



Princeton  
Charter  
School

# Seasonal Flu and Pandemic Crisis Plan

Princeton Charter School

Updated March, 2020

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## Background

Princeton Charter School will implement the procedures outlined in its Seasonal Flu and Pandemic Crisis Plan annually in response to seasonal cold and flu, and specifically in the event of a pandemic flu outbreak. (This document will refer to the plan as the “pandemic plan.”) The administration is responsible for a full review of the pandemic plan annually. In the event that the school is facing a community, county, state, or national crisis, specific procedures will be considered in response to any specific event or need.

The plan will address *prevention, preparation, response* and *return* to normal operations.

**Prevention:** The pandemic plan will address preventive measures that are taken annually at the start of cold and flu season.

**Preparedness:** Preparations will be made in order to meet the need of a pandemic flu crisis. These preparations will include a communication plan and a continuity plan.

**Response:** The response to the threat of a pandemic crisis will vary greatly depending on the specific circumstances at the time of the event. The response plan will consider operations if the school remains open, the decision process for remaining open or for closing school, continuity of learning access and equity during school closure, and remote instruction.

**Return:** If the school is closed for any period of time, the return to normal school operations will take into account the need for ongoing monitoring for potential return of flu or other disease. Counseling services and support services for students and families returning, and remediation needed for students as a result of the extended closure.

# Emergency Team

The Head of School will be the final decision-maker on day to day operations and issues in need of an immediate response.

The Emergency Response Team will be included in the decision process as well as any relevant local resources: law enforcement, state and local health departments, parents with relevant expertise, etc.

Long range decisions that do not require immediate responses will be brought to the executive committee of the Board with full administration input.

Decision making will take into consideration the separate and competing forces of:

- Health and safety of students and staff
- Continuity of educational program
- State educational requirements
- Stress and alarm for students, staff, and families
- County, State, National health initiatives

The Emergency Response Team will be comprised of:

- |                      |                          |
|----------------------|--------------------------|
| 1. Larry Patton      | Head of School           |
| 2. Lisa Eckstrom     | Assistant Head of School |
| 3. Gail Wilbur       | Assistant Head of School |
| 4. Maryellen Mcquade | Board President          |
| 5. Paula Davis       | School Nurse             |
| 6. Kathy McKenzie    | School Nurse             |
| 7. Rob Hemmrich      | School Doctor            |
| 8. Patrick Byrne     | Facilities Director      |
| 9. Sue Kushner       | School Counselor         |

Continuity of Leadership: In the event that the Head of School is unable to perform any functions, the two Assistant Heads of School will work in concert to make all decisions as co-managers for the school. If one of the two Assistant Heads of School is similarly unable to fulfill any duties, the responsibilities for the administration and leadership of the school will fall to the other Assistant Head of School.

If it is the case that all three administrators in the school are unable to fulfill his or her responsibilities, the Board President will identify two staff members to take on the leadership of each division of the school.

In addition, core business elements such as Business Office and Technology will be consulted or advised as needed for any school response and action.

School Business Administrator: SBO

**Mike Falkowski**

Contact # 908-296-8572

Technology Coordinator: Network Information Technologies, NIT

**Lou Pizzagone**

Contact # (732) 690-3319

[lpizzagone@netinfo-tech.com](mailto:lpizzagone@netinfo-tech.com)

**Tom Farrell**

Contact # (732) 529-4884

[TFarrell@netinfo-tech.com](mailto:TFarrell@netinfo-tech.com)

## Prevention

1. The school nurse will disseminate messages about preventive hygiene and conduct respiratory etiquette programs (cough in your sleeve).

Dissemination techniques will include, but not be limited to,

- a. classroom presentations,
  - b. press releases,
  - c. school-wide posters,
  - d. videos and training to staff via in-services or faculty meetings,
  - e. hand washing signs in all bathrooms.
2. Symptom Identification: Teachers will be trained in symptom identification via the annual mandatory universal precautions training completed through the district's online professional development portal.
  3. Handwashing: The facilities director will ensure that all building bathrooms are continually stocked with soap and paper towels.
  4. Facilities: The facilities director will ensure that all student contact spaces are sanitized on a frequent and regular basis.
  5. Cough Hygiene: Teachers, building staff, and administrators will remind students to cover their coughs and sneezes.
  6. Annual Flu Shots: The school will provide free flu shots annually to all staff. Staff will be encouraged to participate in this program. The school nurse will organize and communicate to staff annually the opportunity for staff to sign up to obtain a free shot vaccination.

