

CHERRY HILL PUBLIC SCHOOLS  
CHERRY HILL, NEW JERSEY

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CORONAVIRUS  
ACTION PLAN FOR CONTINUITY OF LEARNING  
March 2020

**REVISED MARCH 21, 2020**

Dr. Joseph Meloche  
Superintendent

# CHERRY HILL ACTION PLAN FOR CONTINUITY OF LEARNING

## CHERRY HILL SCHOOL DISTRICT

### ESSENTIAL PERSONNEL:

- Superintendent, Assistant Superintendent for Business/Board Secretary, Assistant Superintendent for PreK-12, Director of Human Resources, Director of Operations, Director of Pupil Services, Director of Security, Director of Curriculum, Assistant Director of Technology, Director of Transportation, Director of Facilities, Principals, Assistant Principals, Curriculum Supervisors, Pupil Services Supervisors, Buildings & Grounds Staff, Maintenance Staff, Custodial Staff, Technology Staff, Campus Police Officers, Food Service Employees, Xerox staff.

### DISTRICT DEMOGRAPHIC PROFILE:

- All demographic data is as of October 15, 2019
- Total Population: 10,848
- % Preschool: 1.9
- % Homeless: 0.4
- % Low Socioeconomic: 17.7
- % Students with Disabilities: 17.3
- % ELLs: 3.8

### STEPS TO FOLLOW UNDER CURRENT CONDITIONS:

- Maintain hand hygiene – provide time and supplies for students and staff to wash with soap and water.
- Respiratory Hygiene – use tissues or have students cough into their sleeves to prevent illness spread.
- Display posters (Cover Your Cough & Germ Stopper) that illustrate these concepts prominently.

- Communication with the local health department and keeping abreast of CDC updates is essential.

**SCHOOL CLOSURE:**

- The decision about school closure will be a local decision based upon recommendations from the Department of Health, number of cases, risk of Coronavirus spread, and the benefit of closure. School closure would close the school for students and staff.
- School closures and dismissals will be reported to the CDC, Department of Health, and the Office of the Executive Camden County Superintendent.

**ADDITIONAL INFORMATION CAN BE ACCESSED AT:**

[cdc.gov](http://cdc.gov)  
[www.chclc.org](http://www.chclc.org)

**CHERRY HILL ACTION PLAN FOR CONTINUITY OF LEARNING  
 HEALTH RELATED ISSUES**

<b>Task</b>	<b>Responsible Person(s)</b>	<b>Existing Resources</b>	<b>Timeline</b>
Identify school-based individual(s) to educate staff about COVID-19	Nurse, health teachers, principal, Director of Curriculum	Nurse, school doctor, health teachers	Ongoing
Identify school-based individual(s) to educate students about hand washing, covering cough, and staying home when sick	Nurse, teachers, principal	Nurse, teachers	Ongoing
Identify school-based individual(s) to educate families about COVID-19	Nurse, teachers, principal	Nurse, school doctor, teachers, video and web information, PTA	Ongoing
Distribute and post “Stop the Spread of Germs” posters or similar type posters	Nurse, teachers, principal, Central Administration	County Health Dept., CDC	Sent to schools March 3
Track the number of staff and students absent daily	Nurse, human resources, attendance personnel, principals	Nurse, human resources, attendance personnel, principals	Ongoing
School nurse will report absentee rates to the Office of Pupil Services, Assistant Superintendent, and principal that will include detailed information reporting the number of	Nurse, attendance personnel, principals	Nurse, attendance personnel, principals	Ongoing

students absent due to illness, or potential exposure to COVID-19, or presenting with flu-like symptoms			
Review procedures for sending ill students and staff home and make adjustments if necessary	Nurse, doctor, principals	Nurse, doctor, principals	Ongoing

