

PREPAREDNESS PLAN

HAMBURG SCHOOL

30 Linwood Avenue
Hamburg, NJ 07419



March 2020

Table of Contents

General Information and Contacts	4
Remote Learning	5
Absences (Student & Staff)	5
Control Policies & Procedures	6
Nutritional Services	8
Maschio Food Service Emergency Preparedness Plan	8
Communications	10
Appendix A – Initial Community Correspondence	11
Appendix B – Technology Preparedness	12
Appendix C – School Closure	13
Appendix D – Employees	14

Planning

Pandemic influenza is a global outbreak of disease that occurs when a new influenza virus appears in humans, causes serious illness, and then spreads easily from person to person worldwide. This planning document has been designed to ensure that Hamburg School is prepared to implement an effective response system before an influenza pandemic arrives and to make appropriate accommodations if the influenza is identified. The Hamburg School takes proactive measures to protect the safety of all our students and staff members. The intent of the plan is to minimize the negative effects of such outbreaks and to maintain the instructional/learning process of the school as well as all other operational and non-instructional functions. This plan was developed in close collaboration between school administration and personnel, the Sussex County Health Department, and the New Jersey Department of Health.

Emergency Contacts

New Jersey Department of Health	800.367.6543
Sussex County Health Department	973.579.0570
Hamburg School	973.827.7570 x. 200
Kimberly Sigman, CSA	973.827.7570
Bill Sabo, Interim Business Administrator	973.827.7570
RJ Baumgartner, Vice Principal	973.827.7570
Louise Murphy, Admin. Assistant	973.827.7570
Mary Brady, School Nurse	973.827.7570

Hamburg School Pandemic Committee

- Kimberly Sigman, Chief School Administrator
- Bill Sabo, Interim Business Administrator
- RJ Baumgartner, Vice Principal/Director of Special Services
- Louise Murphy, Administrative Assistant
- Mary Brady, School Nurse
- Bob Zierden, Head Custodian

Remote Learning

- Instructional Plan will be made available through the school website for students.
- Teaching staff have prepared lesson packets that can be accessed through the website and/or hard copy distribution sent home from the school
- Instructional practices will be differentiated to meet student needs:
 - ✓ Special Education / 504
 - ✓ ESL / ELL
 - ✓ On Level
 - ✓ Gifted & Talented
- Students will be asked to hand in assignments for review and grading purposes upon return to school
- Activities may include internet connectivity assignments, however, completion will be contingent on internet connectivity at home

Student Absences

- If a substantial number of students become ill due to a pandemic, school may close.
- All extracurricular activities would be postponed or cancelled as a result of a pandemic outbreak.
- If a substantial number of students become ill forcing school closure or the school 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.
- 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.
- 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.
- Special education modifications, including alternative assignments in varied format, will be provided as warranted. Compensatory services will be provided at a later date, if

necessary.

- 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

- If a substantial number of staff members become ill forcing school closure, every attempt will be made to continue with the teaching / learning process through the school website, teacher email to parents, phone calls, and/or Google classroom.
- School may be closed if no school nurse or nurse substitute is available.
- If the district is issued a directive to close, then remote learning will be accomplished and will count toward the 180-day school calendar.

Control Policies & Procedures

Procedures that help limit the spread of influenza 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:
 - Washing hands frequently with soap and water or an alcohol-based hand cleaner.
 - Cover mouth and nose with a tissue when coughing or sneezing
 - (Students may need to bring own supply of tissues to limit spread of illness.)
 - Place used tissues in proper waste receptacle.
 - Cough or sneeze into elbow/upper sleeve.
 - Clean hands after coughing or sneezing. Use soap and water or an alcohol-based hand cleaner.
 - Staff and students will be encouraged to stay home if they are sick.
2. Posters reinforcing hand washing and hygiene will also be displayed prominently.
3. The school nurses will continue to reinforce the importance of good hygiene through the daily notices throughout the year.
4. Students who become ill should not stay in the classroom.
5. No assemblies will be held during a significant outbreak.

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 a sufficient supply of hand soap/sanitizers and paper towels 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.
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 areas where illnesses are noted.

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

1. Students may return to school upon meeting requirements outlined by our government agency. This will be done without being punitive with regard to making up days. Consideration will be given to retention/promotion based upon the student's ability to master grade level content and an examination of the documented reasons for the student's absences.
2. Staff sick leave absences due to a pandemic situation that result in the exhaustion of all of a staff member's allotted sick leave will be discussed between the teachers' union and the board of education.

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 after being fever free for 24 hours without the use of medicine.
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 to address the needs of individual staff members whose sick leave has become exhausted as a direct result of a pandemic situation.

Transporting ill students

1. Students falling ill while at school will be transported home or to the hospital by a parent or guardian.
2. In severe cases, an ambulance may be called to transport students.
3. Telephone calls will be made by the school nurse.