## Preparations

1. Annual training for staff members may be conducted as needed each year. The following topics will be discussed:
  - a. Prevention
  - b. Pandemic emergency procedures
  - c. Symptom recognition and action
  - d. Communication policies and procedures outside of school staff
  - e. Communication within school staff and administration
  - f. Continuation of instruction development
  - g. Work related responsibilities during school closure
2. The Facilities Director will ensure ample storage of appropriate and adequate sanitation supplies such as soap, alcohol gel, and tissues in all bathrooms.
3. All classrooms will receive hand sanitizing gel for regular use.
4. The Director of Technology will monitor and maintain an offsite data file backup for all electronically stored data on a regular basis.
5. The Head of School will establish communication contact with local health officer on an annual basis in advance of flu season and in response to any emergency pandemic.

## Communications Plan

1. The Head of School will ensure that the Pandemic Flu Plan is included in the key policies made available to staff annually. In addition, procedures and training for staff will occur annually under the supervision of the Head of School.
2. The Head of School will serve as the contact person for addressing questions and concerns related to the topic of pandemic planning; the primary contact phone number will be (609) 925-0575 extension 2501. Staff will refer any inquiries from parents or media to the Head of School office as per appendix A.
  - a. the Head of School may designate an individual to communicate specific information.

3. An electronic system will be used to communicate updates and information to all stakeholders, i.e. PowerSchool Swiftreach
  - a. Specific list of part-time staff, vendors, organizations that rent or use the school facility will be updated annually on a list of contacts and SwiftReach electronic communication system.
  - b. A paper-based backup phone list will also be established in the event that the SwiftReach system is not operating.
4. Staff and student contact details will be annually updated into the PowerSchool student data management system for the purpose of accurate communication via the SwiftReach system.

## Response to Pandemic Flu Crisis

### Identification and tracking

The following processes and procedures are to be practiced by individual schools within the district to continually report the absentee rates for staff and students in collaboration with local health departments once a pandemic has been confirmed as present in New Jersey or once such information has been requested by the Health Department and/or County Superintendent's Office:

- The administrative assistants in coordination with the school nurse will track the names of **students** who are absent due to flu or flu-related symptoms; the school nurse will document and monitor medically based absentee rates internally looking for increased reports of absence due to pandemic related illness (Appendix D). Absentee rates will not be reported to the Health Department unless greater than 15% of the population or unless requested by the Health Department and/or County Superintendent's Office.
- The administrative assistants in coordination with the school nurse will track the names of **staff** who are absent due to flu or flu -related symptoms; the school nurse will document and track medically based absentee rates internally looking for increased reports of absence due to pandemic related illness. Absentee rates will not be reported to the Health Department unless greater than 15% of the population or unless requested by the Health Department and/or County Superintendent's Office.
- Staff will be reminded to send sick students to the Nurse's Office.

## Identification of students/staff potentially infected with pandemic flu.

- Students with fever, cough, or difficulty breathing will be
  - isolated in the nurse's office,
  - asked to wear a face mask.
- The school will not provide transportation for the student.
- Families will be asked to consult a physician and/or consult with the local health office.
- Staff members will be seen by the nurse and if appropriate will be sent home and advised to seek medical advice.
- The school will notify the local health department.

## Status Updates

1. The Head of School will provide regular updates as to school decisions and the current status of the school as well as helpful information and the latest research to staff, students, and parents via the district website, and PowerSchool SwiftReach notification system: SMS, Voicemenall, email.
  - a. Sources will be releases from The DOE, CDC, NJDOH
2. Call-in meetings: The Head of School will communicate with staff and families via call in meetings on a regular basis in order to provide up-to-date information, allow for families to ask questions and to provide reassurance during potentially stressful circumstances.

## Schools Open during Flu season or at the onset of a potential Pandemic or Novel Virus.

In the event that the school remains open as the community, County, State, Nation experiences the spread of flu or pandemic outbreak, the Head of School will communicate accordingly.

- The Head of School will send out a message via SwiftReach and the district website informing parents that some students or staff are sick but schools remain open, providing families with the rationale for the decision to remain open.
- The Head of School will provide updates on the latest research information and relevant helpful information from agencies such as CDC, New Jersey Department of Health, reputable articles to staff, students, and parents via Swiftreach.

