

**EAST RUTHERFORD PUBLIC SCHOOLS**

**COVID-19 Emergency Outbreak Response**

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**Home Instruction Preparedness  
Pandemic School Closure Plan**



## EAST RUTHERFORD PUBLIC SCHOOLS

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### **East Rutherford School District Coronavirus/COVID19/Health Related Closure Plan Preschool – 8<sup>th</sup> Grade**

In response to the closing of the East Rutherford School District:

*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.*

1. Below are the schedules of each grade level. Students and teachers must be logged on during the times below.

#### **Preschool Schedule**

8:10 - 8:20	Teachers will conduct REMIND and Email Sign-In with Parents
8:20 - 8:40	Calendar Time: Day, Month, Year, Weather & Season
8:40 - 9:20	Reading and Writing
9:20 - 10:00	Mathematics
10:00 - 10:40	Science Activities
10:40 - 11:10	Social Studies Activities
11:10 - 11:40	Art/Music/Dance/PE and/or Theatre
11:40 - 12:10	Independent/Targeted Instruction via Reading Eggs, ABCYA and other online programs
12:10 - 12:20	Wrap Up & Dismissal

#### **Preschool Disabled Schedule**

8:10 - 8:20	Teachers will conduct REMIND and Email Sign-In with Parents
8:20 - 8:40	Calendar Time: Day, Month, Year, Weather & Season (Generalization)
8:40 - 9:20	Reading and Writing (ABA driven)
9:20 - 10:00	Mathematics (ABA driven)
10:00 - 10:40	Science and Social Studies Activities (ABA driven)
10:40 - 11:10	Daily Living Skills
11:10 - 11:40	Fine Motor Skills

11:40 - 12:10 Gross Motor Skills  
12:10 - 12:20 Wrap Up & Dismissal

### **Kindergarten - 1<sup>st</sup> Grade**

8:30 - 8:40 Teachers will conduct REMIND and Email Sign-In with Parents  
8:40 - 9:40 ELA: Reading & Writing  
9:40 - 10:40 Math  
10:40 - 11:20 Science  
11:20 - 11:50 Social Studies  
11:50 - 12:20 Comprehensive Health & PE  
12:20 - 12:40 Art/Music/Spanish  
12:40 - 12:50 Wrap up & Dismissal

### **2<sup>nd</sup> Grade – 4th Grade**

8:30 - 8:40 Teachers will conduct attendance and check in via Google Classroom  
8:40 - 9:40 ELA: Reading & Writing  
9:40 - 10:40 Math  
10:40 - 11:20 Science  
11:20 - 11:50 Social Studies  
11:50 - 12:20 Comprehensive Health & PE  
12:20 - 12:40 Art/Music/Spanish  
12:40 - 12:50 Wrap up & Dismissal

### **5th grade – 6th Grade**

7:54 - 8:00 Teachers will conduct attendance and check in via Google Classroom  
8:00 - 8:40 ELA: Reading & Writing  
8:40 - 9:20 Math  
9:20 - 10:00 Science  
10:00 - 10:30 Social Studies  
10:30 - 11:00 Comprehensive Health & PE  
11:00 - 11:30 Art/ Music/Spanish/Mandarin  
11:30 - 12:00 Dance/Theatre  
12:00 - 12:05 Wrap up & Dismissal

### **7<sup>th</sup> grade – 8<sup>th</sup> Grade**

Teachers will conduct attendance and check-in via Goggle Classroom in each class.

7:54 - 8:00 Prepare to log on to your 1<sup>st</sup> Class in Google Classroom  
8:00 - 8:40 ELA: Reading & Writing  
8:40 - 9:20 Math  
9:20 - 10:00 Science  
10:00 -10:30 Social Studies  
10:30 -11:00 Comprehensive Health & PE  
11:00 -11:30: Art/ Music/Mandarin/STEAM (Monday, Tuesday, Wednesday, Thursday) and Dance/Theater (Friday)  
11:30- 12:00 Spanish  
12:00- 12:05 Wrap up & Dismissal

