

# **Clinton Glen Gardner School District Clinton, New Jersey**

## **School Health-Related Closure Preparedness Plan COVID-19 PLAN**



Dr. Seth Cohen, Superintendent/Principal

### **Clinton Public School**

10 School Street  
Clinton, New Jersey 08809

### **Clinton Glen Gardner School District Office**

10 School Street  
Clinton, New Jersey 08809

The enclosed guide is designed to provide the tools needed to prepare for a potential pandemic influenza outbreak. The Clinton Glen Gardner Board of Education and New Jersey Department of Education want to help schools proactively plan for and ease the possible effects of a pandemic. Our first concern is the health and safety of children. The enclosed guide includes information and tools to guide schools, districts and local authorities in creating and maintaining contact with parents and the community in the event of a pandemic. In the case of a pandemic, any local decision for emergency school closing should be made by the local district in consultation with and, if necessary, at the direction of your local health department, emergency management agencies, and CGG Board of Education.

## Demographic Profile of Clinton Glen Gardner School District:

Total Enrolled: 425

Economically Disadvantaged: 9.9%

Students with Disabilities: 21.9%

English Learners: 1.9%

Economically Disadvantaged Students: 9.9%



### Clinton Public School

2018-2019

Total students: **425**

- Economically Disadvantaged: **9.9%**
- Students with Disabilities: **21.9%**
- English Learners: **1.9%**
- Grades offered: **PK-08**
- Student to Teacher Ratio: **9:1**
- Teacher Average Experience (years): **15.5**

County: Hunterdon  
District: Clinton-Glen Gardner School District  
Principal: Dr. Seth Cohen  
10 SCHOOL STREET  
CLINTON, NJ 08809  
<https://cpsnj.org>  
908-735-8512

### School Highlights Reported by the District



- No highlights submitted

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## **I. Planning and Coordination**

### **Planning Assumptions**

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 Clinton Glen Gardner School District is prepared to implement an effective response system before an influenza pandemic arrives and to make appropriate accommodations if the influenza is identified. The Clinton Glen Gardner School District 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 Hunterdon County Health Department, and the New Jersey Department of Health and Senior Services.

CDC is responding to an outbreak of respiratory disease caused by a novel (new) coronavirus that was first detected in China and which has now been detected in almost 90 locations internationally, including in the United States. The virus has been named “SARS-CoV-2” and the disease it causes has been named “coronavirus disease 2019” (abbreviated “COVID-19”).

NJDOH guidance identifies school closure as a potential strategy to limit transmission within a community. In the event a board of education is provided a written directive by either the NJDOH or the health officer of the jurisdiction to institute a public health-related closure, the board of education 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, 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 have access to home instruction services provided consistent with the guidance in this memo 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.

**Emergency Contacts:**

New Jersey Department of Health 800-367-6543  
Hunterdon County Health Department

**WEBSITE:** [www.co.hunterdon.nj.us/health.html](http://www.co.hunterdon.nj.us/health.html)

**PHONE:** 908-788-1351

**EMAIL:** [health@co.hunterdon.nj.us](mailto:health@co.hunterdon.nj.us)

Dr. Seth Cohen, Superintendent	908-735-8512 ext 603
Jacqueline Turner, Assistant Principal	908-735-8512 ext 602
Jenine Kastner, Director of Special Services	908-735-8512 ext 403
Maryellen Bowlby, RN, School Nurse	908-735-8512 ext 500

**CGGCOVID19/ Pandemic Flue Planning Committee:**

Dr. Seth Cohen, Superintendent  
Jacqueline Turner, Assistant Principal  
Jenine Kastner, Director of Special Services  
Maryellen Bowlby, RN, School Nurse  
Scott Reilly, Technology Coordinator

**School Health-Related Closure Preparedness Plan Goals:**

1. Develop a comprehensive list of strategies to reduce the spread of a wide variety of infectious diseases (e.g., seasonal influenza).
2. Create communications plans for use with the school community
3. Develop learning contingency home instruction plan for school closing by implementing, but not limited to e-learning plans, including digital and distance learning options as feasible and appropriate.
4. Develop a plan to ensure 100% student access to connectivity and devices for specified grade levels/students requiring access to technology.
5. Develop specific plans for students with special needs requiring special education instruction and related services.
6. Develop food distribution plans for students on free and reduced lunch.

## II. Infection Control Policies and Procedures:

**This plan emphasizes preventive actions for students and staff. These actions include and emphasize actions such as staying home when sick; appropriately covering coughs and sneezes; cleaning frequently touched surfaces; and washing hands often.**

- a. CDC has workplace resources such as posters with messages for staff about staying home when sick and how to avoid spreading germs at work pdf icon. Informational posters hung in school by a school nurse. Also review with staff at staff meetings.
- b. Encourage people to cough or sneeze into a tissue or, if a tissue isn't available, onto her sleeve.
- c. Discourage people from covering her mouth with her hands while coughing or sneezing because this will leave germs on the hands that can be spread by touching other people or objects. Most often, germs are spread by the hands, not through the air.
- d. Throw away tissues immediately after each use, putting them in a nearby wastebasket or other container.
- e. Don't allow students to share drinking cups, eating utensils, towels, or toothbrushes.
- f. Reinforce handwashing strategies include washing with soap and water for at least 20 seconds or using a hand sanitizer that contains at least 60% alcohol if soap and water are not available.  
(CDC offers several free handwashing resources that include health promotion materials, information on proper handwashing technique, and tips for families to help children develop good handwashing habits.)

### Questions and Answers:

**What should a school do when a student or staff presents with symptoms of COVID-19?**  
• **COVID-19 presents with signs and symptoms that may be indistinguishable from much more common respiratory viruses.**

1. At this time, respiratory illnesses are much more likely to be due to common viruses (e.g., influenza, common cold) than COVID-19. If a community (or more specifically, a school) has cases of COVID-19, local health officials will help identify those individuals and will follow up on next steps.
2. Schools are not expected to screen students or staff to identify cases of COVID-19.
3. Students with fever, cough, or difficulty breathing should be placed away from others and asked to wear a face mask until they can be sent home.
4. Staff members should be sent home and advised to seek medical advice.

