



# WINDSOR SCHOOLS

INSPIRATION HAPPENS HERE

## Emergency Virtual Plan

# Emergency Virtual Plan - 2023-2024

## Updated September 29, 2023

### 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. 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 or any health related needs 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 - Stage One**

- 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
- School social workers and support staff will provide information regarding social and emotional health of staff and students through weekly newsletter, phone calls and sharing various resources.
- 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
- All students' needs will continue to be addressed to the greatest extent possible
- Student growth will continue to be maximized through remote lesson plans to the greatest extent possible
- Student growth will continue to be measured through online assessments, teacher-made tests, quizzes and verbal responses
- Our IT will continue to monitor all students' access to internet, assess any digital divide issues and provide support as needed
- Google form implemented to collect student daily attendance. Teachers and assistants will monitor which students are logged on and attending virtual instruction classes. Student attendance, whether present or absent, will continue to be reported to office staff and tracked in OnCourse
- 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
- All students' IEPs will continue to be implemented to the greatest extent possible
- Student progress, including accommodations and modifications will continue to be addressed in quarterly progress reports
- Case managers will continue to contact the school and follow up with families to ensure services are implemented to the greatest extent possible
- Implement Google Meets for staff, interdisciplinary, and classroom team meetings
- Develop and record communication logs
- Provide opportunities for staff professional development, including training for teachers, administrators and support staff to learn strategies related to culturally responsive teaching for students affected by forced migration from their home country
- Implement Classroom Support and Technical Assistance email address and phone line
- Essential staff that enter building provided with daily reminders of "social distancing"
- Custodial staff will continue to report to the school facility and clean all areas and surfaces. They will also assist, if needed, with the distribution of meals. Social distancing will be maintained and masks will be worn
- A list of essential staff will be provided to the county office when a transition is made to remote instruction
- 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
- Our bilingual students will continue to benefit from staff in their classroom who are fluent in their native language
- Staff will be available during the school day to assist students through Google Suite
- Translation materials will be provided to parents as needed
- Students will be assessed and graded on assessments and classwork or projects as deemed appropriate by teacher and administration
- Teachers will address academic standards and curriculum will be including 21st Century Community Learning to the greatest extent possible
- Administration will be actively monitoring lesson planning and student engagement
- Accelerated learning opportunities will continue to be provided to students who excel in specific academic area(s)
- 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
- Various methods of instruction, including technology, will be utilized for our bilingual students to ensure the same standard of education as non-bilingual students
- Credits earned will continue to be tracked and credit recovery will be possible on an individual basis, as needed
- 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