

# *Coronavirus Contingency Plan*



*East Orange School District*

*Dr. Kevin R. West, Superintendent*

*Ms. Anita Champagne, Assistant Superintendent*

*Dr. Deborah M. Harvest, Assistant Superintendent*

*March 2020*

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Superintendent's Office		
<i>Action Steps to Plan and Prepare</i>	<i>Timeline</i>	<i>STAFF MEMBER Accountable</i>
Phone blast to parents advising them of resources listed on the District website	Completed March	Dr. West Senior Staff
Met with Mr. Victor Kuteyi, Health Officer for the City of East Orange and Dr. Monique S. Griffith, Director of EO Health and Human Services to establish a link for community members to receive updated information from the CDC	March 9, 2020	Dr. West Senior Staff
Letter sent home to parents advising of precautions that our schools are taking	March 10, 2020	Dr. West Senior Staff
Survey sent home to parents related to internet capabilities	March 10, 2020	Dr. West Senior Staff
Suspended all field trips in and out of the state	March 11, 2020	Dr. West Senior Staff
Closed schools on Monday, March 16 to engage staff in virtual learning strategies with creating and preparing for a possible extended closing of the school district (email and phone blast to parents and staff	March 12, 2020	Dr. West Senior Staff
Informed all staff of their responsibilities with working remotely from home and the need to monitor student work and District correspondence	March 13, 2020	Dr. West Senior Staff

Division of Business Services		
<i>Action Steps to Plan and Prepare</i>	<i>Timeline</i>	<i>STAFF MEMBER Accountable</i>
<b>Payroll</b>		
1. Maintain list of building base subs and LPSAs	3-11-20	Tyisha Arrington
2. Full time employees will be paid and #1 above	if needed	Tyisha Arrington

3. Overtime, extra comp, hourly paid upon return	if needed	Tyisha Arrington
4. Banking transfer done remotely	if needed	Beth Brooks and Christina Hunt
5. Child support done remotely	if needed	Tyisha Arrington
6. Payroll tax returns submitted timely	if needed	Trina Grant
7. Payroll checks direct deposit only	if needed	Tyisha Arrington
8. Set up credit union via ACH	3-13-20	Tyisha Arrington and Christina Hunt
9. All other agency checks completed upon return	if needed	Trina Grant
10. Receive mobile tokens for remote banking	3-12-20	Beth Brooks and Christina Hunt
<b>Accounts Payable</b>		
1. Depending on the reopening and the BOE meeting, district may need to BOE ratify after the payment is made.	if needed	Deborah Head
2. Post on the district website if district is closed vendor payments will be made upon return.	3-13-20	IT Department
3. Payment of health premiums will be processed (medical, Rx, dental and vision) via wire to ensure there are no lapses in coverage. Allocation and reconciliation will be completed when the district is reopened.	if needed	Deborah Head, Beth Brooks and Christina Hunt
4. If unable to work from the office, will wire the Early Childhood Providers their monthly payment.	is needed	Deborah Head, Beth Brooks and Christina Hunt
5. Working on getting the Early Childhood Providers banking information	In process	Christina Hunt