5. Notify your local health department with any questions or concerns about an ill student [www.localhealth.nj.gov](http://www.localhealth.nj.gov).

**What if a student/staff recently returned from travel to a country (other than China) where a travel alert has been issued?**

- a. **CDC has issued travel advisories for several countries**  
<https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>.
- b. **Students and staff returning from the countries with widespread sustained transmission should follow recommendations provided by CDC at**  
<https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html>.
- c. **If there is a student or staff member who recently returned from China in the past 14 days, should they be excluded from work or school?**
  1. Travelers returning from mainland China will undergo a health screening and up to 14 days of self-quarantine with health monitoring to ensure they have not contracted the virus and do not pose a public health risk.
  2. All asymptomatic (without symptoms) students/staff under monitoring must be excluded from work and school for 14 days from their last date in China.
  3. Travelers will be asked to self-quarantine and self-monitor as directed by public health recommendations and to seek care if ill.
  4. Schools should be prepared to offer alternate instruction while students are quarantined. Please consult NJDOE regarding home instruction. When can a student or staff member return to school.

### III. OPERATIONAL PLAN

**If local health officials report that there are cases of COVID-19 in the community, schools may need to take additional steps in response to prevent spread in the school.**

**Contacts:**

New Jersey Department of Health	800-367-6543
Hunterdon County Health Department	
WEBSITE: <a href="http://www.co.hunterdon.nj.us/health.html">www.co.hunterdon.nj.us/health.html</a>	
PHONE: 908-788-1351	
EMAIL: <a href="mailto:health@co.hunterdon.nj.us">health@co.hunterdon.nj.us</a>	
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**Roles and Responsibilities: Alerts**

1. If there is a statewide alert regarding a health concern, notification for declaring a public health emergency will be authorized by the governor of New Jersey officially activating the district's pandemic flu outbreak response plan through the Superintendent/designee.
2. If there is a local alert regarding a health concern, notification for declaring a public health emergency will be authorized by the Hunterdon County Health Officer/designee who would then officially notify the Superintendent /designee who would then be responsible for activating the district's pandemic flu outbreak response plan.
3. If there is a concern regarding a health issue within the school building, the school nurses will inform the Superintendent, who in turn authorizes the nurse to contact the proper health officials at the Hunterdon County Health Department. The district's pandemic outbreak response plan may be put into effect by the Superintendent /designee at that time.

**Roles and Responsibilities: Public Health regarding case identification, isolation, quarantine, movement restriction, healthcare services, emergency care, and mutual aid**

1. If there is a local alert regarding a health concern, **Hunterdon County Health Department Officials** are responsible for executing the community operational plan as it specifically relates to public health, especially those for case identification, isolation, quarantine, movement restriction, healthcare services, emergency care, and mutual aid.
2. **Hunterdon County Health Officials** will notify school administration and the school nurses of concerns and desired actions, if necessary. The district's pandemic influenza response plan would be put into effect by the Superintendent /designee at this time.
3. **Any staff member or student identified in the school as being ill will be isolated in the school health office and sent home immediately.** The Hunterdon County Health Department shall be notified by school administration of any such instance. Only individuals needed for the care of an individual in the room may enter. If deemed necessary, protective mask, gown, and gloves will be worn by anyone entering the room, including those suspected to be ill.

**Roles and Responsibilities: Communication of Plan**

1. The district's pandemic committee, which includes the school nurses, and led by the Superintendent, will work cooperatively with lead emergency response agencies, county public health representatives, school health and mental health professionals, teachers, and parent representatives.
2. The Superintendent is responsible for articulating strategic priorities based on the information shared by the school nurses with regard to the current health situation and will oversee the operation of the district plan.
3. The chain of command in the absence of the Superintendent will be the building principal/administration, followed by the business administrator.
4. The district committee will meet periodically to review and revise the pandemic plan, if necessary.

**Roles and Responsibility: Incident Command**

1. The Superintendent is the school authority who will put the pandemic plan into effect based on the directive or information from either the county and/or state health

department or the school nurses. The incident command structure can be viewed in **Appendix A (Incident Command Structure)**.

2. The Superintendent, Administration, and school nurses will work closely with the county/state health department, the County Department of Education, and other community partners to manage the execution of the district's pandemic plan.
3. The Superintendent will share pertinent information with the board of education and principals to appropriately execute the pandemic plan.
4. If the community needs to be contacted, an administrator/designee will utilize the automated notification system to alert parents and community regarding health concerns.
5. Common terminology and procedures to be followed will be shared by the Principals at staff meetings to ensure understanding.

#### **Roles and Responsibility: Planning and Execution of Plan**

1. The school nurses will inform the school administration if there is a substantial increase in absenteeism among students or health concerns.
2. The school nurse/Superintendent are the individuals responsible for making initial contact to the Hunterdon County Health Department.
3. This information will be shared with the Superintendent.
4. The Superintendent, Administration, and school nurse will manage the execution of the district's pandemic illness plan as per information received from the proper health officials.
5. The Superintendent will immediately inform all staff so that they may appropriately execute the pandemic plan.
6. If the community needs to be contacted, then an administrator/designee will use the electronic notification system to inform parents and the community regarding health concerns and what actions need to be taken.

#### **Roles and Responsibilities: Coordination of Plan**

1. The Superintendent and school nurses continue to work closely with the Hunterdon County Health Department to coordinate the school's pandemic plan with the community plan.

2. School Administration will continue to work to ensure that the district's plan is coordinated with the State Department of Education plan.

### **Roles and Responsibilities: Interagency Communication**

1. The Superintendent will continue to work with the county/state health department and the state education department to check for updated contacts and any other needed informational updates and/or changes.
2. The district will continue to work with all respective local/county/state stakeholders to ensure continued linkage within the incident command system.

### **Community Planning**

1. The district will contribute to the County operational plan for surge capacity of healthcare and other services to meet the needs of the community if required by appropriate local and county emergency management officials.
2. This service will be coordinated through the Superintendent, school nurses, and maintenance personnel.