The District Preparedness Committee will continue to focus on:

1. Keeping sick students, faculty, and staff away from school while they are infectious.
2. Promoting respiratory hygiene/cough etiquette and hand hygiene as for any respiratory infection.
3. School custodians will ensure that materials for respiratory hygiene/cough etiquette (i.e., tissues and receptacles for their disposal) and hand hygiene are available.
4. Educational messages and infection control guidance for pandemic influenza will be made available for distribution when possible.
5. Social distancing for instances of influenza-like illness.

Nutritional Services

According to the NJDOE broadcast dated March 5, 2020 titled “Guidance regarding requirements for public health-related school closure,” one of the requirements of the health-related closure plan is to prepare for provision of school nutrition benefits and services for eligible students. All identified free and reduced lunch students will be provided with a daily school lunch as noted in the following plan from Frank Maschio, President of Maschio Foods:

Maschio’s Food Service Emergency Preparedness Plan

Due to the concerns over the Coronavirus (COVID-19), Maschio’s Food Services (“Maschio’s”) is actively evaluating all business-related risks posed by this emerging and evolving illness. According to the United States Center for Disease Control and Prevention (CDC), the most important thing we can do right now is plan and prepare. Be assured that we are taking necessary steps to ensure there are no disruptions in our ability to continue servicing your District/School in a safe, responsible and efficient matter.

At this time, we are regularly monitoring all information from the Centers for Disease Control and Prevention and relevant state agencies in Florida, New Jersey and Pennsylvania about COVID-19 and its effect on the education and food service industries to ensure we are equipped with the most up-to-date guidance and information. We are also in regular communication with our suppliers to ensure they are taking necessary steps to prevent the spread of the flu and other respiratory viruses and to account for concerns regarding the COVID-19.

Additionally, we have taken steps to ensure our employees are taking necessary precautions for preventing the flu and other respiratory viruses. These efforts include but are not limited to (1) urging employees to be vigilant in attending to regular, common place hygiene practices such as thorough washing/sanitizing of hands and avoiding close contact with sick people; (2) recommending employees stay at home when they are sick; and (3) routinely cleaning frequently touched surfaces.

In anticipation of the needs of our clients and partners, we are:

- 1) Creating our own COVID-19 Safety team, comprised of Corporate Chefs, Operations, Dieticians and Maschio's Administration ownership.
- 2) Joining forces with our suppliers, including Sysco, EcoLab and Cintas to create a cohesive plan to provide safe meal service for all.
- 3) Reinstating ServSafe training for all our employees, specifically, sanitation and cleaning practices as well as refamiliarizing themselves with our Food Handler Principles training.
- 4) Developing menus for schools should closings occur.

With these efforts in place, we are confident we will be able to continue to provide our services to your District/School. We are working in conjunction with the New Jersey Department of Agriculture, Division of Food and Nutrition Services recommendations as they become available. We are aware there may be issues or events beyond our control as it relates to the potential spread of COVID-19 in the United States, however, we want to assure you that we will remain in constant communication with you regarding any issues that may arise in order for you, as our business partner, to be in a position to continue to provide your valued services to your students.

If you have concerns about COVID-19, we urge you to review FAQs developed and published by the US Centers for Disease Control (CDC) (<https://www.cdc.gov/coronavirus/2019-ncov/faq.html>) and other information that have been published by public health agencies.

Maschio's wishes to inform you that we are prepared to deliver meals for eligible students to your district upon request. We would need from you the delivery time and the location you wish for these meals to be delivered for your district to distribute. These meals would be cold and packaged in a grab-and-go style for ease of delivery and pick up by students or parents/guardians. Maschio's will be delivering from our central commissary location.

Hamburg School District
30 Linwood Avenue
Hamburg, New Jersey 07419
Ph. 973.827.7570 · Fax 973.827.3624
www.HamburgSchool.com

Mrs. Kimberly Sigman <i>Chief School Administrator</i>	Mr. William Sabo <i>Business Administrator/Board Secretary</i>	Mr. RJ Baumgartner <i>Vice Principal</i>
---	---	---

March 8, 2020

Dear Parents and/or Guardians,

On Friday, the State of New Jersey Department of Education issued **Guidance Regarding Requirement for Public Health-Related School Closures**. The Guidance requires all school districts in New Jersey to submit a Distance Learning Plan in the event that the schools need to be closed due to exposure to the Coronavirus (COVID-19) – “schools may be asked to close preemptively or reactively, therefore schools should be making plans for what to do if there are recommendations for closing schools or cancelling events.” Please be assured that the Hamburg School is taking a proactive approach to this requirement and are exploring all options available for delivering home instruction in the event that this becomes necessary. Once complete, we will be submitting our Distance Learning Plan to the Department of Education for their approval and will share it with our students and families if needed.

