

**Sussex County Educational Services
District Health Related
Emergency Plan 2020**

Sussex County ESC

2019-2020 Emergency Plan





GENERAL INFORMATION REGARDING FLU AND COVID-19

These are the websites most frequently used and updated when looking for current information.

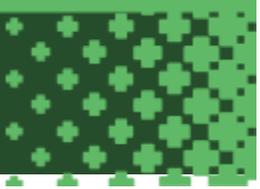
1. [CDC Flu Resources](#)
2. [CDC COVID19 Interim Guidance for Administrators of US Childcare Programs and K-12 Schools](#)
3. Sussex County Department of Health-
<https://www.sussex.nj.us/cn/webpage.cfm?tpid=1557>
4. <https://www.nj.gov/health/>
5. <https://www.ed.gov/coronavirus>
6. <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>
7. www.sussexesc.org





Superintendent Summary

Response to Flu and COVID-19

- **December 2019-** Flu protocols and daily sanitizing of school building and classrooms
 - **January 2020** - Notice to parents about FLU procedures
 - **February 2020**
 - Letter to Parents about COVID-19
 - Handwashing reinforcement to students
 - Visual supports and reminders hung in the building
 - Facilities Director trains custodial staff on protocols
 - Implementation of Friday 3:00pm all staff required to leave building for intense building sanitization
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- **March 2020-**
 - NJDOE Guidance on “home instruction” for health-related closings- March 5th DOE Broadcast
 - Email from School Nurse regarding parenting children with disabilities through “pandemic”
 - SCESC Administrative Meeting for emergency preparedness
 - SCSRA County-wide meeting with Sussex County Department of Health
 - NJLINCS Health Alert System
 - Atlantic Health – Newton Medical Center Updates
 - NHA Certificated Staff lesson planning and IEP requirements for home instruction planning
 - Webinar: "Coronavirus Disease 2019 (COVID-19): Update for Individuals, Families and Providers" offered through the Division of Developmental Disabilities
 - Webinar: Brown & Brown Insurance- COVID 19: topics related to navigating your risk during this evolving situation.
 - Project Search International FAQ- COVID-19
 - Meeting with Custodial Staff regarding COVID-19 and Cleaning procedures
 - Parent letter 3.12.2020 SCESC Update on COVID-19
 - Project Search Parent Notification that Program has closed temporarily at request of Newton Medical Center
 - Parent Letter- Closing of School
 - Press Release March 14, 2020
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- Letter/Email to Staff regarding procedures and protocols
 - Letter from Nurse regarding Pick up of Medication
 - Letter to Public Schools- Non Public Programming
 - Letter to Public Schools regarding- all educational programs
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- **April 2020**





Continuity of Operations

Sussex County Educational Services Commission will continue to provide services until the NJ Department of Health- Sussex County directs the school district to close.

Continuity of Operations will continue across all SCESC programs:

- Northern Hills Academy
- Project Search
 - Newton Medical Center
- Non-Public Programs
 - Catholic Academies- Sparta Public School District
 - Veritas/Hilltop- Sparta Public School District
 - Northwest Christian- Hampton and Kittatinny School Districts
 - Sussex Christian School- Sussex Wantage School District
 - Tranquility Adventist- Green School District
 - Fields of Green- Vernon Public School District
- Public Itinerant Programs
 - Sussex Tec
 - Byram
 - Sussex Charter School
 - Hampton School District
 - Lafayette School District
 - Sandyston-Walpack School District
 - Walkkill School District
- Business Office
 - Shared Services Agreement with Lafayette School District

Communication: Administrative Team

- In case of a mandated school closing, Sussex County Educational Services Commission will have a daily phone call with the Sussex County Department of Health.
 - All communication will be corresponded with the Board of Directors will be through email notification to the Executive Committee and others as necessary.
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- All parents will be notified through Honeywell Alerts, through email notification and/or hard copy of information sent home.
 - The Sussex County ESC webpage will be updated with information.
 - The Sussex County ESC, Northern Hills Academy and Sussex ESC Project Search at Newton Hospital will post updates as necessary.
 - The Sussex County ESC Twitter account will post updates as necessary.
 - All Sussex County ESC staff will have access to their work email during regularly scheduled work hours. Staff will also have access to their work email after regularly scheduled hours.
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Continuity of Business Operations

- Business offices may be open if educational programs are not. Essential employees will be determined by the Superintendent as necessary.
 - Payroll operation will continue as scheduled. If the Business Office is closed, payroll operation can continue through VPN access.
 - Board of Directors meetings can be held through the Executive Committee and ratified at a later BOE meeting.
 - Sussex County ESC is not part of the federal breakfast or lunch program. Students bring lunch from home and/or we purchase lunches from Lafayette School District. Sussex County ESC does not offer free/reduced lunches to students as there are multiple sending districts that required paperwork would need to come from.
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Instruction- Throughout the Closing

- Flexible learning opportunities will be provided to all students from PreK-age 21.
- Teachers will provide assignments to students through both technology and traditional paper copies of lessons/activities. Grades will be ascertained through technology and/or completion & return of work upon school reopening.
- Individual student IEP goals and objectives will be followed through differentiated assignments with required accommodations/modifications designed to meet student learning needs.
- All students will have access to assignments in Google Classroom, Google Hangouts, Gmail and Google Drive pending internet connectivity in their homes.



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- Teachers or Related Services staff will use all modes of communication to correspond with parents and students. In the case of our medically fragile population, FACETIME/Google hangouts, ZOOM meetings may be necessary to provide services.
 - SCESC is an out-of district placement opportunity for students with special needs. Districts accept our recommendations on grades/credits earned for students. SCESC will document all assignments, all graded activities/lessons and determine grades to recommend. SCESC staff will provide services in individual student IEP's for related services through all modes of communication listed above. All related service activities/lessons will be documented for the sending school district and submitted for SEMI. Compensatory services will be determined, if necessary, through the individual IEP process.