### **Special Needs Consideration/Non-English Speaking Families**

1. Students that do not speak English as their first language will have messages interpreted to them by the school languages instructor or any individual that may speak that particular language. We have 2 staff members that have passed the OLPI and will serve as needed during our district wide staff virtual office hours between 1&3 pm.

### **District participation in exercises of the community's pandemic plan**

1. District personnel including Superintendent, the school principals, and the school nurses will participate in any exercises of the community's school pandemic plan.

### **Working to address the provision of psychosocial support services for the staff, students, and their families during and after a pandemic**

1. The district will work with the Hunterdon County Health Department and the Hunterdon County Department of Human Services to address the provision of psychosocial support services for the staff, students, and their families during and after a pandemic.
2. This intervention will be accomplished by offering services of the school counselor, school psychologist, and/or school social worker. Director of Special Services will help to coordinate such services.

**Working in concert with the Hunterdon County Health Department to alert them when a substantial increase in absenteeism has occurred among students**

1. The school nurses will inform school administration if there is a substantial increase in absenteeism among students or health concerns.
2. The school nurses are the individuals responsible for making initial contact to the Hunterdon County Health Department.
3. This information will be shared with the Chief School Administrator.

**IVa. Continuity of Student Learning and Core Operations**

**Option 1: School Remains Open**

**A. Potential impact of a health related school closing on student learning (e.g., student and staff absences), school closings, and extracurricular activities based on having various levels of illness among students and staff**

**Student Absences:**

1. If individual students or small numbers of students become ill due to a pandemic outbreak, the school will conduct business as usual with a greater awareness on hygiene so as not to expand the illness, while monitoring potential cases. This will be dependent upon how virulent the strain of influenza is.
2. If a substantial number of students become ill due to a pandemic, school may close. This decision will be determined by the Superintendent /designee based on guidance received from the Hunterdon County Health Department. The ultimate decision to close the school will be made by the Superintendent /designee.
3. All extracurricular activities would be postponed or cancelled as a result of a pandemic outbreak. This decision will be made by the Superintendent /designee.

**Staff Absences:**

1. Individual staff members would be covered by substitutes in the school, short or long term.
2. If a substantial number of staff members become ill and an adequate number of substitute teachers cannot be obtained, the school will be closed or online

contingency plans will be executed. The decision to close the school will be made by the Superintendent /designee.

3. School will be closed if the two school nurses or if two school nurse substitutes are unavailable or both building principals are unavailable.

### Absences Tracking

#### **Student Absences:**

1. If a substantial number of students become ill forcing school closure, every attempt will be made to continue with the teaching/learning process through the school web site, teacher web pages, phone calls made by the teachers, email, or conventional mail. If this is not possible, plans may be considered to extend the school year once school reopens, including attending on scheduled holidays or extending the school year.
2. Staff should attempt to obtain and acquire email addresses of students in their classrooms to ensure continuity of operations if possible and to establish a continued means of communicating with parents/families when the school is closed.

#### **Staff Absences:**

1. 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 web pages, phone calls, email, or conventional mail. If this is not possible, plans may be considered to extend the school year once school reopens, including attending on Saturdays or scheduled holidays.

### **C. Operations plan for essential central office functions including payroll and ongoing communication with students and parents**

#### **Payroll:**

1. Central office functions such as payroll can be handled through conventional mailing or direct deposits if teachers are absent for extended periods of time due to a pandemic.
2. If both schools are closed due to a pandemic, the Business Administrator will be able to operate and process payroll as our business office is housed in an isolated office.

3. The Secretary to the Business Administrator, followed by the Superintendent and School Administrators, will complete this task if the Business Administrator is incapacitated following the health protective measures noted above.
4. If the central office building cannot be occupied, payroll information, including proper software will be made available to be completed at an alternate site.
5. Ongoing communication with students and parents can be accomplished through a variety of avenues such as mailings, local television, radio, or newspaper messages, phone calls through the electronic notification system, and/or the school website.

## **IVb. Continuity of Student Learning and Core Operations:**

### **II. Option 2: School Closing**

A school closure means closing the school and sending all the students and staff home. Preemptive dismissal is used early during a flu response in a community to decrease the spread of the flu before many students and staff get sick. This is based on information about the spread of severe flu in the region. This dismissal is most effective at decreasing flu spread and burden on the healthcare system when done early in relation to the amount of flu activity in the area.

#### **Instructional Plan**

**Clinton Glen Gardner School District will offer a myriad of options to provide ongoing instruction during health related school closure. The district will offer a variety of performance based activities, non-digital learning, and on-line learning.**

1. Ensuring **all** students in the school or district will have equal access to the learning and required materials, including technology. Equitable access to learning was a critical consideration for this plan and the district understands the limitations each student faces. Ensuring Accessibility. It is important to offer a variety of methods of distance learning. This means that all materials may be provided in alternative formats, when necessary.
  - a. Through a parent survey, data will be collected to identify student needs for technology devices and internet connection in the home.
  - b. For students identified in need of internet connection, Wifi hotspots will be purchased by district and monthly subscription will be paid for by district. Students will be given a device during home instruction period to allow for internet access.

- c. For students identified in need of technological devices, such as a chromebook, laptop, etc.; devices will be provided to students with charging cord to allow access during home instruction period. Pick up procedures will be in place which ensure safety protocols such as a drive through or tables outside of building.
2. Ensuring the online learning system can effectively support the district’s different learning and teaching needs, including the ability to provide differentiated instruction as well as one-on-one support for students who need it. Regardless of where the learning is happening, supports identified on a student’s Individualized Education Program (IEP) must be provided if the district is operating. Instructional strategies will be varied and designed to meet the needs of the students by teachers and in consultation with the CST and RTI team as needed.
3. Grade level instructional plan grid includes a variety of options for instruction during health related school closures.

