



WINDSOR SCHOOLS

INSPIRATION HAPPENS HERE

Emergency Virtual Plan

COVID-19 Emergency Virtual Plan beginning September 2021

Purpose

The purpose of this policy is to outline Windsor Learning Center and Windsor School's emergency virtual plan guidelines. These guidelines have been carefully considered to address and promote the safety, health, and welfare of our community. These guidelines are for the 2021-2022 School Year. The plan will be updated as required to meet updated guidance and regulations.

In Order to Maintain Healthy Operations

- Collaborated with Porzio Compliances Services and local Health Department to ensure oversight of entire reentry plan
- Staff compliance with mandatory vaccination / weekly testing protocols
- Service and update ventilation system with Electronic Fresh Air Damper Systems to increase circulation of outdoor/fresh air
- Physical barriers and guides installed in locations to help maintain Social Distancing and allow for mask breaks
- Installation of hand sanitizing stations throughout the school building
- Adjusted program scheduling to maintain static grouping
- Staff contracts developed to stagger arrival times
- Implement updated travel and sick leave policies and procedures
- Monitor absenteeism and Nursing Department traffic
- Staff surveyed to determine needed accommodations
- HR Specialist and school administration to respond individually to COVID-19 concerns and staff requests
- Employees have been notified to report all questions, concerns or needed accommodations to school administration
- Establish relationship with local public health officials:
 - Wayne Department of Health (includes Pompton Lakes)
 - Susan Marotta
 - 973-634-1800
 - 973-809-6295 (cell)
- Coordinate with school districts and transportation companies to ensure open lines of communication and contact tracing
- Additional preventive measures include:
 - Continue to monitor students and staff who may exhibit respiratory symptoms
 - Adhere to exclusion recommendations from public health
 - For acute respiratory illness, staff and students must be fever free for 24 hours without fever-reducing medication
 - Doctors notes for return do not supersede public health recommendations
 - Provide adequate supplies, including clean and functional handwashing stations, soap, paper towels, and alcohol-based hand sanitizer

- Encourage routine surface cleaning through education, policy, and the provision of supplies
- Encourage students and staff to get a flu shot
- Face coverings are required for all staff
- Face coverings to be worn by students in times when Social Distancing is difficult to maintain
- Provide options for virtual learning for any student who is required to quarantine
- Staff and students who travel will follow CDC guidelines

Emergency Virtual Plan

Preparation

- Administration meets to prioritize Infectious Disease response
- Order supplies such as masks, gloves, anti-bacterial and waterless hand soap & dispensers, etc.
- Distribute to parents, staff, and Districts information regarding “the infectious disease” resources as provided by the Center for Disease Control and the schools’ action plan
- Plan for equitable access to instruction for all students
- Technology survey distributed to staff and students
- Teachers begin to research and develop web based instructional assignments
- Teachers will prepare lessons that will be adapted to be delivered electronically
- Teachers prepare work packets for those students whose needs would be best met utilizing paper/consumable based assignments
- Substitute Teacher list generated
- Maintenance department to prioritize the cleaning of door knobs, railings, desks, copy machines, etc. throughout the day
- Plan for the provision of school nutrition benefits or services for eligible students
- School Nurses conduct additional training related to universal hand washing precautions

In the event that the Windsor Learning Center and Windsor School’s Board of Directors is given a written directive by the NJDOE or the Health officer of the jurisdiction to institute a public health-related closure, Windsor Learning Center & Windsor School may utilize remote learning services to enrolled students. Under N.J.S.A. 18A:7F-9, any day in which students impacted by a public health-related closure have access to remote learning services will count as a day in which the Board of Directors has provided public school facilities toward its compliance with the 180-day requirement.

Stage Two– This stage would be initiated when directed by the NJ Department of Health and/or the NJ Department of Education instructs the schools to close, or a seminal event occurs involving a student, staff member or a relative of close proximal distance.

- Schools are closed for students
- Inform Parents/Guardians, transportation and sending school districts through email and the School Messenger Alert System
- When applicable, update parents/guardians of any additional information regarding the health related closure, and updates from government offices and health departments
- Protect the privacy of individuals under HIPAA laws
- Teachers provide web based lessons for their students
- Students provided access to Windsor Google Classroom and additional online resources
- Google form implemented to collect student daily attendance
- Deliver work packets via mail for those students whose needs would be best met utilizing paper/consumable based assignments
- Chromebooks are “checked out” to families when appropriate or as necessary
- Implement our outreach plan to provide therapeutic and related services
- IEP and Annual Review meetings will take place through Windsor Google Platform, conference calls or any form of communication that benefits all participants
- Implement Google Meets for staff, interdisciplinary, and classroom team meetings
- Develop and record communication logs
- Provide opportunities for staff professional development
- Implement Classroom Support and Technical Assistance email address and phone line
- Essential staff that enter building provided with daily reminders of “social distancing”
- Implement web-hosted weekly staff meetings and daily team meetings

School Day Lesson Planning and Instruction:

- The school will provide on a virtual day at minimum 4 hours of instruction not including lunch and recess
- Staff Information repository created through Google Classroom
- Certified teachers will create and post lessons for daily instruction in all core subjects
- Staff will be available during the school day to assist students through Google Suite
- Students will be assessed and graded on assessments and classwork or projects as deemed appropriate by teacher and administration
- Administration will be actively monitoring lesson planning and student engagement
- Teachers and Instructional Paraprofessionals will be available during the school day to assist students with assignment completion
- Support Staff will be assigned to follow up with students and families regarding incomplete class assignments
- Administration assigned to Google classroom(s) as co-teachers to monitor daily interactions
- Staff work logs created to track workflow and processes
- Actively share online resources, tools and professional development between staff

Food Service Plan

- Identify all students participating on the National School Lunch Program
- Purchase breakfast and lunch meals in two-week increments
- Package meals for students
- Make arrangements for each students guardian to pick up meals at our school location
- If meals cannot be picked up by the guardian, they will be mailed overnight to the home address
- Pick-up/ delivery schedule shared with families for planning purposes

Recovery Stage – This stage begins when schools are reopened

- Continue web based lessons when applicable
- Resume instruction in the classrooms
- School reopens using recommendation from NJ State and Local government’s guidance