**Communication/Information  
Technology**

<i>Action Steps to Plan and Prepare</i>	<i>Timeline</i>	<i>STAFF MEMBER Accountable</i>
Posting all approved documentation to all the district media outlets as soon as we receive it.	3/2/2020, 3/3/2020 Ongoing	IT Dept / Social Media
Keeping the district website updated.	3/10/2020 Ongoing	IT Dept / Social Media
Internal staff meeting to make sure staff is informed. <a href="http://ready.nj.gov/about-us/state-of-emergency.shtml">http://ready.nj.gov/about-us/state-of-emergency.shtml</a>	3/3/2020 Completed	IT Dept / Social Media
Scheduled staff meeting for updated discussion. Internal & External IT support for remote staff & students.	3/11/2020 Completed	IT Dept / Social Media
Ready to deploy up to 30 Laptops to be used by Central office personnel to work remotely from home.	3/11/2020 In Progress	Vaughn Miller
Ordered 20 MiFi JetPacks to be used by Central office personnel to work remotely from home.	3/10/2020 Awaiting Delivery	Vaughn Miller
Parent E-Learning Home Readiness Survey developed on Google forms and will be sent to Sr. Staff for approval.	3/11/2020 (Joi Mackey informed me that this form has already been generated and is posted on the website)	Vaughn Miller/Curtis Frazier/Bernice McCray
Provide remote help desk support via district cell phones Calls will be routed to assigned techs as needed.	3/11/2020 On Stand By	Vaughn Miller
Team Viewer will be installed on all devices issued by the IT Dept.	3/11/2020 In Progress	IT Dept.
Remote access list to be emailed out.	3/11/2020 Awaiting Responses	Vaughn Miller
Will create a dedicated page on the district website strictly for COVID-19/Coronavirus related information.	3/12/2020	Vaughn Miller / Social Media

Create a generic email account to reset Google passwords for students and teachers	3/12/20	Vaughn Miller
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Division of Operations		
<i>Action Steps to Plan and Prepare</i>	<i>Timeline</i>	<i>STAFF MEMBER Accountable</i>
Met with Social Workers to develop Counseling Home Link	March 10, 2020	Tonya H. Santos and Patrice Coleman
Met with Speech-Language Specialists to develop Speech-Language Home Link	March 10, 2020	Tonya H. Santos and Patrice Coleman
Met with Learning Consultants to develop Instructional Accommodations grade Pre - 12	March 10, 2020	Tonya H. Santos and Patrice Coleman
Occupational and Physical Therapy Home Link provided by CPNJ Representative	March 10, 2020	Tonya H. Santos and Patrice Coleman
Essex Regional Educational Services Commission provided a list of precautions that they are requiring all transportation vendors to follow	March 2020	Dr. Deborah Harvest
Mr. Victor Kuteyi, Health Officer for the City of East Orange and Dr. Monique S. Griffith, Director of EO Health and Human Services attended the EOE/EO BOE Health, Safety and Security Committee Meeting	March 12, 2020	Dr. Deborah Harvest
Suspended all transportation for after school programs, field trips, and athletic events/scrimmages	March 12, 2020	Dr. Deborah M. Harvest
Conduct daily briefing with Mr. Victor Kuteyi the Health Officer for the City of East Orange.	Ongoing	Tonya H. Santos and Patrice Coleman
Provide school nurses daily updates.		
Under the guidance of the Health Officer, the district established guidelines to be followed should a staff member or student report to school wearing a mask.	Ongoing	Tonya H. Santos Patrice Coleman School Nurses

## Custodial and Maintenance

<i>Action Steps to Plan and Prepare</i>	<i>Timeline</i>	<i>STAFF MEMBER Accountable</i>
A meeting was held on Monday, March 9th with all head custodians to discuss the process in place to combat the spread of the Novel Coronavirus (COVID-19).	Immediate	Franklin Santos Charles Mitchell
The ES364 Neutral Disinfectant which was approved by the US Environmental Protection Agency (EPA) for use against emerging viral pathogens will be used to frequently wipe down high traffic areas and all touch points i.e., to include door knobs, handrails, mirrors, dispensers, faucets, etc.	Immediate	Dario Lambkin Franklin Santos Charles Mitchell
Custodians will be issued the proper Personal Protective Equipment (PPE) when engaging in the sterilization of areas. PPEs are goggles, face masks and gloves.	Immediate	Dario Lambkin Franklin Santos Charles Mitchell
Maintenance staff will check all air filters and ventilation units to help with air quality control.	Immediate	Dario Lambkin Franklin Santos Charles Mitchell
Custodians will ensure that ample hand soap and paper towels are provided district-wide. Electric hand dryers will be tested ensuring they are properly functioning.	Immediate	Dario Lambkin Franklin Santos Charles Mitchell
The Office of Facilities is preparing a document by location to include number of student and faculty bathrooms, number of soap and paper towel dispensers in each bathroom, number of AM and PM custodians, and the AM and PM custodian check list to ensure proper equipment and procedures are available.	Immediate	Dario Lambkin Franklin Santos Charles Mitchell
<p>Narrative for steps in the event of an immediate extended closure:</p> <p>We have broken this down in 2 categories: Surface Cleaning (Immediate Closure) and Deep Cleaning (Extended Closure)</p>		