**CHERRY HILL ACTION PLAN FOR CONTINUITY OF LEARNING**  
**HEALTH RELATED ISSUES**

Include within faculty meetings agenda items relating to COVID-19 issues	Assistant Superintendent, Principals, nurses	Assistant Superintendent, principals, nurses	Starting in March and ongoing
Seek School Physician's recommendation regarding acceptable protocol for identifying criteria relative to return of staff after COVID-19 illness	Director of Pupil Services	School Physician, building nurses	Ongoing based on individual cases
Provide nurses and principals with protocol as per School Physician's recommendation and advise as to importance of implementation	Assistant Superintendent and Director of Pupil Services	School Physician, Lead Nurse, building nurses, principals	ongoing
Implement existing protocol for return of students after COVID-19 illness according to CDC guidelines	Nurses, principal, Director of Pupil Services	Nurses, principal, Director of Pupil Services	Ongoing
Notify medically compromised employees when any student or staff member in that school is reported to be infected by COVID-19	Nurse, school doctor, human resources	Nurse, school physician, human resources	ongoing
Identify a specific area within each school-- the nurse's office and any other designated location-- for the purpose of keeping	Principal, nurse	nurse	ongoing

<p>students and staff who present with symptoms associated with COVID-19 Monitor staff and student health closely.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Encourage early evaluation and treatment by healthcare providers based on recommendations from the Department of Health and Center for Disease Control (CDC).</li> <li><input type="checkbox"/> Students and staff ill or presumptively ill with COVID-19 will stay home following the 14 day self-quarantine protocols outlined by the CDC and directed by a healthcare professional. After a self-quarantine, students and staff will not be able to return to school or work until after medically cleared.</li> <li><input type="checkbox"/> Routine cleaning of surfaces including door knobs, faucets, handrails, water fountains, and keyboards will be done frequently with appropriate cleaning products.</li> </ul>			
<p>Communicate to parents that students suspected of being infected with COVID-19 will not be transported by school bus to return home</p>	<p>Principal</p>	<p>Principal</p>	<p>Ongoing via individual communication with parents. If # of cases accumulate, this info could go into a general info letter to all parents.</p>

## CHERRY HILL ACTION PLAN FOR CONTINUITY OF LEARNING

### SACC

<b>Task</b>	<b>Responsible Person(s)</b>	<b>Existing Resources</b>	<b>Timeline</b>
Seek BOE Approval for CHEA & EACH members to provide voluntary paid emergency substitute coverage at SACC.	Nancy Adrian, LaCoyya Weathington	CHEA & EACH	March 2020
Training SACC Staff on preventative measures (identifying sick children, hand washing, covering coughs and sneezes, staying home when ill)	Melissa Conklin, Karen Rockhill, LaCoyya Weathington	Karen Rockhill and Heidi Setchel	Ongoing
Maintaining a Healthy Environment, cleaning and disinfecting	Site Leaders	Greg McCarty Custodial Staff	Ongoing cleaning efforts each day
Timely notification of school closings or cancellation of after school activities	District Administration	Email, telephone, Blackboard	Provide adequate response time to notify parents of children enrolled in SACC/STEP, and staff.

## CHERRY HILL ACTION PLAN FOR CONTINUITY OF LEARNING COMMUNICATION

Task	Responsible Person(s)	Existing Resources	Timeline
Provide hand washing and influenza precaution posters to schools.	Barbara Wilson, Print Shop, Central Administration	CDC and Department of Health posters	Completed
Post information on district website regarding COVID-19 precautions, pandemic preparation, and relevant links.	Barbara Wilson, Technology Department	CDC resources, other links (DOH, National PTA)	Completed
Information can be translated on the website using Google translate.	Barbara Wilson, Technology Department	CDC resources, other links (DOH, National PTA)	Ongoing
Create video messages for website and social media platforms regarding COVID-19 precautions, pandemic preparation, etc.	Barbara Wilson, Technology Department, Superintendent	CDC resources, other links (DOH, National PTA)	Ongoing
Provide updates to Zone PTA regarding COVID-19 prevention efforts.	Superintendent, Barbara Wilson, LaCoyya Weashington	CDC resources, other links (DOH, National PTA)	Ongoing
In the event of school closures: --Notify parents via Blackboard, emails, website, social media --Provide information about continuity of learning	Barbara Wilson, principals,	CDC resources, other links (DOH, National PTA)	As needed
Direct parents to internet resources, Cherry Hill Public Library	Barbara Wilson, Marc Plevinsky, media specialist	Comcast and Verizon internet resources <a href="#">Comcast Internet Essentials</a> \$9.95+Tax - if qualify for free and reduced lunch	Ongoing
Communication with Food Pantries	Barbara Wilson		Ongoing
By school or centralized locations parents would be able to and responsible for signing out a device	Farrah Mahan, Marc Plevinsky, Terri Nowakowski, Building Technicians, principals		Dependent on school closure
Survey to parents to determine internet and device access at home  Device distribution was held on: Monday, March 16th and Thursday, March 19, 2020. An additional device day for distribution of hot spots will occur once the hot spots are received.	Farrah Mahan, Marc Plevinsky, Technology Team		Began on March 9 Ongoing

Data collected through Genesis Parent Access and paper collected surveys.