Please note that the decision to close the school rests solely with the New Jersey Department of Health who would determine if this is appropriate and a directive to close would be issued by the Sussex County Department of Health for a public health -related closure. Of note in the guidance is that if the schools were to be closed, the days would count toward our 180 day yearly requirement, “Any day in which students impacted by a public health-related closure have access to home instruction services provide as required 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.”

In addition, just to reinforce that we are still ever vigilant in implementing the protocols we have at our disposal to help mitigate the circumstances surrounding the spread of the COVID-19 illness. We will keep you informed and posted on a regular basis as new information and/or procedures become necessary.

Respectfully,

Kimberly Sigman

Kimberly Sigman
Chief School Administrator

Learners Today... Leaders Tomorrow

Hamburg School District
30 Linwood Avenue
Hamburg, New Jersey 07419
Ph. 973.827.7570 · Fax 973.827.3624
www.HamburgSchool.com

Mrs. Kimberly Sigman <i>Chief School Administrator</i>	Mr. William Sabo <i>Business Administrator/Board Secretary</i>	Mr. RJ Baumgartner <i>Vice Principal</i>
---	---	---

March 12, 2020

Technology Preparedness

Dear Parents and Guardians,

Please complete the following COVID-19 Technology Preparedness Survey and return by Friday, March 13, 2020. This information will help us to troubleshoot potential issues to preserve a high quality learning experience for all students should remote learning become a reality.

COVID-19 Preparedness Survey

1. Do you have access to the Internet at home using some type of computer or device?

YES

NO

2. Do you have access to a computer or device at home that can be utilized for remote learning, if needed?

YES

NO

Thank you,

Kimberly Sigman

Kimberly Sigman
Chief School Administrator

Learners Today... Leaders Tomorrow

Hamburg School District

30 Linwood Avenue
Hamburg, New Jersey 07419
Ph. 973.827.7570 · Fax 973.827.3624
www.HamburgSchool.com

Mrs. Kimberly Sigman
Chief School Administrator

Mr. William Sabo
Business Administrator/Board Secretary

Mr. RJ Baumgartner
Vice Principal

Dear Parent(s)/Guardian(s):

Public health officials have recommended that the Hamburg School close. This recommendation is because of the pandemic virus situation in our community. Hamburg School is immediately closed until further notice, and children should stay home. The school may be closed for days or even weeks to reduce contact among children and to stop the spread of the virus.

We know that many students and their families are very sick. We know this is a hard time for our community, and our hearts go out to those who are ill.

Because the virus is easily spread from person-to-person, it is not safe for large groups of people to gather. During this time, both children and adults should stay away from other people and groups as much as possible. They should not gather in other locations such as shopping malls, movie theaters, or community centers.

We know that it may be hard to get a doctor's appointment, go to a clinic, or even be seen in a hospital emergency room. Here are some tips for helping those who are sick with the flu:

- Drink a lot of liquid (juice, water).
- Keep the sick person as comfortable as possible. Rest is important.
- For fever, sore throat, and muscle aches in adults consider using ibuprofen or acetaminophen Do not use aspirin with children or teenagers; it can cause Reye's syndrome, a life-threatening illness.
- Keep tissues and a trash bag within reach of the sick person.
- Be sure everyone in your home washes his or her hands frequently.
- Keep the people who are sick with the virus away from the people who are not sick.
- Always contact a healthcare provider for further advice. If the ill person is having difficulty breathing or is getting worse, contact your healthcare provider right away.

For more information, call your healthcare provider or visit www.state.nj.us/health or www.cdc.gov.

We will contact you as soon as we have information about when school will reopen.

Respectfully,
Kimberly Sigman

Kimberly Sigman
Chief School Administrator

Learners Today... Leaders Tomorrow

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
Administration	Oversee operations of school district	Interact with BOE, community, & staff; student instruction; business office functions	3 people - CSA, Interim BA, and Vice Principal	Working remotely
	Monitor remote learning			
	Support staff & students during remote learning			
Instructinoal Staff	Remote Instruction	Daily sign in; plan lessons; deliver remote instruction	29 Instructional Staff	Working remotely
School Nurse	Monitor school illness	Record keeping of reported illnesses	1 personnel	Working remotely
Child Study Team	Monitor remote learning	Daily sign in; monitor case load; prepare for IEP meetings	4 personnel	Working remotely
Secretarial Staff	Monitor parent/vendor correspondence	Daily remote sign in; monitor correspondence via email/voicemail	4 personnel	Working remotely
Paraprofessionals	Only Professional Development	Daily sign in; work remotely w/ online PD	8 personnel	Working remotely
Custodial	Disinfect Building	Maintain cleanliness	4 personnel	9 AM - 1 PM Making food distrubution available to community
Technology	Technology Support	Answer remote learning connectivity questions	3 personnel - CSA, VP, and Technology staff member	Working remotely
		Distribute Chromebooks to students, as needed		
Food Personnal	Meal Service	Distribute meals to Hamburg (F/R) students	1 personnel	No longer on site
		Updated 3.23.3030		