

MOUNT CARMEL GUILD ACADEMY



School Preparedness Plan

CDC/NJDOH RESOURCES FOR PARENTS AND FAMILIES

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| Centers for Disease Control (CDC) and Prevention -Coronavirus | https://www.cdc.gov/coronavirus/ |
| CDC's COVID-19 Website | https://www.cdc.gov/coronavirus/2019-ncov/index.html |
| CDC's Latest Updates on COVID-19 | https://www.cdc.gov/coronavirus/2019-ncov/summary.html |
| COVID-19 Symptoms | https://www.cdc.gov/coronavirus/2019-ncov/about/symptoms.html |
| COVID-19 Prevention and Treatment | https://www.cdc.gov/coronavirus/2019-ncov/about/prevention-treatment.html |
| NJ Department of Health (NJDOH) Coronavirus COVID-19 Website | https://www.nj.gov/health/cd/topics/covid2019_community.shtml |
| NJDOH Information for Communities and General Public | https://www.nj.gov/health/cd/topics/covid2019_community.shtml |
| ASAH – COVID 19 (Coronavirus) Updates | https://www.asah.org/ |

HOME INSTRUCTION

6A:16-10.1

The provision of home instruction services shall be guided by N.J.A.C. 6A:16-10.1 and will include direct services, online instruction, or any other means developed by the district to meet the needs of its students.

- *Any day in which students impacted by a public health-related closure and have access to home instruction services will count as a day in 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. 18A:7F-9.*

PURPOSE

This plan is designed to provide a framework for the responses to be taken by Mt. Carmel Guild Academy school staff for protecting students, staff, and school facilities in identifying and responding to the possibility of school closure related to a community pandemic, re. Coronavirus or COVID-19.

DEFINITIONS

Emergency: Defined as any incident human-caused or natural that requires responsive action to protect lives and property. An emergency is a situation that can be both limited in scope and potential effects or impact a large area with actual or potentially severe effects.

Disaster : A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the local government to handle with its organic resources.

Tabletop Activity: This activity involves key personnel discussing simulated scenarios in an informal setting. Tabletops can be used to assess plans, policies, and procedures.

I. PRE-DISASTER PROCEDURES

A. Hazard Assessment

Prior to the arrival of the teaching staff for each school year, the principal and custodian will undertake a physical survey of all school facilities and grounds. The purpose of the physical survey is to identify and correct potential hazards.

B. Floor Plan

A floor plan of the school buildings and grounds, which indicates the location of all exits, utility and shut-off, fire extinguishers, and emergency equipment and supplies, will be maintained and up-dated as necessary.

C. Plan Review

This plan will be reviewed and revised as necessary on an annual basis by a committee consisting of the principal and custodian.

D. Plan Orientation

All school staff will be oriented to this plan at the beginning of each school year. A survey of special staff skills will be maintained and updated annually as part of the Plan orientation process.

II. EMERGENCY POLICIES AND PROCEDURES

A. Authority to Implement Plan

This plan will be implemented by the principal or his designee when conditions exist which warrant its execution.

B. Alert and Warning

Alert and warning systems include the following:

- 1 Alert- The school will issue a statement to staff and families regarding any community pandemic and its procedures for ensuring the health and safety of the school community.
2. Closure – In the event of school closure related to community pandemics other pandemic entities, an announcement will be made via local news Fox5 and My9. An announcement will also be posted on the Class Dojo app, school website: mcgacademy.net, www.myfoxny.com and new12.com/school_closings. Notification for school staff will be via text.

D. Communications and Notification

Telephones will only be used to report emergency conditions or to request emergency assistance. If phone service is interrupted, a walkie-talkie or runners will be used to communicate within the school and on school grounds. In the event of school closure, email, text and the Class Dojo app will be used to maintain communication between staff, families and administration.