#### Surface Cleaning:

1. Isolate Area
2. Shut down HVAC System in that area if necessary
3. Get additional staff if needed, and provide with PPE (Gloves, Masks, Goggles)
4. Opening of exterior doors/windows where applicable
5. Discarding of all trash in trash cans
6. Surface Disinfecting
7. All equipment used during the cleaning process will be disposed of (PPE, Garbage, etc.)
8. Closing of all exterior doors/windows where applicable
9. Reactivate HVAC Systems if shut down

#### Deep Cleaning:

1. Isolate Area(s)
2. Opening of exterior doors/windows where applicable
3. Shut down HVAC Systems in that area if necessary
4. Additional Staff will be called in if needed, and provided with PPE
5. Discarding of all trash in trash cans
6. High to low level (top of site down to bottom) dusting/disinfecting (horizontal surfaces to include light fixtures)
7. Vacuuming of entry and high traffic areas if necessary
8. HVAC Vents/Units disinfected
9. Disinfect all rooms
10. Change HVAC filters
11. ALL equipment used during the cleaning process will be disposed of (PPE, Garbage, etc.)
12. Closing of all exterior doors/windows where applicable
13. Reactivate HVAC Systems if shut down

#### Disinfectant Product Used:

-ES364 Neutral Disinfectant - Charlotte Products LTD.

#### ***TIME FRAME FOR EXTENDED DEEP CLEANING***

**Elementary Schools-** 3 days minimum for cleaning, 10 people assigned to each location

**Middle Schools-** 4 days minimum for cleaning, 17 people assigned to each location

**High Schools-** 4 days minimum for cleaning, 25 people assigned to each location

***EXTENDED SHUTDOWN PROTOCOL***

Custodians and Maintenance Mechanics must work the hours of 6:00 AM - 2:00 PM

Custodial Staff will assist with breakfast/lunch @ specified location(s) - Bowser, Campus, Hughs, and Garvin.

Maintenance Mechanics will continue to install bathroom equipment as needed.



## Food Services

<i>Action Steps to Plan and Prepare</i>	<i>Timeline</i>	<i>STAFF MEMBER Accountable</i>
Additional Staff Training		
1. Retraining staff on proper handwashing and personal hygiene	March 11-March 13	Yolanda Shivers
2. Post handwashing and hygiene posters in all cafeterias	March 13, 2020	Yolanda Shivers
3. Review cleaning procedures, cleaning versus sanitizing	March 11-March 13	Yolanda Shivers
4. Review attendance/sick policy of vendor	March 11-March 13	Yolanda Shivers
5. Reduce number of perishable times to reduce number of times items is handled	on-going	Yolanda Shivers
Other Items		
1. Purchased packaged meals for one week for both breakfast and lunch with a 9 month shelf life. District will use the product at the end of the school year if not needed for an emergency.	March 10, 2020	Yolanda Shivers
2. Grab and Go will occur at one time for breakfast and lunch (8:00-10:00AM).	on-going	Yolanda Shivers, Sims, City Officers
3. District proposes grab and go breakfast and lunch meals at 4 local schools throughout the city during a districtwide closure (Campus HS, Hughes, Garvin, and Bowser).	on-going	Yolanda Shivers and Beth Brooks
4. SROs, Crossing and Security will be at the schools to ensure safety during grab and go meal service.		Security Office

