



**EGG HARBOR TOWNSHIP SCHOOL
DISTRICT**

**Emergency Response to District Health
Crisis**

2019-2020



**New Jersey Department of Education (NJDOE)
Checklist for Emergency Preparedness Plans**

New Jersey Department of Health (NJDOH) guidance identifies school closure as a potential strategy to limit transmission within a community. In the event that a district or charter school, in collaboration and consultation with its local health agency, determines that it is in the best interests of students and staff to close individual schools or the entire district, the district or charter school may utilize home instruction to provide instructional services to enrolled students. The provision of home instruction services should be guided by [N.J.A.C. 6A:16-10.1](#) and may include direct services, online instruction, services provided through contract with another district board of education, and/or any other means developed by the district to meet the needs of all students in the district. Any day in which all students impacted by a public health-related school closure have access to home instruction services provided in alignment with this guidance 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 [N.J.S.A. 18A:7F-9](#).

County	Atlantic
District	Egg Harbor Township Schools
Chief School Administrator/Charter Lead Name	Dr. Kimberly A. Gruccio
Phone Contact	609-646-7911 x1001
Cell Phone	

Plan Component Question 1	Mark Yes or No
Does the plan include equitable access to instruction for all students?	Yes
Does the plan include an overall demographic profile for your district, including student counts for state funded pre-school, homeless, low socioeconomic (LSE), Students with Disabilities, and English Language Learners (ELLs)?	Yes
Does the plan ensure that all students, with their varied and age-appropriate needs, are addressed through the plan?	Yes
Does the plan demonstrate a working knowledge (data summary or narrative) of student access to technology for grades identified in your plan as being served by one or more online platforms?	Yes
Notes on Question 1	
Please see the Egg Harbor Township School District Plan below as each component for Question #1 is addressed below.	
NOTE: This plan is subject to change as per NJDOE guidance and/or the Egg Harbor Township revisions for the health, safety and security of our school community.	

Plan Component Question 2	Mark Yes or No
<p data-bbox="186 138 1133 205">Does the plan address the provision of appropriate special education and related services for students with disabilities?</p> <p data-bbox="186 247 581 279">Suggestions for consideration:</p> <ul data-bbox="240 289 1141 1024" style="list-style-type: none"> • Does the plan include adapted materials and assignments to meet student needs? • Does the plan include adapted materials and assignments to meet students needs? • Does the plan prepare for how evaluations, Individualized Education Program (IEP) reviews, eligibility meetings and reevaluation meetings, will be rescheduled? • Does the plan include communication with all parents, including those of students in out-of-district schools and contracted providers (e.g., Head Start and private preschool providers), in their native language? • Does the plan consider the needs of students who are medically fragile? • Does the plan outline the determination of how related services will be provided or how compensatory services for related services will be determined? • Does the plan include communication with out-of-district schools where district students are attending including what will happen if the district is closed and the school is not? • Does the plan consider transportation for students attending out-of-district schools and when and how to inform vendors if schools close? 	<p data-bbox="1258 138 1312 170" style="text-align: center;">Yes</p>
<p data-bbox="186 1037 451 1068">Notes on Question 2</p>	
<p data-bbox="186 1079 1117 1146">Please see the Egg Harbor Township School District Plan below as each component for Question #2 is addressed below.</p> <p data-bbox="186 1184 1076 1251">Administrative Contacts for EHT’s Out of District Schools are as follow, but not limited to:</p> <p data-bbox="186 1257 630 1289">ACIT: Joseph Potkay, Principal</p> <p data-bbox="186 1295 800 1327">St. Joseph’s Regional: Janice Fipp, Principal</p> <p data-bbox="186 1333 748 1365">Charter Tech: Brian McGuire, Principal</p> <p data-bbox="186 1402 1130 1503">NOTE: This plan is subject to change as per NJDOE guidance and/or the Egg Harbor Township revisions for the health, safety and security of our school community.</p>	

Plan Component Question 3**Mark Yes or No****Does the plan address the provision of school nutrition benefits or services for eligible students?****Yes****Notes on Question 3**

Per the New Jersey Department of Agriculture, Districts provide the following information in their plan so it can be passed on to the New Jersey Department of Agriculture in the event the pending waiver request before the United States Department Agriculture is granted:

SFA Name: Egg Harbor Township School District

Agreement #: 00101310

Date Meal Distribution will begin: March 17, 2020

Date Meal Distribution will end: April 1, 2020

Schools/Sites where distribution of meals will take place: Egg Harbor Township High School, Alder Middle School, and Davenport Elementary School. Additionally, delivery within the community will be provided with the support of Transportation (buses) and Security personnel.