Instructional Plans

**Designing for Different Age Groups. Instructional design, course design and plans for support must be aligned with the skill level of age groups. For example, those serving the elementary and middle school levels might have to consider creating instructional materials for both students and parents.**

Grade Level/Program	Instructional Sources	Check Ins and Communication
Preschool	Instructional Packets Teacher Check Ins and Tutorials Parent Consultation	Daily online office hours
Kindergarten	Instructional Packets/Updated teacher website Teacher Check Ins and Tutorials	Daily online office hours
First Grade	Instructional Packets/Updated teacher website Teacher Check Ins and Tutorials	Daily online office hours
Second Grade	Instructional Packets/Updated	Daily online office hours

	teacher website Teacher Check Ins and Tutorials	
Third Grade	Instructional Packets/Updated Google classroom Teacher Check Ins and Tutorials	Daily online office hours
Fourth Grade	Instructional Packets/Updated Google classroom Teacher Check Ins and Tutorials	Daily online office hours
Fifth Grade	Google classroom Teacher Check Ins and Tutorials	Daily online office hours
Sixth Grade	Google classroom Teacher Check Ins and Tutorials	Daily online office hours
Seventh Grade	Google classroom Teacher Check Ins and Tutorials	Daily online office hours
Eighth Grade	Google classroom Teacher Check Ins and Tutorials	Daily online office hours
Specialized ABA Programs	Home programming sheets based on each ABA program instructed in school. Each ABA program aligned to home based activities. Visual Schedules and checklist (as appropriate). Parent Consultation and Training	Schedule of Parent/Teacher phone calls/emails during home instruction period. Parent participation log and summary email.
Speech Therapy	Develop a plan of action based on individual needs: Options include phone contact with parent or visual interaction (Google Classroom, Skype, Facetime) with the parent/student. OR engage in activities that can support their educational program. Plan of action may be writing home programs with activity suggestions to provide to the parents/students and include follow up emails summarizing discussion.  Telepractice Speech Therapy	Schedule of Parent/Teacher phone calls/emails during home instruction period. Parent participation log and summary email.

Occupational Therapy	<p>Develop a plan of action based on individual needs: Options include phone contact with parent or visual interaction (Google Classroom, Skype, Facetime) with the parent/student. OR engage in activities that can support their educational program. Plan of action may be writing home programs with activity suggestions to provide to the parents/students and include follow up emails summarizing discussion.</p> <p>Telepractice Occupational Therapy</p>	<p>Schedule of Parent/Teacher phone calls/emails during home instruction period. Parent participation log and summary email.</p>
Physical Therapy	<p>Develop a plan of action based on individual needs: Options include phone contact with parent or visual interaction (Google Classroom, Skype, Facetime) with the parent/student. OR engage in activities that can support their educational program. Plan of action may be writing home programs with activity suggestions to provide to the parents/students and include follow up emails summarizing discussion</p> <p>Telepractice Physical Therapu</p>	<p>Schedule of Parent/Teacher phone calls/emails during home instruction period. Parent participation log and summary email.</p>
Out of District Student Plans (if applicable)	<p>Plan will be in accordance with out of district placement.</p>	<p>Case Manager will be a point of contact person for OOD students, families, and school.</p>
Counseling Services	<p>Telepractice Counseling Parent Meetings and Consultation</p>	

**Instructional Options:**

**Printed Materials:** Textbooks, photocopies of reference materials, curriculum, and assignments can be prepared in advance for distribution to affected students.

Instructional Packets. In advance of a prolonged school closure or student absence, teachers can prepare hard copy instructional packets that students may use at home to continue their learning. Hard copy packets may include worksheets; calendars or schedules of work to be completed; directions for homework, projects, or written assignments; excerpts from textbooks or other reading materials; and sample assessments.

Teachers may take two different approaches when developing packets, according to how much advance notice they have before a school closure or prolonged student absence:

(1) Generic packets that can be used at any point in the school year that promote student learning according to grade-level and subject-specific standards, or

(2) Unit-specific packets that are based on the planned curriculum, and integrate with the lessons that students are currently learning in class. In comparison to online instructional tools, hard copy packets have the benefit of not requiring technology for use.

Teacher Check-ins and Tutorials: A variety of technologies (telephone, email, web conferencing, google meet) can be used to facilitate one-on-one, or teacher-and-class interaction or lesson delivery between students and teachers, counselors and other appointed adults during prolonged absences or dismissals.

Email. Schools and school districts can use their existing email service provider to send, receive, and track messages. In the event this service provider is not operating, response teams can use other online systems that allow quick distribution of multimedia content to a mass audience.

Web Conferencing. A variety of free web conferencing services are available on the web. Schools and school districts can consider setting up an account for use in cases of emergency, when distance learning methods are needed, and may want to conduct mock conferences using one of these services for ease of use in the event of an emergency.

Social Media. Many students, parents, faculty, and staff use social media on a daily basis for personal use, but it can also serve as a vehicle to send announcements about lessons, grade uploads, teacher absences, and other information related to continuity of education.

Recorded class lessons: Using audio or video technology, recorded class meetings can be given to some or all absent students via podcasts, live or on-demand webinars, or online. Options: Screencastify, Go to Meeting, Powtoons, Google HangOut

Online materials or other aligned content: Digital copies of textbooks, reference materials, assignments, and audio-visual learning supports can be made available on the Internet using online learning platforms and websites ( e.g., school websites).

Learning Management Systems. These robust systems allow teachers to share and store numerous instructional materials, including assignments, worksheets, calendars, and assessments; track student progress and grade work; send messages and notifications to students; facilitate discussions with students using blogs and/or discussion boards; conduct online class meetings; and much more.

Telepractice Therapy. Therapy provided through the application of telecommunications technology to delivery of professional services at a distance by linking therapists to students for intervention and/or consultation.

#### ATTENDANCE TRACKING OPTIONS:

1. The ability to track the attendance of staff.
  - a. Same protocols in place during school opening
  - b. Staff notifies attendance personnel if they will be absent. Alternate plans are prepared and students are directed to another staff member or administrator for a short term absence. Longer absences will require a reassignment of teachers to instruct students.
2. The ability to track the attendance of students.
  - a. Initial email sent to all families/students. Teachers assigned to each grade level will monitor responses. Administration will be informed of unresponsive parents and phone calls will be made as a follow up to ensure communication was received.