## Division of Labor Relations and Employment Services/Security

<i>Action Steps to Plan and Prepare</i>	<i>Timeline</i>	<i>STAFF MEMBER Accountable</i>
Created survey to gauge home connectivity and device availability	Completed	McKenzie
Authorized the extension of part-time custodial staff hours to allow for “all hands on deck”	Completed	McKenzie
Coordinated a meeting between senior leadership and the union presidents	Completed	McKenzie
Reiteration on the use of sick time while self-quarantine	Ongoing	McKenzie

## Division of Curriculum & Instruction

<i>Action Steps to Plan and Prepare</i>	<i>Timelime</i>	<i>Staff Member Accountable</i>
Email sent to building principals stating that time during PLCs and faculty meetings should be used to ensure teachers have developed their google class room and shared access codes to be placed on the website	March 11, 2020	Assistant Superintendent of Curriculum
Surveys (paper and digital) are being provided to parents to assess home base Internet and device availability. Surveys will be placed on the District website as well as the Student Information System - Focus.	March 12, 2020	IT and Operations
Teachers will give students paper surveys in their individual classrooms to assess the needs of the specific students. Students without devices and/or Internet at home will be given paper copies of the assignments.	March 12, 2020	Teachers and Building Principales
All teachers have been required to have Google Classroom, where daily assignments can be provided. Assignments will be posted in advance and updated weekly.	verified and check by: March 23, 2020- June 2020	Building Principals and Classroom Teachers
Content-specific Supervisors will share expectations with teachers via email pertaining to home base instruction.	3/11 so that teachers are able to adequately prepare students or the anticipation of home instruction as defined by NJDOE	Content Specific Supervisors
Content Supervisors will reach out to coaches, lead teachers, and building administrators to inform them of the content specific materials that should be included in the teacher google classroom. The teachers should keep in mind their pacing and add more specific details that are related to their specific classrooms	March 12th- 16th	Content Specific Supervisors
ESL/Bilingual Supervisor will make sure that choice boards and learning menus for ELA and Social	March 12th- 16th	Champagne and Vega-Moore

Studies are translated into Spanish and French to be uploaded on the appropriate classrooms		
Artifacts such as Early Childhood Assignments Packets, Choice Board, Learning Menus, and Teacher Google Classroom list and code is placed on the District website.	March 12th- 16th	IT Department (Mackey and Miller)
<b>Content Specific Assignments Below</b>		
<b>Secondary Math Focus (High School) 9-12 inclusive of Bilingual and SPED</b> At home access to the following programs: <ul style="list-style-type: none"> <li>• IXL 9-12 (Fresh Start, Tyson, &amp; STEM)</li> <li>• Aleks 9th grade (Campus)</li> <li>• Delta Math 9-12 (Campus)</li> </ul> 1 to 1 textbooks (Big Ideas) are available for Algebra I, Geometry, and Algebra II as well as upper level math courses. Blended Learning will be implemented. Teachers will assign 2 weeks of work based on the standard pacing. Online personalized programs should be used 30 minutes a day, in addition to the assigned work. All math teachers have Google Classroom. Textbook work will be assigned via Google.	14 day plan and ongoing	Champagne, Fraser, Vega-Moore, Building Teachers
<b>Secondary Math Focus (Middle School) 6-8 inclusive of Bilingual and SPED</b> At home access to the following programs: <ul style="list-style-type: none"> <li>• IXL 6-8 (Fresh Start, STEM, Healy &amp; Houston)</li> <li>• My Path 8th grade (Costley)</li> <li>• Delta Math 9-12 (Campus)</li> </ul> 1 to 1 textbooks (Go Math) are available for grades 6-8. Blended Learning will be implemented. Teachers will assign 2 weeks of work based on the standard pacing. Online personalized programs should be used 30 minutes a day, in addition to the assigned work. All math teachers have Google Classroom. Textbook work will be assigned via Google.	14 days starting 3/23	Champagne, Fraser, Vega-moore, Building Teachers