F. PLANNED RESPONSES - ACTION GUIDES

Preparation

- Administration meets to prioritize Infectious Disease response
- Institute a mandatory “Cover the Cough and Sneeze” curriculum for all classrooms
- Develop and implement universal handwashing procedures, show demonstration video
- Order Supplies such as antibacterial and waterless hand soap and dispensers etc.

- Distribute to parents and staff information regarding “the infectious disease,” personal preparedness checklist, and the school plan.
- Plan for equitable access to instruction for all students
- Teachers begin working to develop web- based instructional assignments
- Teacher prepared work packets for those students whose needs would be best met utilizing paper/consumable based assignments
- Custodians clean door knobs, railings, front counter courtesy desk, and copy machines, etc. frequently throughout the day
- Communicating routinely with local, regional, and state experts
- Participating in weekly webinars/conferences/updates with: Governor Phil Murphy, NJ Commissioner of Education Dr. Lamont Repollet and NJ Commissioner of Health Ms. Judith M. Persichilli
- Plan for the provision of school nutrition benefits or services for eligible students through their sending districts/community

The next steps are identified as **Stage Responses**;

Stage One- This stage would be initiated if/when health advisories reach the geographic school area.

Custodians change cleaning duties to emphasize classroom disinfecting, as well as, active areas in the school using new cleaning products with greater germ/virus efficacy.

Special attention to touch points

Teachers prepare a developmentally appropriate template for web based instructional units

Communicate with staff and provide ongoing training plan for web-based instruction

Initiate an outreach plan to evaluate individual needs of families in regards to online delivery of instructional and therapeutic services

Communicate our plan with sending school districts

Stage Two- This stage would be initiated when directed by recommendations from the New Jersey Department of Health and the New Jersey Department of Education.

- Begin “social distancing”
- Cancel all assemblies and at home sporting events
- Provide instructional planning time for educational staff

In the event that Mt. Carmel Guild Academy’s Board of Directors is given a written directive by the NHDOE or the Health officer of the jurisdiction to institute a public health-related closure, MCGA may utilize home instruction 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 home instruction services will count as a day in which the MCGA

Board of Directors has provided public school facilities toward its compliance the 180-day requirement.

Stage Three- This stage would be initiated when either the NJ Health Department instructs the school to close or a seminal event occurs involving a student, staff member or a relative of close proximal distance. Pandemic Infectious Disease is in World health Organization Stage VI.

- Schools are closed for students
- Inform parents/guardians, transportation and sending school districts through Class Dojo app, the Fox5 and My9 newscasts, school website: mcgacademy.net, www.foxny.com and www.news12.com/school_closings.
- When applicable, update parents/guardians of any additional information regarding the health related closure.
- Protect the privacy of individuals under HIPAA laws
- Teachers provide web-based lessons for to students whose needs would be best met utilizing paper/consumable based assignments
- Counselors will be in contact with students periodically via email, phone, or other methods
- Implement our outreach plan to provide therapeutic and related services
- IEP and annual meetings will take place through MCGA via conference calls or any form of communication that benefits all participants
- Provide technology devices if sending district does not such as tablets, iPads and Chromebooks for students when needed

School Day Lesson Planning and Instruction:

Remote-learning allows MCGA to extend learning into the home and keep everyone safe during emergency closures.

Remote-learning is learning utilizing traditional instructional packets and leveraging electronic technologies to access specific educational curricula outside of a traditional classroom.

Collaboration between teachers to modify and adapt student materials, as appropriate, to student IEPs will be ongoing as during usual instructional practices.

Lessons will be provided to each student consisting of assignments that will cover 14 to 30 days.

1. The plan includes virtual learning instruction using google classroom and class dojo for remote learning.
2. Teachers meet with students in small groups and individual one on one session using google meets, Zoom or WebEx.
3. Students with disabilities receive related services Speech, PT, OT and Counseling using telehealth virtual instruction.
4. Individualized Educational Planning meetings are schedule using remote learning platforms zoom, google meets, WebEx etc.
5. All members of the IEP team participates in IEP meetings to ensure compliance.