- b. Parents and students will complete daily check ins and work provided to count as attendance.
- c. If a student is ill and unable to complete school work at home, parents will notify school and track as an absence.
- d. Because such instruction is being provided, all students can be recorded as present for applicable days unless the district knowingly determines a student was not participating in any such instruction during health-related school closures.

### **Non-Teaching Personnel**

1. Chief School Administrator, to oversee and coordinate operations of the district during closure. Maintain communication with staff, families, and community about operations.
2. Director of Special Services, to oversee and coordinate operation of special education procedures and maintain communication with staff, families, and contracted providers to ensure compliance operations. Coordinate mental health supports as needed.
3. Administration, to collaborate on daily operations, communication with families, staff, and community about school closure operations, procedures, and technological concerns.
4. Technology Coordinator, to ensure technological capabilities are in place to support learning, and to assist staff using remote access and to implement any online instruction
5. School Business Administrator, to maintain business office operations.
6. Office Staff and Food Services, to prepare food and provide access for families to receive during the school week.
7. Custodial and maintenance staff, to provide access to district facilities, and to clean and sanitize buildings as needed.
8. Paraprofessional Staff, to support teachers and students as needed, complete essential training during school closure.

### **SCHOOL LUNCHES: School Closure**

Date Meal Distribution will Begin: March 16, 2020

Date Meal Distribution will end: Based on school opening date

School Site where Distribution will take place: Clinton Public School

1. The ability to provide school meals during closing.
  - a. A brown bag pick up process will be established and executed at the school.
  - b. Individual plans will be developed for parents who cannot travel to school to pick up lunches.

- c. School meal nutritional guidelines adhered to
- d. Students eligible will receive 2 well balanced meals per school day
  - i. Breakfast: You must offer a minimum of 4 food items from the 3 food components: 1. Component 1: Fruit (and optional vegetables) 2. Component 2: Milk 3. Component 3: Grains (and optional meat/meat alternate)
  - ii. Milk: low-fat (1%) or fat-free milk
  - iii. Lunch: Students receive a nutritionally balanced, low-cost or free lunch that will provide 1/3 of the Recommended Dietary Allowances (RDA) of necessary nutrients.

### **Extracurricular Programs**

1. Temporarily cancel extracurricular group activities and large events.
2. Cancel or postpone events such as after-school assemblies and pep rallies, field trips, and sporting events.

### **Building Use**

- 1. All events organized through building use applications will be cancelled**
- 2. Organizers will be notified once school closure is planned.**

## **SUMMER PROGRAMMING OPTIONS**

### **Extended School Year: Virtual Extended School Year PPlan**

1. IEP teams will develop IEPs for individual students and determine if Extended School Year is necessary due to significant regression or extended time to recoup skills.
2. Students in specialized programs will have individual plans based on needs.
3. Plans will include a comprehensive home program, parent consultation, telepractice therapy (as considered appropriate), and virtual instruction.

4. Teachers and therapists will maintain a schedule and log of interventions, consultation, and instruction during ESY.
5. Teachers will be available and schedule these interventions between 9am-12pm, Monday through Thursday for the duration of ESY.

### **Other Considerations:**

#### Special Education Interventions and Related Services:

1. Specialized programs, individualized home programming plans were developed and distributed to parents.
  - a. Follow up consultation offered daily through emails, phone calls, and online meeting app.
  - b. Families provided with additional resources by Director of Special Services
  - c. Case Managers also updated and available for consultation with teachers, therapists, and families to support students
2. Special Education students (non-specialized programs), teachers develop lesson plans and allow access based on individual needs.
  - a. Follow up consultation offered daily through emails, phone calls, and online meeting app
  - b. Additional resources provided by Director of Special Services
  - c. Case Managers also updated and available for consultation with teachers, therapists, and families to support students
3. Related Services, individualized home programming plans developed and distributed to parents.
  - a. Follow up consultation offered daily through emails, phone calls, and online meeting app.
  - b. Families provided with additional resources by Director of Special Services
  - c. Case Managers also updated and available for consultation with teachers, therapists, and families to support students
  - d. Related services provided through telepractice services.
4. Chapter 192 and Chapter 193 (Not applicable at this time for CPS)
  - a. Consult with their contracted service providers and their nonpublic schools in developing a plan to provide services to students consistent with each student's individual service plan

#### Special Education Operations:

1. Evaluations, Individualized Education Program (IEP) reviews, eligibility meetings and reevaluation meetings
  - a. If IEPS are scheduled during the time frame of school closure, online meeting app will be utilized to run meetings
  - b. Evaluation results will be mailed to families once completed

- c. Evaluations will be postponed if required to meet 1:1 with student and evaluator. The District maintains a log of all suspended evaluations and will begin scheduling them again once school re-opens.

## **V. Communications Planning:**

### **A. Meeting communication needs including regular review, testing, and updating of communication plans**

1. Ongoing evaluation of communication with students and parents will be made. This communication can be accomplished through a variety of avenues such as mailings, email, local television or newspaper messages, phone calls through the electronic notification system, and/or school website.

### **B. Communication with staff, students, and families, including lead spokespersons and links to other communication networks**

1. The Superintendent will be the person responsible for communicating messages within the building.
2. Parents of affected students will be contacted by the school nurse.
3. If a pandemic situation should arise with several students affected requiring immediate parent notification, parents will be contacted immediately through use of the electronic notification system.
4. The Superintendent and or school nurses are the ones responsible for communicating with the proper Hunterdon County Health Department Official(s).
5. The Superintendent /designee is the person responsible for communicating with any other community officials regarding procedures to be followed.
6. Sample letters to effectively communicate with parents can be found in Appendices

*Note: This communication can be accomplished through a variety of avenues such as mailings, email, local television, radio, or newspaper messages, phone calls, school website, or through use of the electronic notification system.*

### **C. Language, culture, and/or ethnic groups and the dissemination of public health messages within the community**

1. The Main Office will be responsible for making sure that the appropriate language(s) for the district's student body/population will be identified to ensure proper communication of public health messages, whenever possible.
2. The world languages instructor, or others proficient in required languages will assist the main office with translating messages for identified families.