<p><b>Elementary Math Focus K-5 inclusive of Bilingual and SPED</b></p> <p>At home access to the following programs:</p> <ul style="list-style-type: none"> <li>• GoMath PMT (All elementary schools)</li> <li>• Freckle (All elementary schools)</li> <li>• First in Math (Boswer, Garvin, Warwick, Jackson, &amp; Louverture)</li> </ul> <p>1 to 1 consumable workbooks (GoMath) are available for grades K-5. Blended Learning will be implemented. Teachers will assign 2 weeks of work based on the standard pacing. Online personalized programs should be used 30 minutes a day, in addition to the assigned work. All math teachers have Google Classroom. Textbook work will be assigned via Google.</p>	<p>14 days starting 3/23</p>	<p>Champagne, Moncur, Vega-moore, Building Teachers</p>
<p><b>Secondary ELA Focus (Middle/High School) 6-12</b></p> <p>At home access to the following programs:</p> <ul style="list-style-type: none"> <li>• Achieve3000 (All schools except Costley)</li> <li>• My Path 8th (Costley)</li> </ul> <p>All students will be provided a novel and access to a digital 6-12 choice board (which will be translated). Paper copies of the choice board will be provided to students who have limited and/or no access to technology. Students are to read and choose a minimum of three activities demonstrating comprehension of the novel/chapters. Online personalized programs should be used 30 minutes a day, in addition to the assigned work.</p>	<p>14 days starting 3/23</p>	<p>Champagne, Vannoy, Vega-Moore, Building Teachers</p>
<p><b>Elementary ELA Focus K-5</b></p> <p>At home access to the following programs:</p> <ul style="list-style-type: none"> <li>• Achieve3000 (All except Hughes &amp; Banneker)</li> <li>• NewsELA (Banneker)</li> <li>• Freckle (Hughes)</li> <li>• iRead K-2 (All schools)</li> <li>• Amira Learning (Bowser)</li> <li>• RAZ-kids K-5 ESL Reading Program</li> </ul>	<p>14 days starting 3/23</p>	<p>Champagne, Green, Vega-moore, Building Teachers</p>

<p>All students will be provided a novel/book and access to a digital K-5 choice board (which will be translated). Paper copies of the choice board will be provided to students who have limited and/or no access to technology. Students are to read and choose a minimum of two activities per week demonstrating comprehension of the novel/chapters. Online personalized programs should be used 30 minutes a day, in addition to the assigned work.</p>		
<p><b>Social Studies Focus K-12</b>  At home access to the following programs:</p> <ul style="list-style-type: none"> <li>• Achieve3000 (All schools except Banneker)</li> <li>• NewsEIA (Costley and Banneker)</li> </ul> <p>A grade K-12 learning menu (which will be translated) will be provided in both hard copy and digital formats. Students will be required to complete 6 out of the 9 project options based on their current theme of study. Learning menus will be made available on the District website and emailed to principals for dissemination. Online personalized programs should be used 30 minutes a day, in addition to the assigned work.</p>	<p>14 days starting 3/23</p>	<p>Champagne, Richardson, Vega-moore, Building Teachers</p>
<p><b>Science Focus K-12 inclusive of Bilingual and SPED</b>  At home access to the following programs:</p> <ul style="list-style-type: none"> <li>• Achieve3000 6-12 (All secondary schools)</li> <li>• McGraw Hill 6-12 (All secondary schools)</li> </ul> <p>McGraw Hill includes virtual labs and class activities. For students that do not have technological access, they will be given a book and pre-assigned task from the textbook.</p> <ul style="list-style-type: none"> <li>• Think Central Science Fusion K-5 (All elementary schools)</li> </ul> <p>1 to 1 consumable workbooks (Science Fusion) are available for grades K-5. Blended Learning will be implemented. Teachers will assign 2 weeks of work from either the program and/or textbook. The online personalized program (Achieve300) should be used</p>	<p>14 days starting 3/23</p>	<p>Champagne, Adisa, Vega-moore, Building Teachers</p>