2. Preschool through 1st Grade students will be required to complete content area packets to be sent home for daily instruction. At these grade levels, instruction will be remotely monitored via the use of online platforms to track targeted interventions, the REMIND app for group discussions and email exchanges.
3. Students in Grades 2-8 will be assigned a Chromebook device in order to conduct remote instruction via Google Classroom. Supplemental online programs such as Freckle, Reading Eggs and IXL, will also be utilized for targeted instruction in Math, ELA and Science.
4. Teachers are required to submit lesson plans through OnCourse, our online platform.
5. Personalized instruction includes ESL/ELL, Special Education, At-Risk, On-Grade Level and Gifted & Talented students. ESL teachers and Special Education teachers have developed schedules to conduct remote instruction for their students.
6. Use of Google Classroom for the following reasons:
  - Doc Sign-In/Discussion for attendance purposes
  - Slides - Interactive Presentation
  - Collaborative project/research based assignments
  - Flipped Classroom videos
  - Forms - Assessment
  - Articles/Worksheets
  - Google Classroom Question - digital discussion forum
7. Web-Based Applications: IXL/Freckle /Quizlet/Reading Eggs/Reading A-Z/Khan Academy and Khan Academy Jr., Newsela, ReadWorks.com, Storyline Online.com, Spelling City.com, XtraMath.com etc.
  - Skill based
  - Accountable - time spent on programs/data
  - Individualized instruction
  - Ease of data tracking and progress monitoring
8. Cycles/Specials: Students will be provided with alternate assignments that can be completed at home, as though a student is on home instruction. Simple hands on projects will be incorporated as well.
  - For example: PE - Exercise log or alternate written assignments such as when students are excused from gym. Art programs - teachers will post alternate assignments that may span multiple instructional blocks. Instrumental Music - will utilize Smart Music at the middle school level.
9. Special Education Students:
  - Collaborative Class - Co-teachers will plan, grade, monitor co-teaching classes effectively together.
  - MD Program - Teacher will communicate directly with parent/guardian for instructions.

- Related services such as OT/PT/Speech will be provided. Communication boards and other low tech devices will be made available to parents to conduct maintenance of mastered skills. Therapists will check in with parents via the REMIND app, google classroom, and online programs to provide clarification and guidance as needed.
10. Non-instructional staff will perform the following duties:
    - Guidance Counselors - will monitor student attendance, grades, and emails throughout the length of the virtual instructional period.
    - Nurse - Answer parental/teacher questions, complete 504 direct responsibilities, and monitor plans of medical 504 students.
    - Non-Instructional Media Specialist - Post activities on Classroom/Webpage; support teachers with needed resources.
    - CST Members - Monitor student IEPs, attendance, grades, and emails; work on reports and documentations; respond to parent emails; meeting requests/rescheduling of IEPs.
  11. Secretaries and clerical assistants should be in constant communication with their immediate supervisor. Teacher Assistants will perform duties as assigned. Custodial staff will be under the direction of the Maintenance Coordinator & School Business Administrator.
  12. Payroll: East Rutherford School Business Administrator, will be responsible for keeping payroll running. If needed, the district payroll clerk can complete this task remotely.
  13. The East Rutherford School District works closely with the Mayor & Council, Office of Emergency Management Team as well as the East Rutherford Police Department. The Superintendent will continue to be debriefed on updates from the CDC and Bergen County Department of Health Services. The district also works in conjunction with the South Bergen Jointure Commission.
  14. Faust School / McKenzie School/ Annex Cleaning & Sanitizing Schedule

### **Mornings**

1. Wipe down hand rails and door knobs using a water bleach mix.
2. Spray Bathrooms with spray disinfectant.
3. Spray lockers using Victory Electrostatic Sprayer. This is used to Sanitizing, Disinfecting, Odor Control, Insect Control, helps kill Viruses. (2 times a week)
4. Clean glass on all doors using glass cleaner with bleach.

### **Afternoons**

1. Lunch tables are cleaned with a bleach water before and after each lunch session by the lunch Aides.
2. Clean Kitchen at the end of each lunch day. Spray garbage cans with Disinfectant. Wipe down tables and appliances with a bleach water spray.

### **Evenings**

1. Wipe down hand rails and door knobs using a water bleach mix.
2. Clean and spray Bathrooms with spray disinfectant.
3. Clean glass on all doors using glass cleaner with bleach.
4. Clean class rooms and Disinfect. Wipe down all the desks and chairs using a disinfectant spray.
5. Clean all hallways and disinfect all walls using the Victory Electrostatic. (2 times a week)

6. Clean Gym wall mats using a bleach water mix spray.
7. Clean cubbies and storage spaces using a water bleach mix.
8. Clean laptops, smart boards, chrome books, I-pads, with non-alcohol wipes.