**D. Platforms for communicating pandemic status and actions to school district staff, students, and families**

The communication of necessary health messages can be accomplished through a variety of avenues such as mailings, email, local television, radio, or newspaper messages, phone calls via the emergency notification system and school website and these avenues will be evaluated periodically for their effectiveness.

1. The Superintendent /designee and the webmaster are the persons responsible for ensuring that the appropriate messages are posted on the school's website.
2. The Superintendent /designee is the person responsible for ensuring that the appropriate messages are communicated through school mailings.
3. The Superintendent /designee is the person responsible for ensuring that the appropriate messages are communicated through local radio and television.
4. The principal/designee is the person responsible for ensuring that the appropriate messages are communicated to parents via the emergency notification system.

**E. Communications contacts of key public health and education stakeholders required to provide regular updates regarding the influenza pandemic**

**Contacts:**

**New Jersey Department of Health**

**800-367-6543**

**Hunterdon County Health Department**

**WEBSITE: [www.co.hunterdon.nj.us/health.html](http://www.co.hunterdon.nj.us/health.html)**

**PHONE: 908-788-1351**

**EMAIL: [health@co.hunterdon.nj.us](mailto:health@co.hunterdon.nj.us)**

**Dr. Seth Cohen, Superintendent**

**908-735-8512 ext 603**

**Jacqueline Turner, Assistant Principal**

**908-735-8512 ext 602**

**Jenine Kastner, Director of Special Services**

**908-735-8512 ext 403**

**Maryellen Bowlby, RN, School Nurse**

**908-735-8512 ext 500**

**F. Use of redundant communication systems/channels that allow for the expedited transmission and receipt of information**

1. The Superintendent is the person responsible for ensuring that the appropriate messages are communicated through redundant communication systems/channels that allow for the expedited transmission and receipt of information.

**G. Where to find up-to-date and reliable pandemic information from federal, state, and local public health sources**

1. Educational messages and infection control guidance for pandemic influenza will be made available for distribution through mailings, email, weekly newsletters, the district website, and/or the Hunterdon County Health Department and NJ Department of Health and Senior Services websites.

**H. Dissemination of information about the LEA's pandemic influenza preparedness and response plan with regard to continuity of instruction, community containment measures, etc.**

1. The principal is the person responsible for the district's pandemic influenza preparedness and response plan with regard to appropriately disseminating information to the school community regarding continuity of instruction measures.
2. This information will be made available through mailings, email, weekly newsletters, the district website, and the Hunterdon County Health Department and NJ Department of Health and Senior Services websites.

**I. Dissemination of information from public health sources covering routine infection control, pandemic influenza fundamentals, as well as personal and family protection and response strategies**

1. The Superintendent and school nurses are the district personnel responsible for the dissemination of information from public health sources covering routine infection control such as hand hygiene, cough/sneeze etiquette, pandemic influenza fundamentals such as signs and symptoms of influenza, and modes of transmission as well as personal and family protection and response strategies such as guidance for the at-home care of ill students and family members.
2. This communication will be made available through mailings, email, weekly newsletters, the district website, and the Hunterdon County Health Department and NJ Department of Health and Senior Services websites.

**J. Potential fear and anxiety of staff, students, and families as a result of rumors and misinformation and plan communications accordingly**

1. The Superintendent, Principal, school psychologist, school social worker, school counselor and the school nurses are the district personnel who are prepared to mitigate the potential fear and anxiety of staff, students, and families as a result of rumors and misinformation and plan communications accordingly.
2. This can be done by holding meetings with appropriate community stakeholders and public health officials.

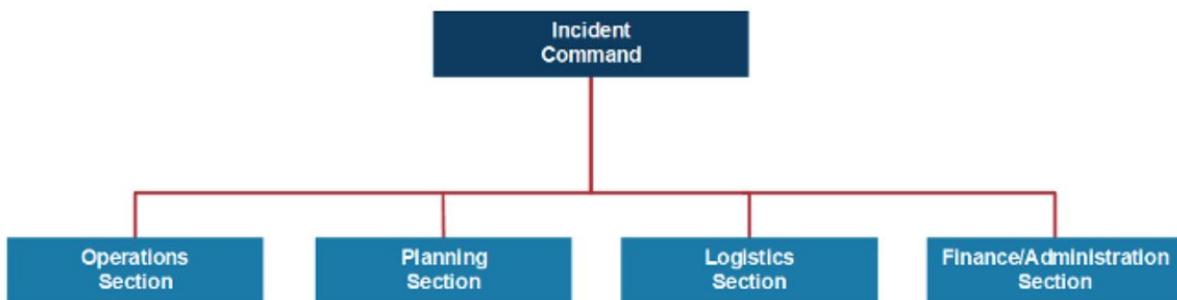
### **Virtual School Crisis Plan Developed School Safety Specialist**

#### Response to a Traumatic Loss/Crisis -Virtual Crisis Team Response Protocol

##### Overview of Steps

1. Notification of Crisis/Loss
2. Mobilize School Crisis Team
3. Develop and Review Protocol
4. Assign Tasks/Determine Roles
5. Implement Plan
6. Debrief and Adjust as needed

## Appendix A – Incident Command Structure



<b>ICS Management Function</b>	<b>Responsibilities</b>
<b>Command</b>	Establish Incident Command Determine what needs to be done (initial incident objectives)
<b>Safety</b>	Assess safety concerns and recommend additional actions to ensure safety for students and responders
<b>Public Information</b>	Prepare and disseminate information to parents and media
<b>Operations</b>	Organize responders to effectively manage the incident Ensure that the child does not move and monitor vital signs. Provide comfort to the injured child. Determine if you can get temporary shelter for you and the child. Determine appropriate actions to ensure the safety of other students
<b>Planning</b>	Monitor the approaching weather. Prepare your strategy if lightning strikes occur. Prepare your strategy if the child stops breathing.
<b>Logistics</b>	Arrange for temporary shelter to cover the injured child.
<b>Finance/Administration</b>	Complete reports and work with appropriate school personnel to submit appropriate insurance forms.