Meals to be claimed for reimbursement per day: 1,000

(up to two meals, or one meal and one snack, per child per day)

Please outline the SFA's method(s) for meal distribution, including meal counting and claiming procedure. If the SFA plan to provide meals for multiple days, please outline the plan below. Include how all food safety requirements will be met.

- Breakfast and lunch will be served at three locations (EHTHS, Alder MS, and Davenport Elementary School) between 7:00 am and 10:00am curbside. Food service staff will wear gloves during distribution.
- Delivery will also take place in the EHT School Community at various drop off locations. All staff on delivery distribution will wear gloves for distribution.
- Food service staff will take student name and pin number at the distribution sites. The head cashier will keep track and count of student meals (breakfast, lunch, or if applicable one or the other).
- The staff will follow all food safety requirements as usually performed in normal operation. The following is the highlighted process:
 - a. A custodial crew will be handling trash and floor areas.
 - b. Kitchen staff will be cleaning and sanitizing all other kitchen equipment.
 - c. Temperatures of food will be taken and recorded into our NJUSDA HACCP.
 - d. Production records will be used daily (similar to the school year).
 - e. Students will have a variety of options to select from for dietary needs: lactose free milk, gluten free products, and nut free allergy items.

Please see the Egg Harbor Township School District Plan below as each component for Question #3 is addressed below.

NOTE: This plan is subject to change as per NJDOE guidance and/or the Egg Harbor Township revisions for the health, safety and security of our school community.

Egg Harbor Township Schools

www.eht.k12.nj.us
Administration Offices
13 Swift Drive

Egg Harbor Township, NJ 08234

Kimberly A. Gruccio, Ed.D.

Superintendent

Stephen P. Santilli

Assistant Superintendent

John Davis

Assistant Superintendent

Terrence Charlton, Ed.D.

Director of Human Resources

Chandra D. Anaya, CPA

Business Administrator/Board Secretary

Superintendent's Office

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Emergency Response to District Health Crisis 2019-2020

As per the New Jersey Department of Education memo from March 5, 2020, all Boards of Education should develop a school health related closure preparedness plan to provide home instruction in the event of such a closure. The plan should include the following:

- **Demographics of District (including student counts for state funded pre-school, homeless, low socioeconomic (LSE), Students with Disabilities, and English Language Learners (ELLs))**
 - a. **Total Enrollment:** 7,384
 - b. **Preschool:** 195
 - c. **Homeless:** 38
 - d. **LSE:** 3,312
 - e. **Special Education:** 1,177
 - f. **ELL:** 263
- **Equitable access to instruction for all students**
 - a. The Egg Harbor Township School District utilized previously scheduled Professional Development days to provide time to their staff to prepare instructional assignments in the event of an emergency school closing. A half day of planning was provided on 3/12/20 and a full day of planning was provided on 3/13/20.
 - b. Video: [Staff Message-Emergency Planning](#) (linked)
 - c. Pre-K & K Emergency School Closing Instructional Plan
 - Both Pre-K and K will ONLY generate PDF/hard copies of instructional lessons
 - Kindergarten will be using MobyMax and will generate PDF/hard copies and can assign it electronically within the software.