## Large group gatherings and school trips:

The Head of School will cancel and announce cancellation of all large group activities including sporting events in consultation with the local health authority, or if directed to do so by the NJ Health Department and/or County Superintendent's office.

Trips: Similarly, the school may decide to cancel any trips that may increase the risk of spread of disease for the students, staff, community.

### School Nurse

- The school nurse will continue with surveillance reporting procedures, conduct student as well as staff assessments and provide updates to administration.
- The school nurse will serve as the primary authority for sending home sick staff and students. Students and staff deemed ill and having pandemic related symptoms will not remain at school and should return only after their symptoms resolve and they are physically ready to return to school; they will be required to remain at home for the infectious period.
- Student absences will be counted as excused and staff absences will be counted as sick days.

### Teachers

- Reinforce student infection control procedures.
- Send students who appear ill to the school nurse.

### Building Administration

- Support and endorse nursing decisions.
- Monitor and report absences to the central office.

### Facilities Director

- Ensure ample supply of sanitizing supplies and daily sanitizations.
- Direct cleaning staff to take appropriate actions to minimize the risk of viral transmission in school facilities to the greatest extent possible.
- Prepare all facilities for reliable functioning as part of community response efforts (e.g., a building used as an isolation facility).
- Prepare to restore facilities to their normal use.

## Addressing Stigma

Teachers, school administration, school counselors, and administrative staff will proactively address any issues of stigma if they apply that are associated with a pandemic spread. Stigma can affect people, places, or things. It occurs when people associate a risk with something specific—like a minority population group—and there is no evidence that the risk is greater in that group than in the general population. Stigmatization is especially common in disease outbreaks.

Crisis communicators must work to counter stigmatization during a disaster. Messages should reinforce real risks through accurate information and awareness. Images should reflect all people who are susceptible to getting sick. Ideally, public health messages will proactively address possible stigma before it begins. However, prepared communicators should be ready to challenge any negative stigmatizing behaviors that do emerge.

## School Closure

### Decision to close school

- The decision to close school will be made in consultation and communication with the local health authority, Department of Health, other local education authorities, and/or other state authorities.
- The local health Department will provide the school with a letter indicating its decision to authorize the school closing. Any non-academic events will be cancelled as well.
- The Head of School will supervise communication to parents using the PowerSchool Swiftreach communication system. Parents will be informed via email, SMS, voice mail. follow up emails will provide all relevant information, and guidance for families.
- The Head of School or designees will provide updates and the latest research information to staff, students, and parents.
- School Emergency incident report will be filed with the Department of Education

### School Nurse

- Check, monitor, and respond to voicemail and email messages on a daily basis.
- Provide health updates to central administration for posting on SwiftReach via email, and district website.

### Teachers

- Check, monitor, and respond to voicemail and email messages on a daily basis.

- Grade work submitted through continuation of the learning process.
- Log pupil, parent, staff contacts.
- Prepare lesson plans for remote instruction.
- Complete reports as necessary.

#### Administration

- Check, monitor, and respond to voicemail and email messages on a daily basis.
- Monitor staff health and work performance.
- Complete reports as necessary.

#### Director of Technology

- Support staff on any technology needed to deliver remote instruction.

#### Facilities Director

- Prepare all facilities for reliable functioning as part of community response efforts (e.g., a building used as an isolation facility).
- Prepare to restore facilities to their normal use.
- Assure the provision of power, telecommunications, heat and ventilation, water, sewer, janitorial services, etc. appropriate to facilities based on their classification during an event.

#### School Counselors/ Child Study Team

- Counselors and child study team members will check, monitor, and respond to voicemail and email messages on a daily basis.
- Psychological first aid will be provided as necessary.

## Continuity of Student Learning

In the event of a school closure the school will actively provide continuity of learning employing all possible resources available through technology that is in place.

Teachers and staff will be expected to provide daily learning instruction utilizing all available technological resources. Teachers will coordinate using online meeting technology such as Google meet and Zoom in order to ensure coherent, manageable and accountable overall learning experience for students during a prolonged School closure.

## Access and Equity

Since remote instruction will rely heavily on technology for the creation of learning activities, and also for the delivery of these lessons, it is essential that all students have access to adequate technological devices, and internet.

In its preparations, the school will identify all families in need of home internet, and will accordingly provide for a mobile hotspot or home internet.