## **Appendix B – Sample Letter to Parents – Initial Outbreak**

Dear Parents:

As you know, media coverage of the coronavirus is widespread, and both the global and national situations are rapidly evolving. The intent of this letter is to provide parents with general information about the coronavirus, and with some specific details about the district’s ongoing, longstanding efforts in addressing the spread of viruses. Two useful links are: CDC ([www.cdc.gov/coronavirus/2019-ncov/summary.html](http://www.cdc.gov/coronavirus/2019-ncov/summary.html)) and NYSDOH ([www.health.ny.gov/diseases/communicable/coronavirus/](http://www.health.ny.gov/diseases/communicable/coronavirus/)).

### **Brief summary**

Coronaviruses are a large family of viruses that are common in many different species of animals. The particular virus which is currently receiving media attention is a novel coronavirus known as COVID-19. This particular coronavirus can feature symptoms such as fever, cough, and shortness of breath. While the outbreak is believed to have an animal source, most cases are now likely to be spread from person to person by droplets, when coughing or sneezing.

### **Prevention**

As with other respiratory viruses, there are simple steps which can help stop the spread of COVID-19:

- Frequent hand-washing with soap and warm water for at least 20 seconds
- Avoid touching eyes, nose and mouth with unwashed hands
- Avoid close contact with people who are sick
- Stay home when you are sick
- Cover your cough or sneeze with a tissue, then discard it in the trash
- Clean and disinfect frequently-touched objects/surfaces

### **Response**

Our school district’s custodians are exceptional, and already utilize strong practices for preventing the spread of viruses. Strategies which have proven useful during past virus outbreaks (SARS, H1N1) remain in-place, and include the frequent disinfection of surfaces such as desktops, tabletops, doorknobs, lightswitches, locker handles, faucet handles, etc.. Our district utilizes a host of products and devices, including vital oxide disinfectant and electrostatic sprayers. These practices have been successful in minimizing the spread of influenza and other viruses, and an aggressive approach to surface disinfection will continue.

Further, beyond the quality academic instruction which they deliver, our faculty and staff also work with students on matters of personal and community hygiene. Students should expect frequent reminders about washing their hands, respectfully coughing/sneezing, etc..

For now, our best advice is to practice responsible prevention to the spread of this virus, to keep students who are ill home from school, and to consult your primary medical caregiver if any of the symptoms associated with the COVID-19 virus present. Together, we will successfully navigate this matter, as we have done with pandemics of years past. More information will be shared with parents as this situation evolves, and we look forward to your partnership as we all manage this fluid situation.

With thanks,

## Appendix C – Sample Letter to Parents – Expanded Outbreak

### III.

Dear Parents:

We wrote to you recently to tell you about a pandemic flu outbreak in our community. Here is some new information. There are now even more students in our school who are ill with this flu virus. Still the county health department tells us that students who are not ill can continue to attend school. The schools will remain open. To keep the flu from spreading to more people, we ask you to keep sick children home. Any children who are sick in school will be sent home. We will keep you updated with any important information.

Public health officials want you to protect yourself and your family against pandemic flu. Here are some ways to stop the spread of germs and sickness and take care of your family:

- Keep children who are sick at home. Don't send them to school.
- If some of the people in your home are sick with the flu, keep them away from the people who are not sick.
- If some of the people in your home are sick with the flu and you cannot see a health provider, some things you can do to help them are:
  - o Have them drink a lot of liquid (juice, water).
  - o Keep the ill person as comfortable as possible. Rest is important.
  - o For fever, sore throat, and muscle aches in adults, consider using ibuprofen (Motrin) or acetaminophen (Tylenol). Do not use aspirin with children or teenagers; it can cause Reye's syndrome, a life-threatening illness.
  - o Keep tissues and a trash bag within reach of the sick person.
  - o Be sure everyone in your home washes his or her hands frequently.
  - o 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.

If the pandemic flu continues to spread and more students become ill, schools may close for days or weeks. The purpose of closing schools will be to keep children from getting sick. If schools are closed, children should stay at home. Begin planning now for childcare in your home.

Address these issues with your employers if they have yet to provide guidance in this area. They will be affected also.

## Appendix D – Sample Letter to Parents – School Closure

Dear Parents:

Public health officials have recommended that the Clinton Glen Gardner School District close. This recommendation is because of the pandemic flu situation in our community. Clinton Glen Gardner School District 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 flu.

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 flu 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:

- Have them 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 (Motrin) or acetaminophen (Tylenol). 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 flu 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](http://www.state.nj.us/health) or [www.cdc.gov](http://www.cdc.gov).

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

## Appendix E – Sample Letter to Parents – School Re-Opens

Dear Parents:

Public Health Officials declared the pandemic flu is presently at a point where children may now go back to school. Our school will open again on \_\_\_\_\_. At this time, students may safely return to class.

Even though school is opening, there are still some people who are sick from the flu virus. Health officials say that pandemic flu outbreaks sometimes happen in waves. This means more people could soon become sick again. If more people get sick, schools may need to close again. We will continue to give you any important information.

Because the flu can still be spread from person-to-person, please keep children who are sick at home. Don't send them to school.

We anxiously look forward to return of your children.

## Appendix F- Letter to Parents about internet access and technology

Dear CPS Families,

We have been instructed by the New Jersey Department of Education to prepare home instruction plans to use in the event that the New Jersey Department of Health mandates school closures. The Home Instruction Days, with NJDOE approval, will then count towards the mandatory 180-day school year requirement.

In order to best prepare, please access and complete the online questionnaire as soon as possible, located at [\(link\)](#)

If you cannot complete the online form, a paper copy has also been sent home with your child.

We appreciate your attention to this matter.

Sincerely

## Appendix – Tip for Parents in Dealing with Pandemic Flu

### **Plan for an extended stay at home during a flu pandemic.**

- Ask your employer about how business will continue during a pandemic.
- Ask your employer if you can work from home during a flu pandemic.
- Plan for a possible reduction or loss of income if you are unable to work or your place of employment is closed.
- Check with your employer or union about leave policies.
- Plan home learning activities and exercises. Have learning materials on hand.
- Plan recreational activities that your children can do at home.