- d. Grades 1-8 Emergency School Closing Instructional Plan
 - MobyMax will be used for the core content areas (ELA/Math/Science/Social Studies). It will be assigned electronically, and teachers will generate PDF's of the lessons by grade level for students who do not have internet access.
 - Health/PE, CTE, Related Arts, and World Language/ELL teachers will create PDF's of instructional activities.
- e. High School Emergency School Closing Instructional Plan
 - All High School teachers will work together in content PLC's to design learning activities that will be stored on teacher webpages or within teacher Google Classroom accounts.
 - Video: [Creating a Google Classroom and Quick Overview](#) (linked)
 - Video: [Creating Your First Assignment/Question in Google Classroom](#) (linked)
- f. Guidance Services:
 - Guidance staff will provide both students and parents/guardians academic, social/emotional resources via their webpages/Google Classroom accounts.
 - Additionally the Student Assistance Program and Resources [website](#) (linked) will be accessible and promoted through social media during the closure.
- g. Parent Resources:
 - Parents within the district will be provided links to short screen casts. This will include but are not limited to:
 1. [Parent Message-Emergency Planning](#)
 2. [Creating a Parent Portal Account](#)
 3. [Accessing MobyMax and Google Logins Information in Parent Portal](#)
- **Provision of appropriate special education and related services for students with disabilities**
 - a. Students with IEP's will complete lessons with appropriately modified tasks.
 - b. Students with Related Services, such as Speech/OT/PT/Counseling, identified in their IEP, will complete missed sessions upon their return to school. Missed sessions will be completed in a reasonable amount of time, but may continue through the remainder of the school year upon return. Additionally, tasks and activities relative to related services will be provided to parents/guardians for use in the home.
 - c. In order to conduct and complete Evaluation Planning Meeting, IEP Meetings, Annual Reviews and/or Eligibility Conferences, the Child Study Teams will use video or teleconferencing tools (Google Meet) as directed by the Special Education Supervisors and Assistant Superintendent.
- **Provision of school nutrition benefits or services for eligible students**
 - a. *Food Service Department Emergency Management Plan for Extended Closings:*
 - In the event of an extended closing, Egg Harbor Township School District is prepared to meet school nutrition provision requirements as directed by the Department of Agriculture.
 - The District Food Service Department will **prepare** breakfast and lunch for free/reduced eligible students at 2 locations (High School and Alder Middle School). Additionally, food distribution sites will be established for distribution in the community.

- There will be a multimedia communication regarding the designated time for **distribution** pick up, curbside at three locations (High School, Alder Middle School and Davenport Elementary School.)
- **Other Considerations/Protocols**
 - a. **Field Trips**
 - ALL previously scheduled and approved field trips for the month of March and April 2020 have been either cancelled or postponed.
 - b. **Staff Professional Development**
 - **Monitor:** Currently, the majority of previously approved staff professional development is still scheduled to occur; however, the staff scheduled to attend, and their Principal/Supervisor, should continue to monitor these events/locations on a daily basis.
 - **Participation in Professional Development Outside of the District:** Staff participation in professional development opportunities, that have been previously approved, should be notified by their building Principal and/or Direct Supervisor that participation is at their own discretion. Should a professional development workshop or conference be cancelled the staff member should notify their direct Supervisor/Principal and Central Office.
 - c. **Facilities Protocols**
 - To ensure only essential personnel are granted access to District buildings and vehicles during the period of quarantine as directed by the Superintendent or their designee.
 - Personnel to work an abbreviated schedule and work on projects, monitor construction and maintain grounds as long as feasible. If the staff is no longer able to work, they will be sent home and remain on standby.
 - District buildings and vehicles will be in a disinfected condition at the conclusion of quarantine for the safe return of all staff and students.
 - d. **Public Relations Protocols**
 - All communication to the media will be through the Superintendent or approved by the Superintendent.
 - Forms of communication:
 1. Letters (hard copy and digital)
 2. School Messenger: Phone calls, email and text message alerts
 3. Social Media: Use of @EHTNJSchools on Facebook, Twitter, Instagram, LinkedIn
 4. Websites
 - Language Conversion: ALL communication sent via text and email will be converted to Spanish through School Messenger and forwarded to the bilingual coordinator to post on the [“Recursos Para Padres” website](#).
 - e. **Nursing Services:**
 - Nurses are available via email to all families, especially those with medical fragile children and those afflicted with mental health issues such as anxiety and depression, to provide medical advice, guidance, and resources.
 - Nurses are filming videos with the intent to post information regularly to keep families informed. Topics to include: managing the care of the medically fragile, chronically ill, and other medical issues or concerns for our students and the community as a whole. These issues will be addressed in real time situations as well as concerns for prolonged closure.

- Live conferencing is being investigated at this time for Q & A with parents, students, & professionals.

f. County Office Protocols

- District/School Security Incident Reports:
 1. All Health related incident reports need to be reported immediately to the following County Office Staff:
 - a. Michele.Santelli@doe.nj.gov
 - b. Deana.Snyder@doe.nj.gov
 2. Additionally, communication of such health related incident reports should be copied to Central Administration.