In addition, families will have Chromebooks made available so that all students will have the ability to access remote learning activities as per the schools plan for continuity of instruction. Students who need such technology are provided with devices at the start of the year regardless of a school closure; however, in the event of a pandemic flu or other related closure, families will be surveyed to see if they have additional tech needs, e.g. printers, additional devices at home, etc.

## Plan for remote learning

<b>Grade Groups</b>	<b>Instructional Resource</b>	<b>Comments</b>
K-2	<ul style="list-style-type: none"><li>● Paper/consumable based assignments for Language Arts and Math</li><li>● Google Classroom</li><li>● Direct email to Parents via SwiftReach</li><li>● Teacher created videos uploaded to individual Youtube Channels</li></ul>	<p>All teachers have access to Google Apps for Education and the full suite of tools including Shared folders, Google Classroom, Youtube Channel, Google Meet, Google Hangout, and Zoom.</p> <p>We recognize that the plans for families with younger children will need to rely heavily on Parental participation to support the learning activity.</p>

Grades 3-4	<ul style="list-style-type: none"> <li>Teachers will upload materials on Google Classroom for Education, and make use of all resources mentioned above.</li> <li>Students will complete tasks and submit online via Google classroom, or PowerSchool unified classroom</li> </ul>	<p>A schedule of times when teachers will be delivering synchronous classroom education will be communicated to families.</p> <p>Teachers will be available for office hours at the end of the school day for questions via email or in a discussion forum on PowerSchool Unified Classroom or Google Hangout.</p>
Grades 5-8	<ul style="list-style-type: none"> <li>Teachers will deliver all learning materials, assignments, links, videos via PowerSchool Unified Classroom.</li> <li>Teachers will provide when possible synchronous learning activities using Google Meet, or Zoom.</li> <li>Students will be assessed using online student assessment tools provided by PowerSchool Unified Classroom</li> </ul>	See above
Special Education: Students in regular ed classes or Self-contained settings	<ul style="list-style-type: none"> <li>Google classroom lessons assigned by Special Education instructors to supplement i-Ready lessons (Language Arts and Math); Modifications/Accommodations provided in accordance with IEPs</li> </ul>	See above

## Special Education and Related Services

Students receiving special education services will continue to receive special education services via remote and online learning. In addition the school will explore the possibility of providing counseling, speech, and support for other services through synchronous online technology.

1. PowerSchool Unified Classroom and or Google classroom lessons will be assigned by related services staff to target IEP goals and objectives;
2. Compensatory services provided as needed upon return to school.
3. The school will make hard copy materials available either by arranging for a time for parents to pick up necessary materials, or mailing such materials home.

## Food Service

(Policy #'s - 8500 Food Service; 8505 Wellness and Nutrition; 8550 School Meal Program Arrears; 8540 Free or Reduced-Price Lunches/Milk.)

The school will arrange for food distribution as necessary to provide students who qualify for free and reduced lunch through the United States Department Of Agricultural Federal meals program.

- The school will provide meals using our current vendor Revolution Foods to provide non-perishable items that qualify as a reimbursable meal.
- During a school closure, the distribution of food poses a challenge. Areas that will be used for the distribution of food preparation, e.g. placing items in boxes for delivery or pickup will be fully sanitized and deeply cleaned prior to any such use.
- Parents will be given the option for delivery to their home or pick up at school. Home deliveries, boxes of food will be left in the agreed-upon designated location in order to reduce any direct contact.

## General Counseling Support

The school counselor will provide resources in the form of links to helpful sites, and materials developed by the County Mental Health Department. Materials will be made available through email, posted on the website, and for direct mail.

In addition, the school counselors will be available to provide support via phone conference, Google Meet, and Zoom if warranted to address relevant concerns.

ADA Compliance: Assignments posted on the ADA compliant District Website.

## Core Operations

### Payroll

- The Business Office will continue regular functioning from their offices which are located at outside locations. If necessary, the business office is able to operate remotely from home locations.

### Facilities

- The school buildings will be open under the guidance of the local Health authorities in order to allow access to technology and curricular materials for staff.
- Staff will be instructed that access will be available under following conditions; No more than two people in a room at a time, (preferably only one) no closer than 6 feet apart at all times.
- Doors to rooms will be left open to reduce contact with high traffic surfaces,

### Technology

Tech staff will similarly have access to the facilities in order to do maintenance of tech infrastructure and to support school admin in providing tech for remote learning.

## Return to normal operations

When necessary, the Head of School will initiate the return to normal school operations. School closure days as a result of this pandemic will not result in an extended school year if permissible per NJDOE; ten-month staff will remain through June 30<sup>th</sup> to complete any unfinished work.