### **Items to have on hand for an extended stay at home:**

#### **Examples: Non-perishable foods    Health and emergency supplies**

- |   |  |
|---|--|
| ~Ready to eat canned meats, fruits, vegetables, soups | ~Prescribed medical supplies such as glucose and blood pressure monitoring |
| ~Protein or fruit bars                                | ~Soap and water or alcohol based hand wash                                 |
| ~Dry cereal or granola                                | ~Garbage bags  |
| ~Medicines for fever, such as acetaminophen           |  |
| ~ Peanut butter and jelly                             | ~ Tissues, toilet paper, diapers   |
| ~Dried fruit, nuts, trail mix                         | ~Thermometer   |
| ~Crackers   | ~Vitamins  |
| ~Canned juices  | ~Fluids with electrolytes, such as Pedialyte®                              |
| ~Bottled water  | ~Flashlight with extra batteries   |
| ~Canned or jarred baby food                           | ~Portable radio with extra batteries                                       |
| ~Baby formula   | ~Manual can opener   |
| ~Pet food   | ~ Tylenol or ibuprofen (motrin)  |

### **If someone in your home develops flu symptoms (fever, cough, muscle aches):**

- ✓ Encourage family members who are ill to drink plenty of fluids.
- ✓ Keep the ill person as comfortable as possible. Rest is important.
- ✓ For adults with fever, sore throat, and muscle aches, consider using ibuprofen (Motrin) or acetaminophen (Tylenol).
- ✓ Do not use aspirin in children or teenagers; it can cause Reye's syndrome, a life-threatening illness.
- ✓ Sponging with tepid (wrist-temperature) water lowers fever only during the period of sponging. Do not sponge with alcohol.

- ✓ Keep tissues and a trash bag for their disposal within reach of the patient.
- ✓ All members of the household should wash their hands frequently.
- ✓ Keep other family members and visitors away from the person who is ill.
- ✓ Always contact a healthcare provider for further advice. If the ill person is having difficulty breathing or is getting worse, contact the healthcare provider right away.
- ✓ For more information, call your healthcare provider or visit [www.state.nj.us/health](http://www.state.nj.us/health) or [www.cdc.gov](http://www.cdc.gov).

## Appendix – News Release – School Closure

For Immediate Release (Date)

Contact: Superintendent

Phone: 908-735-8512

Public Health officials have recommended the closure of schools as a result of the pandemic flu outbreak in the county.

Schools may be closed for a period of time - days or even weeks. Because it is unsafe for large groups of people to gather, health officials warn people to stay away from shopping malls, community centers, and other places where germs can be spread.

According to the Hunterdon County Health Department, the purpose of closing schools is to limit contact among children to decrease their risk of getting sick and to limit the spread of infection.

Because so many people are sick with the flu, health officials acknowledge that it may be hard to get a doctor's appointment, go to a clinic or even be seen in a hospital emergency room.

They provided some tips for residents to care for the sick at home:

- Have them drink plenty of liquids (juice, water).
- Keep the sick person as comfortable as possible. Rest is important.
- For adults with fever, sore throat, and muscle aches, consider using ibuprofen (Motrin) or acetaminophen (Tylenol). Do not use aspirin in 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 flu away from the people who are not sick.

Health officials point out that recommendations may change during the course of a pandemic flu outbreak. For school updates, parents can call the school at 908-735-8512, or visit our website at [www.cpsnj.org](http://www.cpsnj.org). For more information on pandemic flu, please visit [www.state.nj.us/health](http://www.state.nj.us/health) or [www.cdc.gov](http://www.cdc.gov).

## **School Health-Related Closure Preparedness Plan--2020 Hunterdon County Approval**

### **I. Equitable Access**

Clinton Gen Gardner District provides and maintains 1:1 Chromebooks to all students in grades 5-8. Students in grades P-4 also have 1:1 access to chromebooks but use them in a more limited fashion during school hours. A district-wide survey was issued to all families. The survey indicated that approximately 1% of our students do not have access to the internet. In an effort to promote equity in our students educational program, our virtual school plan will provide technology assistance to students. An alternate assignment of comparable educational value will be available. and wifi access provided.

### **IV. Attendance**

**Student's attendance:** Attendance will be tracked as present for virtual learning unless otherwise advised..

**Staff:** Attendance will be determined by county/state/federal agencies directives.

### **V. Food Services**

Free and Reduced Lunch - Clinton Gen Gardner District will collaborate with Maschio's, our normal food service vendor, to provide school lunches to students who qualify.

**SFA Bernadette Wang Agreement number 01900910**

### **VI. Special Education**

- Case managers are managing Google Classrooms and uploading at home activities from the related service providers (OT, PT, ST).
- Speech Therapist, Occupational Therapist, and Physical Therapist will provide resources to practice the identified needs of each individual student.
- In-Class Support teachers will collaborate with the general education teacher to ensure all assignments are aligned with the modifications/accommodations outlined within each student's IEP or 504.

### **VII. Cleaning of Buildings**

Preventative and proactive cleaning measures include:

- Daily wiping down of desks, furniture, bathrooms and other touchpoints (door handles, railings, walls, etc.) daily.
- Disinfecting all areas multiple times per week.
- Regularly changing of air filters in our HVAC equipment.
- Deep cleaning of the buildings each Saturday.

**VIII. Closing**

The decision to close the district will be made in conjunction with the Hunterdon County Department of Education, the Hunterdon County Department of Health, New Jersey Educational and Health Services and Federal Agencies. The HClinton Gen Gardner District continues to follow the directives coming from county, state and federal government agencies.

Plan Addendum - Employees

<b>List of Essential Employees by Category</b>	<b>Role of Employee</b>	<b>Duties/ Work Stream</b>	<b>How Many Essential Employees Per Category</b>	<b>Teachers Instruction Hours per day via remote learning</b>
Administration	Oversee operations of school district	Interact with BOE, community, & staff; student instruction; business office functions	4 people - CSA, BA, Principal & Director	Approx 6-planning-deliver-feedback
Custodial	Open/Close			
Food Service	NA	Delivered		
Teaching Staff	Instruction	Continuity of Instruction	48	
Office Staff	Critical District Functions			