Student Absences:

1. If a substantial number of students become ill forcing school closure or the district is directed to close by the Sussex County Health Department, every attempt will be made to continue with the teaching/learning process through the school website, teacher web pages, phone calls made by the teachers, email, conventional mail, or all other methods of established communication.
 2. Staff will attempt to obtain and acquire email addresses and other means of communication with students and parents in their classrooms to ensure continuity of operations and to establish a continued means of communicating with parents/families when the school is closed.
 3. Equitable access to materials and resources will be provided for all students of the district. Students/families without access to wifi/internet connection will be provided hard copies of needed materials.
 4. Special education modifications, including alternative assignments in varied format, will be provided as warranted. Compensatory services will be provided at a later date- as directed by IEP.
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FAQs: COVID-19 Coronavirus & Project SEARCH Program Sites

The Project SEARCH National Office has received questions and information about the impact of the COVID-19 coronavirus on some of our program sites. The partners at each program site should discuss and make the best decisions for their site in regards to COVID-19. We created this document to summarize and share information for Steering Committees to consider.

Please continue to reach out to us at projectsearch@cchmc.org to share questions and information from your site. We will continue to update this document as there is more information to share!

Questions Info for Steering Committees to Consider

Interns and families have questions about COVID-19. Where can I find reliable info to share? What do they need to know?

- The CDC (<https://www.cdc.gov/>) is a reliable source. Their website has up-to-date information and handouts.
 - Schools, agencies, and businesses have policies, procedures, and guidelines to prevent and control the spread of infection and to prepare for and respond to an emergency.
 - o Partners must share info for their organization and any updates timely with the whole team, including interns and their families.
 - o They must also verify that they understand this teaching and know what to do. How can we ensure we stay up to date on how COVID-19 may impact the school, agency, and the host business?
 - Be sure that there is a solid communication plan between all partners.
 - If there are any task forces started to address this, see if a member of the Project SEARCH team can be a part of or connect in some way to this group. How can we be proactive in addressing our role at the host business during this time?
 - Be aware of policies, procedures, and guidelines and ensure compliance. Document that interns are checked- off on related skills (such as hand hygiene and proper sanitation procedures). Proactively share this.
 - Ask the business liaison about discussing that the interns are students (not volunteers) with leadership. Ask about expectations of other student groups during this time.
 - Discuss the skillsets of the interns. Be willing to adjust or drop their current internships if needed. Suggest ways they could contribute to the prevention and response efforts and still learn and practice marketable skills.
 - Plan and prep for possible transition with the interns.
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What do we do if the host business says Project SEARCH interns must leave?

- Remember, we are guests at the host business and must respect their decisions.
 - Ask if there is any opportunity for your student interns to remain on site and assist in the prevention and response efforts.
 - Ask if there are any job opportunities to assist in the prevention and response efforts (consider both current and prior interns still looking for jobs).
 - Verify how you will notify interns and families when the program can resume.
 - Discuss other options with the Steering Committee partners for this time. For example, look for temporary opportunities to teach skills elsewhere, increase job development efforts, provide more of the curriculum during this time (and spend more time at internships if/when they are able to return to the program site). The host business has offered interns a time-limited, paid job to assist with the COVID-19 prevention and response. How does Project SEARCH National feel about this?
 - Can we just take a moment to say how cool it is that a major hospital site noticed the skillsets of our interns and how valuable they would be to their COVID-19 prevention and response efforts!
 - This is a great opportunity to use skills learned and gain experience that could lead to a permanent job.
 - VR may consider this a paid work experience. The intern should continue in the program during the paid work experience. This would allow the instructor and skills trainers to interact and assist as needed. The intern should continue to receive job development services. If the intern accepts this time-limited, paid job offer how do we report this in the Project SEARCH database?
 - This should be coded as non-seasonal employment, and the employment record should be updated to include the end date upon completion of the employment. What do we do if our school closes? • If the school is closed the program will also be closed.
 - Follow your communication plan. Ensure all partners, interns, and families are kept in the loop. If our interns can't return to the program site before the end of the year (due to school closure or request of the host business), can we say they completed the program?
 - The general rule is that interns must successfully complete at least two full internships. Most interns have done this at this point.
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- The Steering Committee should consider each student on an individual basis to decide if their goals were met.





Appendixes:

March 5, 2020 NJDOE Broadcast:

<https://drive.google.com/open?id=1MqwBVz5FoMj1pFi1eybgYStStQkmUZsP>

County of Sussex LINCS Sign Up : <https://drive.google.com/open?id=1NnttAzd4GDVzs0US-CSSuiir3e5xl-rG>

Implementing CDC's Ebola Guidance for Schools while Protecting the Civil Rights of Students and Others

<https://drive.google.com/open?id=1X0CjrqePQ8yL-DIbABwqf3CI6AfUfRHw>

FAQ: Project Search <https://drive.google.com/open?id=1vICT4CTBRTvVA-GYoRRFOMjF-D-T95Hy>

PAN-FLU Checklist <https://drive.google.com/open?id=177SW-2sCpmabl6YZKVASJJmnT65NjP>





CONTACTS

New Jersey Office of Emergency Management
Box 7068 River Road
West Trenton, NJ 08628-0068
24 Hrs - (609) 963-6900
FAX - (609) 530-3620
njeoc@gw.njsp.org

NJDOH Number - Sussex County - Contact Information
973-579-0370
Extension 1250 - Jim McDonald
Extension - 1245 - Jane Morse
jmcdonald@sussex.nj.us
1-800-222-1222 - General Public - Actually NJ Poison Control

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