- Devices requested -1,820
- Devices deployed -1,775
- Hot spots requested - 146

All devices were cleaned with disinfectant prior to being given to parent / student.

Deployment locations were “drive thru” parents and students did not have to exit their cars. For families / students who were not able to pick up we offered alternate locations monitored by Principals and delivery to the home.

Parents / students were also offered age-appropriate books (they could keep) while they waited in line.

Devices were electronically scanned and given to the parent / student. Parent / student had to provide student id number, a completed device loaner agreement (completed prior to arrival and logged in Genesis Parent Portal).

Campus Police were on site for traffic control and for security.

All staff supporting the distribution of devices were behind tables, wearing protective gloves, and at least 6 ft from families.



<p>Communication regarding deployment times and locations were shared via emails, text messages, district and school websites, and social media.</p> <p>We will continue to monitor and adjust the plan based on the duration of the closure and feedback from the community concerning technology access. We foresee broken devices, families needing devices after not initially requesting, etc..</p>			
<p>Access by all administrators to Join me, blackboard, and conference call lines to communicate directly with staff and parents</p>	<p>Farrah Mahan Marc Plevnisky</p>		<p>March 13</p>

## CHERRY HILL ACTION PLAN FOR CONTINUITY OF LEARNING

### TEACHING AND LEARNING

<b>Task</b>	<b>Responsible Person(s)</b>	<b>Existing Resources</b>	<b>Timeline</b>
<p>Require staff to place student work on google classroom. Screencastify, e-mail, eboards, may be used in addition to enhance the instructional experience.</p>	<p>Teacher, principal, technology department, curriculum department</p>	<p>Teacher lesson plans Staff 1:1 devices</p>	<p>Ongoing as needed</p>
<p>List of online resources that students and parents can access. This should include paid subscriptions by grade level and free sites to support learning.</p>	<p>Curriculum and Pupil Services Departments will coordinate this. Media Specialist Speech Teachers OT , PT, ESL teachers</p>	<p>Curriculum and Pupil Services Departments will coordinate this. Media Specialist Speech Teachers OT, PT, ESL teachers</p>	<p>Ongoing</p>
<p>Where necessary, IEP modifications and accommodations will be provided to students through virtual assignments and/or hard copies of instructional materials.</p>	<p>Curriculum and Pupil Services Departments will coordinate this. Teachers, Media Specialist, Speech Teachers, OT , PT, ESL teachers</p>	<p>Curriculum and Pupil Services Departments will coordinate this. Teachers, Media Specialist, Speech Teachers, OT , PT, ESL teachers</p>	<p>ongoing</p>
<p>Teachers prepare to provide online learning and ensure they and our students have the skills to post and access material in Google Classroom.</p>	<p>Principals, teachers</p>	<p>Principals, teachers</p>	<p>ongoing</p>

The content of the online learning will be developed by staff before and during the school closure.	Principals, teachers	Principals, teachers	ongoing
Every teacher/certificated staff member updates the Google classroom.	Certificated staff, principals	Certificated Staff, principals	ongoing
Each school will develop its own plan to enable staff, while school is in session March 10 - 13, to dry run the process of providing online learning. Each teacher must rehearse the steps with their students in order to mimic, in abbreviated fashion, the online learning process. The teacher pushes out material and a quick “to do” activity to the Google classroom for the class. The students access it, review the material, complete the “to do” as if they were at home, and submit the assignment.	Certificated staff, principals	Certificated Staff, principals	ongoing
<p>CHPS Online Learning Expectations</p> <ul style="list-style-type: none"> <li>--Teachers post learning material every day (15-20 minutes of learning) and minimally one exercise or “to do” activity every 2 days.</li> <li>--Emphasis should be on enrichment and reinforcement more than on introducing new concepts.</li> <li>--Students’ grades should not be negatively affected by online learning.</li> <li>--Students submit the work via Google Classroom.</li> <li>--Online learning does not involve maintaining a consistent daily time for online group instruction.</li> <li>--Reading is the most fundamental component of learning.</li> </ul> <p>If the school closure is extended past the initial 2 week time period, additional guidance will be provided to teachers and families regarding the introduction of new instruction.</p>	Certificated staff, principals	Certificated staff, principals	ongoing