6. Social workers/Counselors follow up with families via telephone calls and remote learning platforms. Social workers and Counselors document weekly contacts using a Parent/Child contact log.
7. Teachers and Administrative staff document contacts with students and families using a Parent/Child Contact Log.
8. Teachers, teacher assistants, related service staff, nurse and administrators will be expected to be available during school hours (via email, phone Google Classroom and Class Dojo) 8:00 – 3:00
9. Students will be assessed and graded on assigned packets and classwork/projects in portfolio. Packets will be mailed and collected for grading by Curriculum Coordinator/teachers
10. On-line Resources such as: Daily Read Alouds-<https://www.storylineonline.net/> Science Experiments for Children<https://www.Youtube.com> will be utilized for lower functioning students
11. Students should be available for their scheduled class/related service time
12. ABA discrete trail teaching using iPad programs for daily life skills

English Language Learners

Students who have been found eligible for ELL services continue to receive instruction through a distance learning plan. Students meet with their ELL instructor via live instruction, recorded instruction, and Google Classroom assignments. All communication is shared out in English, and translations are provided on an as needed basis. MCGA is aware of each family's primary language and ensures that communication is maintained. Modified instruction for our ELLs is provided as needed and on an individual basis.

Length of Virtual or Remote Instruction:

- Our virtual learning plan includes online remote learning using Google Classroom and Class Dojo.

Accessing Google Classroom from a Web Browser, i.e., Google Chrome, Safari, Explorer OR YOU CAN Access Google Classroom from the “Google Classroom” App (This will generally occur on a Smartphone or Tablet)

- The length of the virtual and remote learning instructional day is from 8:30am-2:30pm Monday through Thursday. Fridays are staff meetings, planning and staff development days for all instructional staff.

Academic instruction takes place Monday-Thursday from 8:30am-12:30pm. Teachers are available between the hours 1:00 – 3:00 Monday - Friday for office hours. During these hours, teachers will be accessible through online communication and be available for feedback, discussion, and for grading of student work.

GOOGLE CLASSROOM CLASS SCHEDULE:

ELA 8:30-9:30 meet with Teacher at 8:30 google meets (click on the google meets link on the ELA folder)

MATH 9:30-10:30 meet with Teacher at 9:30 google meets (click on the google meets link on the Math Folder)

Science: 10:30-11:30 Mondays and Wednesdays meet with Teacher on google meets at 10:30 (click on the google meets link on the science folder)

Social Studies: 10:30-11:30 Tuesdays and Thursdays meet with Teacher on google meets at 10:30 (click on the google meets link on the social studies folder)

- Teachers use google meet to deliver instructional lesson in all academic subjects areas math, science, social studies and ELA. Students complete assignments using google forms and google documents.
- Differentiated Instruction is schedule as needed by each individual teachers in small groups of students working via google meets. Individualized instruction is also schedule with teachers or assigned paraprofessionals from 12:30-2:30pm based on the students' academic needs.
- Paraprofessionals are assigned to students to provide one to one support on lessons and discrete trial teachings when necessary as well as assist counseling staff with attendance
- Lesson plan instruction correlates to the NJ Common Core Curriculum Standards and are submitted to the Curriculum Coordinator biweekly for review.
- Students will have TEN school days to complete any make up work after the work is assigned
- Students continue to receive special class: art, music, social skills, and physical education once a week using google meets virtual learning. Special classes such as Physical Education, Art, Music and Social Skills are schedule in the morning 9:00-9:30 am afternoon 11:30am-12:30pm.
- Students have the opportunity to meet with related services OT, PT, SP, and counselors as stated in their IEP once or twice a weekly via virtual remote learning platforms. Counselors are also available to address
Speech Therapy will focus on maintenance skills for language, articulation and fluency skills.
Physical and Occupational Therapy will focus on maintenance of skills. Related

Service Providers will record their sessions to upload onto our website where students and parents can access the sessions at any time.

