community plan.

How will the linkages between the district, local/state health departments, and state education department be tested?

1. The CSA will be in contact with the local/state health departments and state education department to check for updated contacts and any other needed informational updates and/or changes.

The County operational plan for surge capacity of healthcare and other services to meet the needs of the community (e.g., schools designated as contingency hospitals, schools feeding vulnerable populations, community utilizing LEA's healthcare and mental health staff)

1. The district will contribute to the County operational plan for surge capacity of healthcare and other services to meet the needs of the community (e.g., the school designated as emergency shelter, the school feeding vulnerable populations, the community utilizing LEA's healthcare and mental health staff) if required by appropriate local and County emergency management officials.
2. This service will be coordinated through the CSA, school nurse, maintenance personnel and the food service department.

Incorporating the requirements of students with special needs (e.g., low income students who rely on the school food service for daily meals), those in special facilities (e.g., juvenile justice facilities) as well as those who do not speak English as their first language

1. Students that are considered low income who rely on the school food service for daily meals who become ill and/or are required to stay home will have the opportunity to pick up meals at the school on designated days. If a family is not able to make it to the school for pick-up, the parent is encouraged to contact the school to make alternate plans for delivery. Staff working at the meal distribution location or delivering meals to the homes of students will take any necessary precautions such as wearing masks, gloves and any other protective equipment recommended by local, county, and state health officials.
2. Students that do not speak English as their first language will have messages interpreted to them by the school world languages instructor or any individual that may speak that particular language.



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District participation in exercises of the community's pandemic plan

1. District personnel including CSA, school vice principal, and school nurse as well as Pandemic Committee members will participate in any exercises of the community's pandemic plan.

Working to address the provision of psychosocial support services for the staff, students and their families during and after a pandemic

1. The district will work with the Sussex County Department of Health and Human Services to address the provision of psychosocial support services for the staff, students, and their families during and after a pandemic.
2. This intervention will be accomplished by offering services of the school counselor and/or school psychologist.

Working in concert with the local health department in alerting the local health department of a substantial increase in absenteeism among students

1. The school nurse will inform school administration if there is a substantial increase in absenteeism among students or health concerns.
2. The school nurse is the individual responsible for making initial contact with the Sussex County Health and Human Services – Division of Health.
3. This information will be shared with the CSA.

Share with other LEA's as well as private schools within the community to improve community response efforts

1. The CSA will be in contact with CSA's from sending district schools to share information regarding plan development and execution and to better organize community response efforts.



Essential School Personnel

List of Essential Employees by Category	Role of Employee	Duties/ Work Stream	How Many Essential Employees Per Category	Teachers Instruction Hours per day via remote learning
Administrators	Oversee school operations	Interacting with staff, students, community members, handling deliveries and mail.	The administration (CSA, BA, VP and Curriculum Coordinator) are on a rotation where one is present in the building everyday between the hours of 10:00 a.m and 1:00 p.m.	20 minutes per subject area per day up to 4 hours.
Secretaries/Clerks	Maintain flow of mail, payroll and payment of bills	Makes copies of student work packets received from teachers and mails packets accordingly. Receives the regular mail and ensures important mail is processed. Office clerks in the business office ensure payroll is made and bills are paid.	Secretaries are on a rotation with the administrators. One secretary works each day between the hours of 10:00 a.m. and 1:00 p.m.	



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Maintenance/Custodial	Maintains and cleans the school	Completion of work orders/repairs & maintaining the cleanliness of buildings.	Custodial staff is on a rotation. Three custodians are on duty each day 6:00 a.m. to 2:00 p.m.
Technology	Technology support	Keeping our technology running and assisting with technology issues and breakage	The technology coordinator is working remotely and will only access the building if absolutely necessary
Food Service Personnel	Meal Service	Preparing and handing out food	Food is being prepared off site. Food is delivered weekly.