**CHERRY HILL ACTION PLAN FOR CONTINUITY OF LEARNING  
FOOD SERVICE, TRANSPORTATION, CROSSING GUARDS**

<b>Task</b>	<b>Responsible Person(s)</b>	<b>Existing Resources</b>	<b>Timeline</b>
Identify if bus companies are able to operate in the event of a high incident of absences	Linda King	Vendor	Ongoing
Identify if in the event there is a high incident of absences by our crossing guards, how will that operation continue	Tony Saporito	Cherry Hill Police Dept.	Ongoing
Identify if substitute employees are available in the event of a high incident of absences	Nancy Adrian	S4T	Ongoing
<p>SDA AGREEMENT NUMBER:00700800</p> <p>Distribution is planned for Monday, Wednesday and Fridays until school reopens</p> <p>There will be four distribution sites: High School East, Johnson Elementary, High School West and Paine Elementary.</p> <p>Students will be given two breakfasts and two lunches during each distribution. Items will be pre-bagged and ready for pick up.</p> <p>Rosters have been provided to each location listing all free and reduced price eligible students. Families may pick up at any location. Meals will be claimed based on the Student ID number which must be provided in order to pick up meals.</p>	Lynn Shugars	Aramark, NJDA, USDA, Buildings & Grounds Staff, Campus Police	Ongoing

<p>Meals will be distributed in a “drive by” manner – and can be picked up without exiting vehicles or entering buildings. Individuals may also walk up to area to access.</p> <p>Prepackaged food items with longer shelf lives and less processing will be utilized. Options for students with allergies will also be available. Meal content will meet all meal pattern requirements.</p> <p>The normal protocols of cleanliness and food temperature maintenance will be adhered to and monitored. Plastic gloves will be worn by food preparers and distributors.</p> <p>Campus police will be present at food distribution sites.</p> <p>Communication regarding pick up times and locations will be shared via our emergency notification system (phone calls and emails), district and school websites, social media, television, and newspaper.</p> <p>We will continue to monitor and adjust the plan based on the duration of the closure, feedback from the community concerning access, and ability of the District to continue to provide the service due to additional State mandates, product availability and personnel. Adjustments to the number and location of current distribution sites may also be considered. If any family contacts the District with concerns about access to distribution sites, meal delivery may be considered.</p>			
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**CHERRY HILL ACTION PLAN FOR CONTINUITY OF LEARNING  
FACILITIES AND OPERATIONS**

<b>Task</b>	<b>Responsible Person(s)</b>	<b>Existing Resources</b>	<b>Timeline</b>
Identify protocols, materials, compatibility, performance and personnel responsibilities	Lynn Shugars, Greg McCarty	Operations and Management Manual	Ongoing
Identify chemicals and proper use for cleaning and daily maintenance	Lynn Shugars, Greg McCarty	Operations and Management Manual	Ongoing
Review staffing contingency and plans for facility access and management: Day custodial staff will conduct building checks on Monday, Wednesdays and Fridays for the duration of the closure. Grounds and Maintenance Staff will be assigned to conduct security checks, maintain grounds and buildings, provide support for meal distributions and access to buildings for on-going construction for the duration of the closure. Mail delivery will be conducted on Monday, Wednesdays and Fridays. Buildings and Grounds supervisors will be on site daily.	Lynn Shugars, Nancy Adrian, Greg McCarty	Staffing Roster, Operations and Management Manual, Building and Grounds Staff members and supervisors	Ongoing
Identify budgetary opportunities and constraints	Lynn Shugars, Nancy Adrian, Greg McCarty	Lisa Ridgway, Greg McCarty	Ongoing
Review - Supply and vendor follow up – adjust supplies/quantities as required to meet demand	Lynn Shugars, Greg McCarty	Vendors	On-going

**ADDENDUM 1 - Communication:**

Notice from Camden County Department of Health regarding first presumptive case of COVID-19 in Camden County (Cherry Hill)  
<https://www.camdencounty.com/first-presumptive-positive-case-of-covid-19-identified-in-camden-county/>

Language for parent survey regarding technology

In the event of a school closure due to the impact of COVID-19 (coronavirus) we want to ensure that all families have access to Internet connectivity and a device to continue learning. If you do not have Internet connectivity at home or access to a device with a keyboard at home, and would like information on how to secure Internet connectivity or be interested in borrowing a school issued device, please complete the survey below.