Additional Online Resources- Extra Activities and Parent Resources on Google Classroom

Parental involvement is instrumental in our educational efforts during this pandemic outbreak, and every reasonable effort will be afforded to our families to support our students' continued success.

Staff will establish what apps, phone numbers, or such, that we are going to use to communicate to our parents (Zoom, Class Dojo, Remind app, Google Voice, etc.). Apps should include translation function.

GRADUATION PROCEDURE:

Graduation 2020 for 8th graders and seniors will take place on June 16th at 11:00 in the parking lot of the school. Students and their parents will drive into the lot follow cones to receive their certificates and graduation bags from the principal through the car window. Staff will be in their cars in the parking lot to cheer and congratulate the graduates. No one will be allowed out of their vehicles in order to maintain a safe celebration.

CRISIS/MENTAL HEALTH SERVICES

- Continue to provide students with weekly check-ins via online platform
- Continue to monitor students' academic performance
- Delivery of intervention strategies via online platform
- Emotion Regulation/Self-Management Techniques
- Growth Mindset
- Process for students to contact in cases of crisis
- Ensure all parents have access to community resources

Meals:

- Students will similarly have access to meals at sending district school level in accordance with the schedule outlined on their District's website
- Mount Carmel Guild Academy use Class Dojo and MCGAcademy.net school website to keep parents updated on where food distribution sites are located within their districts/communities
- Food and Hygiene Care packages all also delivered to those families with the highest needs

Attendance Policy:

- Students are required to login daily by 8:30am to attend ELA class. It is the responsibility of the Classroom/Homeroom teacher to take attendance. Students who do not sign-in on time will be marked late.

- If students do not log in by 9:30 am a counselor or a paraprofessional calls to check on students' attendance.
- If a student does not login to google classroom or class dojo to complete work for the day

MEETINGS/EVALUATIONS/TESTING:

Case Managers will contact Principal to schedule and conduct will schedule and attempt to conduct IEP meetings via phone or virtual conference meetings. Parents will be notified to elicit their participation.

Initial Evaluation / Re-Evaluation Testing

Assessments for which consent was received prior to the pandemic will be rescheduled once normal school activities have resumed.

ESY Program:

- ESY - Remote learning using google classroom.

The length of the ESY remote learning school day will be from 8:30am-1:30pm. In addition to planning for remote learning for ESY, MCGA is reviewing options for addressing learning loss during the summer months and in the fall.

Teachers will provide opportunities for students to review and retain skills as well as allow parents to keep their child engaged with learning during the summer. High School students will have the opportunity to gain some credits through our online credit recovery program.

- Related Services will continue to provide students with the required services
- Students will continue to have special class art, music, physical education and social skills once a week using virtual remote learning (google classroom).
- Students will participate in virtual field trips once a week.
- Our virtual online ESY program will be from July 6-July 31st.

Hybrid Program options: (suggestions) ESY /Fall 2020

OPTION 1: Students with the most serve disabilities and needing 1:1 support will return to school M-F 8:30am -11:30 Virtual Learning for all other students ESY

OPTION 2

- Mondays, Wednesdays and Fridays all ABA students in the building Online learning for ABA students Tuesdays and Thursdays only
- Tuesday and Thursdays BD students in the building online learning for BD students M,W, F

Recovery Stage- this stage begins when school is re-opened

- Continue web-based lessons when applicable
- Resume instruction in the classrooms

- School reports using recommendation form NJ state and Local government’s guidance (See stage 2)
- Administration looks at restructuring the instructional year to recover any lost instructional time