### **Transportation**

1. Each bus is to be cleaned every day using a bleach water mix spray. Hand Rails, Seats, Windows, Seatbelts and Dash board. Floor swept every day and mopped as needed. BUS DRIVERS & AIDES
15. In the event that the East Rutherford School District experiences a “public health-related” school closure for an extended period of time as a result of the COVID-19 virus, the District has coordinated a plan with our food service provider, Maschio’s Food Service Inc. to continue to offer meals to eligible students during the closing. Maschio’s Food Service Inc. will prepare cold meals that can contain a sandwich, two servings of fruit and vegetables and a cold milk in a Grab & Go style that can be picked up in the Paterson Avenue parking lot of Faust School. The meals will be available for pick-up every day the school is closed between the hours of 11a.m. and 1 p.m. These meals will be available at no charge to students who currently qualify for free and reduced price meals at the East Rutherford School District.

# East Rutherford School District Staff Protocol Remote Learning Plan

## **Instructional Aides 2nd - 8th Grade: (27 Instructional Aides) Time: (10:00am – 12:00pm)**

- During this two weeks of remote learning, paraprofessionals will engage in online professional development via Educational Impact.
- All paraprofessionals will receive emails with log in information and course assignments by Monday, March 16, 2020.
- If a paraprofessional does not have device to complete the assigned course work, that individual is required to pick up a district device at Faust School on Monday, March 16th between the hours of 10am - 12pm, which can be utilized to complete the assignments.
- All paraprofessionals are required to check in daily via the google attendance spread sheet, which will be shared with all staff.
- All paraprofessionals are required to check their district email daily for all school updates.

## **Instructional Aides Preschool - Kindergarten: (16 Instructional Aides) Time: (10:00am – 12:00pm)**

- During this two weeks of remote learning, paraprofessionals will engage in online professional development via Educational Impact.
- All paraprofessionals will receive emails with log in information and course assignments by Monday, March 16, 2020.
- If a paraprofessional does not have device to complete the assigned course work, that individual is required to pick up a district device at Faust School on Monday, March 16th between the hours of 10am - 12pm, which can be utilized to complete the assignments.
- All paraprofessionals are required to check in daily via the google attendance spread sheet, which will be shared with all staff.
- All paraprofessionals are required to check their district email daily for all school updates.

## **Student Attendance (773 Students) Middle School Time: (7:55am – 12:05pm) Elementary School Time: (8:30am – 12:50pm) & Preschool Time: (8:10am – 12:20pm)**

- Pre-K- 1st: Teachers will be utilizing a google form that will be emailed daily to capture student attendance. Teachers must make a copy of this form daily. For those who have the REMIND app- you may continue to utilize this as well. Please document responses and send to building secretaries via email. <https://docs.google.com/forms/d/15UsKmQfTBQ83j-rZkdMhUP9KtLHsH1dcVzmGoWBe4Pw/edit?ts=5e6ba361>
- 2nd - 8th: Attendance will be taken daily via Google Classroom grades 2 - 8th grade. Once logged in, the teacher will ask students to make a comment to indicate that they are present. While this is taking place, the teacher will take note of those that responded. This will be our attendance count for these grades levels. The teacher will document and submit daily emails to the building secretaries, who are responsible for attendance.

**Staff Attendance (174 Staff Member) Middle School Time: (7:55am – 12:05pm) Elementary School Time: (8:30am – 12:50pm) & Preschool Time: (8:10am – 12:20pm)**

- Staff is required to document absences in Frontline and make a NO substitute request.
- Paraprofessionals should call or email Karen Dolinsky if taking a personal or sick day.
- Staff is required to check in via Google Spreadsheets. The teaching staff is also required to share their Google codes with building principals, so that the principals can conduct daily check ins and visit virtual classrooms.

**Building Secretaries (5 Secretaries) Middle School Time: (7:55am – 12:05pm) Elementary School Time: (8:30am – 12:50pm)**

- Monitor and respond to emails and communications.
- Input student attendance in Genesis daily.
- Check in and out of work via Google Spreadsheet (to be shared).
- Maintain ongoing communication with direct member of administrative team (building principal, supervisor).
- CST secretary will work closely with team members and CST Director daily.

**Behaviorists & Counselors (2 Counselors & District Outsources Behaviorists) Time: (8:00am – 1:00pm)**

- Continue to check in with the students and families that you know will need support during this time via phone, email or Google Hangout.
- Maintain a daily communication log.
- Take referrals from teachers about who to follow up with and check-in on.
- Support parents through education on available resources.
- In the event of a serious concern about a student (i.e. self-harm, suicidal thoughts/threats, severe anxiety, Child Protection situation) the counselor will refer their concern to their school principal. The principal will follow protocol in terms of Child Protection.