30 minutes a day, in addition to the assigned work. All science teachers have Google Classroom. Textbook work will be assigned via Google.		
<b><i>Early Childhood-Preschools</i></b> At home access to the following programs. The preschooler should not be on technology more than 30 minutes a day: <ul style="list-style-type: none"> <li>● Starfall</li> <li>● ABC Mouse</li> <li>● Literacy Center</li> </ul> A 14 day plan that covers literacy, phonological awareness, and math with daily lessons and activities that can be completed at home. The forms will be uploaded on class dojo. Individuals who do not have technology devices and/or internet will be given a hard copy. This information will also be shared on the District website and google classroom.	14 days starting 3/23	Champagne, Aquil, Loftin,(Early Childhood Supervisors), Building Teachers
Narrative for steps in the event of an immediate extended closure:  East Orange School District is dedicated to the continuity of instruction, especially when emergent conditions require alternate plans. In the event of extenuating circumstances, EOSD will adopt a virtual school platform, which is a way for instruction to continue while students are unable to attend school due to campus closure. While the virtual school platform is not intended to replace the traditional classroom environment, teachers will still be able to deliver standards-based instruction to students in an online environment until the normal school schedule can resume.  The purpose of this document is to outline how EOSD will continue to provide instruction in a virtual school format while a traditional classroom setting is otherwise not recommended. The plan outlines roles and responsibilities for all community stakeholders, as the success of the virtual school model will be dependent upon the dedication of faculty/staff, students, parents, and district administration. This plan has been developed in accordance with the NJ Department of Education broadcast on March 5, 2020.  This virtual school plan exceeds the minimum 10 hour weekly requirement.  <b>Roles and Responsibilities</b>  <b>Parents/Guardians</b>  Parents/Guardians should support children in their learning process by:		

- Monitoring EOSD updates and checking in with your child daily about the virtual school learning tasks and activities that they are working on.
- Encouraging adherence to the **Required Weekly Instructional Schedule** listed below.
- Designating a place where your child will work independently on his/her assigned tasks/activities.
- Asking your child to provide a brief summary of the learning he/she is engaging in for each class to ensure their understanding of the content and of the process they are being asked to engage in to demonstrate their learning.
- Asking your child about their deadlines in submitting assignments.

## Students

Students should:

- Dedicate appropriate time to learning, as guided by your teachers.
- Check appropriate Google Classrooms for information on courses, assignments, and resources, on a daily basis.
- Identify a comfortable and quiet space to study/learn.
- Exercise digital citizenship which speaks to academic honesty and appropriate discourse.
- Engage in Google Classroom questions and responses, essential questions, exit tickets, Do Nows, etc...
- Submit all assignments in accordance with provided timelines and/or due dates.
- If you need assistance resetting your password, please email [pswreset@eastorange.k12.nj.us](mailto:pswreset@eastorange.k12.nj.us).

## Teachers

- Pre-K teachers will post activities on the District website and Class Dojo. No more than 30 minutes a day should be spent on technology programs.
- Grade K-12 teachers will post work via Google Classroom.
- Teachers (Grades 4-12) will engage with students daily via Google Classroom by posting questions and responses, essential questions, exit tickets, Do Nows, etc...
- Teachers will offer direct support for at least two hours a week in accordance to the below schedule.
- In Google Classroom, teachers will post the time and platform in which students can have access to them for support.

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Required Weekly Instructional Schedule	
Monday - Thursday (between the hours of 9am - 2pm)	Friday (between the hours of 9am - 2pm)
2 hours for Math 2 hours for English Language Arts 1 hour for Science	1 hour for Social Studies 2 hours for Physical Education 2 hours for Electives