Reopening Guidance for Cleaning and Disinfecting

Clean

- **Wear disposable gloves** to clean and disinfect.
- **Clean surfaces using soap and water, then use disinfectant.**
- Cleaning with soap and water **reduces number of germs, dirt and impurities** on the surface. **Disinfecting kills germs** on surfaces.
- **Practice routine cleaning** of frequently touched surfaces.
 - - More frequent cleaning and disinfection may be required based on level of use.
 - Surfaces and objects in public places, such as shopping carts and point of sale keypads should be cleaned and disinfected before each use.
- **High touch surfaces include:**
 - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

Disinfect

- **Recommend use of [EPA-registered household disinfectant external icon](#).**
Follow the instructions on the label to ensure safe and effective use of the product.
 Many products recommend:
 - Keeping surface wet for a period of time (see product label).
 - Precautions such as wearing gloves and making sure you have good ventilation during use of the product.
- **Diluted household bleach solutions may also be used** if appropriate for the surface.
 - Check the label to see if your bleach is intended for disinfection, and ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening may not be suitable for disinfection.
 - Unexpired household bleach will be effective against coronaviruses when properly diluted.
Follow manufacturer’s instructions for application and proper ventilation.
 Never mix household bleach with ammonia or any other cleanser.
Leave solution on the surface for **at least 1 minute**.

To make a bleach solution, mix:

 - 5 tablespoons (1/3rd cup) bleach per gallon of water
 OR
 - 4 teaspoons bleach per quart of water

- Bleach solutions will be effective for disinfection up to 24 hours.
- **Alcohol solutions with at least 70% alcohol may also be used.**

Soft surfaces

For soft surfaces such as carpeted floor, rugs, and drapes

- **Clean the surface using soap and water** or with cleaners appropriate for use on these surfaces.
- **Launder items** (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

OR

- **Disinfect with an EPA-registered household disinfectant.** [These disinfectants external icon](#) meet EPA's criteria for use against COVID-19.
- **Vacuum as usual.**

Electronics

For electronics, such as tablets, touch screens, keyboards, remote controls, and ATM machines

- Consider putting a **wipe covers** on electronics.
- **Follow manufacturer's instruction** for cleaning and disinfecting.
 - If no guidance, **use alcohol-based wipes or sprays containing at least 70% alcohol.** Dry surface thoroughly.

Laundry

For clothing, towels, linens and other items

- Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.
- **Wear disposable gloves** when handling dirty laundry from a person who is sick.
- Dirty laundry from a person who is sick can be washed with other people's items.
- **Do not shake** dirty laundry.
- Clean and **disinfect clothes hampers** according to guidance above for surfaces.
- Remove gloves, and wash hands right away.

Preventative Actions for Staff, Students, and Families

- 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, with soap and water, for at least 20 seconds, especially after coughing or sneezing.
- **Keep your children home when they are sick.**

- Children should not return to school unless they have been fever-free without medication for 72 hours.
- Avoid people who are sick.
- Get a flu shot – it’s not too late to be protected.
- Clean and disinfect frequently-touched surfaces and objects.

Proactive Measures

- MCGA will identify a specific location for students who are demonstrating flu-like symptoms. The location will be in a safe area away from other students until the student is picked up by a parent/guardian. During this time, if possible, the student will be given a face mask to wear to protect against the spread of potential germs. **Parents/guardians will be expected to pick-up their child within one hour of being contacted.**

Before Anyone Enters the Building

- Temperature checks (non-contact infrared thermometers) on all staff and students.
- Sanitize all hands before entering the building.
- Staging area for student and staff arrival

Sick Day Guidelines:

- Symptoms Requiring Absence:
 - Active vomiting or diarrhea
 - Fever/chills/generalized body aches
 - Fever constitutes 100.4 degrees Fahrenheit or higher. However, evaluate the clinical picture. A temperature of 100.1 with body aches likely indicates acute illness.
 - Cough and runny nose
 - The first 24 hours of various antibiotic treatments (i.e. strep throat, pink eye, etc.)
 - Undiagnosed, new, and/or untreated rash or skin condition (i.e. generalized hives, wound with purulent drainage, etc.)
 - Doctor’s note requiring an individualized plan of care to stay home.
 - COVID positive test result

When to return to school after illness

If diagnosed with COVID19, with or without positive test and/or symptoms, please refer to CDC protocol below for return to school or work:

The decision to discontinue isolation should be made in the context of local circumstances.