**Central & Board Office Secretaries (2 Secretaries) Time: (9am – 1:00pm)**

- Consistently monitor teacher attendance via Genesis.
- Communicate teacher attendance to administrative team daily.
- Keep administration team informed about any absences lasting more than one day
- Check in and out of work via Google Docs.
- Maintain ongoing communication with direct members of the administrative team (building, principal, supervisor).

**Child Study Team (4 Staff Members) Time:(8:00am – 1:00pm)**

- Please check in as all other staff members in Google Sheets
- Please see the guidance email that was sent out on 3/13/2020 regarding conducting meetings, etc.
- Daily check in with the CST Director will be required.



**Maschio's Food Service Program (4 Program Members) Delivery Time: (9:00am) Serving Time: (11:00am – 1:00pm)**

The District has coordinated a plan with our food service provider, Maschio's Food Service Inc. to continue to offer meals to eligible students during the closing. Maschio's Food Service Inc. will prepare cold meals that can contain a sandwich, two servings of fruit and vegetables and a cold milk in a Grab & Go style that can be picked up in the Paterson Avenue parking lot of Faust School. The meals will be available for pick-up every day the school is closed between the hours of 11a.m. and 1 p.m. These meals will be available at no charge to students who currently qualify for free and reduced price meals at the East Rutherford School District.

**Related Services, ESL & Basic Skills (8 Staff Members) Middle School Time: (7:55am – 12:05pm) Elementary School Time: (8:30am – 12:50pm) & Preschool Time: (8:10am – 12:20pm)**

- Be available for four hours each weekday to provide assistance to students and parents.
- Check in with the students and families on a daily basis to provide support in home-based instruction and additional guidance, check on student progress and address any questions they have via phone, email or other real time communication (Google Hangout).
- Maintain a daily Communication Log.
- Ensure that home-based materials are consistent with students' individualized education plans (IEPS) and ESL goals.
- Maintain ongoing communication with direct member of administrative team (building principal and supervisor where appropriate).
- Related services providers are required to check-in with CST members and offer support as needed.
- Related service providers please complete reports and IEPs.

**School Nurse (2 School Nurses) Middle School Time: (7:55am – 12:05pm) Elementary School Time: (8:30am – 12:50pm) & Preschool Time: (8:10am – 12:20pm)**

- Be available for four hours each weekday to provide assistance to students and parents.
- Use of Genesis to access student health information.
- Engage in Professional Development via Safe Schools, CDC Website & Bergen County Department of Health Services regarding the Coronavirus/COVID-19.
- Conduct daily communication with teacher regarding student health status.
- Status check and compliance on students that receive medication during the school day.
- Communicate with all ERSD school nurses regarding health status of students and trends within the district.
- Communicate with parents/caregivers as needed.
- Communicating with building principals, supervisor of technology and director of student services and curriculum & instruction.

**Technology (2 Staff Members) Middle School Time: (7:55am – 12:05pm) Elementary School Time: (8:30am – 12:50pm) & Preschool Time: (8:10am – 12:20pm)**

- Monitor and respond to email.
- Monitor and respond to phone calls and voicemail.
- Provide remote support for faculty, staff, and students via [webhd.bergen.org](http://webhd.bergen.org).

- Document calls via helpdesk tickets.
- Collect name, callback number, ID number (for students), description, and time spent for each call.
- Monitor and respond to helpdesk tickets.

**Administrators (6 Administrators ~ Including Superintendent of Schools) Time: (8:00am – 1:00pm) Remotely: 24 Hours/Day**

- Communicating with staff and Superintendent.
- Overseeing staff provision of home-based instruction.
- Consistently and proactively communicate with our entire learning community.
- Designate predetermined blocks of time each weekday (a minimum of four hours) during which the learning community knows all critical emails and concerns will be addressed.
- Assist teachers in delivery of home-based instruction.
- Support teachers in their departments in the development and implementation of online instruction.
- Assist supervisors in ensuring classes are staffed properly, especially in the event of teacher absences.
- Facilitate collaboration with building level staff.
- Monitor attendance data daily.
- Communicate with staff, parents, and students as needed.
- Continue to work on attainment of goals.
- Prepare for the return to school transition.
- Perform as many traditional tasks as possible.