

St. Rose of Lima School  
Pandemic Plan School Year 2019-2020

1.) Planning and Coordination

The Administrative Team will work with the entire faculty and staff to coordinate and plan for an uninterrupted learning experience and building preparedness. The cleaning company was directed to expand cleaning throughout the entire building. This expansion of services included the daily washing and sanitizing of classroom and interior doors, all doorknobs, bannisters, cafeteria tables, chairs and desks. Many of these tasks are being conducted twice per day. Daily updates and reports regarding the cleaning and disinfecting of the building are being given to the custodian who forwards them to the principal.

The principal met with the faculty to collaboratively decide what strategies should be implemented for online instruction. Students and parents were surveyed to see if they would require us to send them home with a Netbook. Everyone was notified of potential plans and updates via Constant Contact in the form of an Eblast. All faculty were asked to design two weeks of work for students that could be available immediately. This strategy enabled us to send packets of work home with students in Grades Pre-K through 5 on our last day of school before the mandatory closing. Students in Grades 6 through 8 had their assignments uploaded to Google Classroom.

2.) Continuity of Student Learning

The principal and faculty joined in a Professional Development Day to determine further strategies that would be used to ensure the continuity of learning. All faculty will be available to students and parents for instruction, and questions between the hours of 8am and 2pm each school day. Teachers in the lower grades will supplement learning packets with the emailing of assignments to parents and a variety of online strategies including the use of Zoom, YouTube, and Google Classroom. Faculty who teach upper Grades will be using Google Classroom to post lessons and communicate with students. Special Subject Teachers are also included in these activities. The faculty and principal are in close contact daily emailing, texting and conferencing when necessary. Information is being sent to parents as needed from their child's teacher, and the administrative team every few days. We are all receiving feedback from parents and sharing the information to use to improve our online classrooms when necessary. Each day the teaching and administrative staff share new ideas that they have researched or had sent to them by vendors offering additional tools for our students. Faculty are using the Teacher Extranet to communicate with other teachers in the Diocese of Trenton. The Principal is working closely with the Superintendent and Educational Team of the Diocese of Trenton to receive updates and additional educational strategies. We will continue to strategize as necessary to best serve our students and families.

3.) Infection Control Procedures

The Administrative Team is working with the school nurse to determine the cause of student absences and requiring that students who were absent for illness present a doctor's note upon return to school. Students who were ill are not allowed to return without this clearance from a doctor. As of the closing of the school building for students on Friday, March 13<sup>th</sup>, and faculty and staff on Monday, March 16<sup>th</sup>, there have been no known cases of the Coronavirus within the school population. During the time the school building is closed, cleaning and sanitizing of the entire building will take place. The Administrative Team has coordinated with the custodial staff to

determine what will be included in the process. Every area of the building including floors, walls, doors, water fountains, lavatories, desks and chairs will be cleaned and sanitized. Once this is completed no one will be allowed in the building unless we have been cleared by the Department of Health, Department of Education of the State of New Jersey, and the Diocese of Trenton to re-open for school business.

4.) Communication and Planning

Parents are being notified as to the closing and reopening of school, general and updated information several times a week via Constant Contact notification. They receive updates through their email accounts and phones via text message. All information is also uploaded to the school website. We are linked to the PTA Facebook page and Twitter. Parents and constituents receive information in real time. Parents are also able to email the principal and their child's Teachers when they have questions or concerns. All emails are answered as quickly as possible in order to expedite information.

5.) Local Duties and Responsibilities

The administrative team met with police office representatives from the Freehold Police Department to strategize the security needs of the school. Police Officers were given the tools to independently enter the school building when necessary or to simply conduct a local walk through. The Administrative Team receives daily updates from the Department of Health, Department of Education of the State of New Jersey, and the Diocese of Trenton, and distributes the information when necessary to all parties. St. Rose of Lima school is following all mandates and will be closed due to the pandemic until we are directed to reopen by the Department of Health, State of New Jersey and/or Diocese of Trenton.