Options include both

- 1) A time-since-illness-onset and time-since-recovery (non-test-based) strategy, and
- 2) test-based strategy.

Time-since-illness-onset and time-since-recovery strategy (non-test-based strategy)

Persons with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); and,
- At least 7 days have passed since symptoms first appeared.

Test-based strategy

Previous recommendations for a test-based strategy remain applicable; however, a test-based strategy is contingent on the availability of ample testing supplies and laboratory capacity as well as convenient access to testing. For jurisdictions that choose to use a test-based strategy, the recommended protocol has been simplified so that only one swab is needed at every sampling.

- Persons who have COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:
- Resolution of fever without the use of fever-reducing medications and
- Improvement in respiratory symptoms (e.g., cough, shortness of breath) and
- Negative results of an FDA Emergency Use Authorized molecular assay for COVID-19 from at least two consecutive upper respiratory swab specimens collected ≥ 24 hours apart (total of two negative specimens). See Interim Guidelines for Collecting, Handling, and Testing Clinical Specimens from Persons Under Investigation (PUIs) for 2019 Novel Coronavirus (2019-nCoV) for specimen collection guidance.

Persons with laboratory-confirmed COVID-19 who have not had any symptoms may discontinue isolation when at least 7 days have passed since the date of their first positive COVID-19 viral test and have had no subsequent illness provided they remain asymptomatic. For 3 days following discontinuation of isolation, these persons should continue to limit contact (stay 6 feet away from others) and limit potential of dispersal of respiratory secretions by wearing a covering for their nose and mouth whenever they are in settings where other persons are present. In community settings, this covering may be a barrier mask, such as a bandana, scarf, or cloth mask. The covering does not refer to a medical mask or respirator.

School Support

Staff will be highly encouraged to stay home if they are sick. If an individual presents to school with the abovementioned “Sick Day Guidelines” symptoms, they will need to go home until clearance criteria for school return is met (see above criteria). Re-entry to the school is at the discretion of the school nurse.

Academic

MCGA will continue to support students with acute or chronic health conditions. Short-term absences will be handled on a case-by-case basis with the school nurse staying in touch with the families.

Long-term absences will be evaluated to determine if criteria is appropriate for medical leave or other potential medical accommodations for student to continue curricular expectations.

Procedures for Health office

Health office must remain a clean area for daily medications, screenings, injuries, and students who do NOT HAVE communicable illness symptoms.

Call nurse and report the following symptoms. (Do not bring the student to the office):

- Confusion/ “doesn’t seem to be themselves”/disorientation
- Decreased level of consciousness

- Shortness of Breath/Respiratory Distress
- Dizziness/Lightheadedness
- Spinal Cord Injury/Head Injury complaining of neck pain - DO NOT MOVE POSITION
- Vision impairment
- Diabetic “Lows” or “Highs”
- Hemodynamic compromise
- Seizure activity suspected

ISOLATION ROOM

In order to prevent potential exposure to infectious diseases, promote isolation, and decrease office congestion please note for minor injuries, please call the office before sending to verify no ill students are present.

Students with symptoms of communicable illness must report to an ISOLATION room, and not the nurse’s office. Please call the nurse’s office to have the nurse meet you in an isolation room. Use the designated isolation room for any staff or student with symptoms.

CONTINUITY OF COMMUNICATION

During a period of a pandemic outbreak, the MCGA will heed guidance from and be in constant communication with the World Health Organization, the Centers for Disease Control and Prevention, the Department of Health, the Department of Education, appropriate members from the State and Local Governments and Township Health Departments. Information will be communicated to the school community directly from Administration. As always, any important information will be available on our website @mcgacademy.net