### Administrative Offices

- The Head of School will communicate with the local health authority, departments of any relevant state agencies to determine the feasibility of reopening schools.
- The Head of School will communicate with families and staff any decision to reopen school along with any necessary procedural precautions that will be needed.
- Prior to reopening school, the administration will provide teachers with any necessary information, training, and support on how to manage social emotional concerns students may exhibit upon the return to school.
- The Head of School will communicate to staff any relevant information regarding any losses of family members due to the pandemic outbreak if it is relevant to any students or families in the school.

### School Nurse

- The school nurse will continue with surveillance reporting procedures, conduct student as well as staff assessments, communicate with parents/guardians as well as provide updates to administration.
- The school nurse will serve as the primary authority for sending home sick staff and students. Students and staff deemed ill and having pandemic-related symptoms will not remain at school and should return only after their symptoms resolve and they are physically ready to return to school; they will be required to remain at home for the infectious period.
- Follow up with students who are deemed at high risk for pandemic related complications.

### Teachers

- Reinforce student infection control procedures.
- Send students who appear ill to the school nurse.
- Each classroom room teacher must maintain the structure of the class but have the class engage in a creative processing activity such as journal writing, discussion related to the event, tie in of content matter to the event.
- Report any student concerns to the School counselor.
- Identify the need for remediation of any content gaps as a result of the school closing.
- Each classroom teacher should acknowledge the loss and/or event.

### Administration

- Support and endorse nursing decisions.
- Monitor and report absences to the Head of School.
- Serve as the primary contact person and authorizing body for all activities.
- Maintain contact with parents/guardians as well as school community keeping them abreast of what the building is doing for the reestablishment of a positive school climate.
- Monitor grading/record keeping and assist in the reestablishment of a positive school climate.

### Facilities Director

- Ensure ample supply of sanitizing supplies and daily sanitizations.
- Ensure appropriate actions are taken to minimize the risk of viral transmission in school facilities to the greatest extent possible.
- Prepare to restore facilities to their normal use.
- Assure the provision of power, telecommunications, heat and ventilation, water, sewer, janitorial services, etc. appropriate to facilities based on their classification during an event.

### School Counselors/ Child Study Team

- Promote students, faculty, and staff mental well being during the event via in-services, individual and group counseling sessions.
- Assessment of functioning and needs of students via referral system.
- Follow up with referrals.
- Follow up with students who called in/made contact during response.
- Stabilization groups will be conducted for students who cannot cope in the classroom setting.
- Coping groups will be conducted for the purpose of preventing post traumatic stress.
- Conduct seminars for parents related to support, information, and referral services.

# Appendix A

## Key Contacts (Reviewed annually)

### Princeton Health Department

Health Officer: Jeffrey Grosser  
Contact #: 609-497-7610

### NJ Department of Health

Commissioner's Office  
Phone: 609-292-7838 or 7839  
After Hours Contact: 609-392-2020

### Princeton Police Department

Contact Person: Nick Sutter, Chief of Police  
Phone: 609-921-2100

### Mercer County Division of Mental Health

Michele Madiou, Mental Health Administrator  
Phone: 609-989-6574  
Email: [mmadiou@mercercounty.org](mailto:mmadiou@mercercounty.org)

### Princeton Public Schools

School Superintendent: Steven Cochrane  
Phone: (609) 806-4200 Ext 7  
Email: [scochrane@princetonk12.org](mailto:scochrane@princetonk12.org)

## Appendix B

### Absentee Questionnaire for COVID-19

This form is to be completed by office staff if/when he/she receives a phone call for illness related reasons. This information is to be forwarded to the school nurse for informational purposes only.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

Does your child: \_\_\_\_\_ Yes \_\_\_\_\_ No

1. have a fever \_\_\_\_\_ ( Temperature: \_\_\_\_\_ ) \_\_\_\_\_

2. have a cough \_\_\_\_\_ \_\_\_\_\_

3. shortness of breath \_\_\_\_\_ \_\_\_\_\_

4. under care of doctor \_\_\_\_\_ \_\_\_\_\_

5. travelled out of the country \_\_\_\_\_ \_\_\_\_\_

6. contact with people  
who traveled out of country \_\_\_\_\_ \_\_\_\_\_

Please forward to the school nurse on a daily basis one hour after taking attendance.