### **ADDENDUM 2 - Communication with Students by staff and families:**

Brain Pop short movie explaining Coronavirus to kids (if used, stop at 3:56 mark)

[https://www.brainpop.com/health/diseasesinjuriesandconditions/coronavirus/?mkt\\_tok=eyJpIjoiWkRjMU5URTBPRGRqT1RWbSIzInQiOiJYc1VuWmtLNIBMSk5FYjV1XC9qN1ZzaXk2aDg4cFVSQXBmQWFnQWRvczFzSGt4Z01TeXp2bWU2QmcrFZQZTB6UVFWazVIMUpkR3VXYWp4dWh0RmZQNGc9PSJ9](https://www.brainpop.com/health/diseasesinjuriesandconditions/coronavirus/?mkt_tok=eyJpIjoiWkRjMU5URTBPRGRqT1RWbSIzInQiOiJYc1VuWmtLNIBMSk5FYjV1XC9qN1ZzaXk2aDg4cFVSQXBmQWFnQWRvczFzSGt4Z01TeXp2bWU2QmcrFZQZTB6UVFWazVIMUpkR3VXYWp4dWh0RmZQNGc9PSJ9)

<https://www.npr.org/sections/goatsandsoda/2020/02/28/809580453/just-for-kids-a-comic-exploring-the-new-coronavirus>

<https://www.nytimes.com/2020/03/02/well/family/coronavirus-teenagers-anxiety.html?referringSource=articleShare>

<https://youtu.be/OTYfke545vI> (HS audience)

<https://mysteryscience.com/mini-lessons/germs#slide-id-8055> How do germs get inside of your body? Mystery Science Grades K-5

<https://mysteryscience.com/mini-lessons/germs-sanitizer> How does hand sanitizer kill germs? Mystery Science Grades K-5

### **ADDENDUM 3 - Health/Medical Info Resources:**

Center for Disease Control - <https://www.cdc.gov/>

Center for Disease Control FAQ - <https://www.cdc.gov/coronavirus/2019-ncov/faq.html>

Camden County - [www.camdencounty.com](http://www.camdencounty.com)

New Jersey Department of Health - [https://www.nj.gov/health/cd/topics/covid2019\\_schoolbusiness.shtml](https://www.nj.gov/health/cd/topics/covid2019_schoolbusiness.shtml)

#### **ADDENDUM 4 - Resources for Parents**

“How to” FLYER for parents on logging into Google classroom: <https://tinyurl.com/CHPSGClassroomLogin>

#### **ADDENDUM 5 - Resources for Teachers**

[https://docs.google.com/document/d/1EgUN4fAGq07KJU4F6QrLKDoYPJkTYYYKsNVoW-8\\_wWbw/edit?ts=5e67ce7a](https://docs.google.com/document/d/1EgUN4fAGq07KJU4F6QrLKDoYPJkTYYYKsNVoW-8_wWbw/edit?ts=5e67ce7a)  
Library Databases by School

[https://docs.google.com/document/d/1835hoJXXK\\_44jsoztnEiCD2-iRInLfVU6LrJMhMRJQ/edit?ts=5e67be98](https://docs.google.com/document/d/1835hoJXXK_44jsoztnEiCD2-iRInLfVU6LrJMhMRJQ/edit?ts=5e67be98)  
Library Databases by School

<https://www.katemessner.com/read-wonder-and-learn-favorite-authors-illustrators-share-resources-for-learning-anywhere-spring-2020/>

[https://libguides.njstatelib.org/covid2019?fbclid=IwAR38Jjzk\\_ZMJv27tSUZe\\_1yOC2mh5dWNkbr15S6jzGx3gEr43JIg1Ezmlrs](https://libguides.njstatelib.org/covid2019?fbclid=IwAR38Jjzk_ZMJv27tSUZe_1yOC2mh5dWNkbr15S6jzGx3gEr43JIg1Ezmlrs)

#### **ADDENDUM 6 - The Provision of Appropriate Special Education and Related Services for Students with Disabilities**

Does the plan include adapted materials and assignments to meet student needs? Does the plan prepare for how evaluations, Individualized Education Program (IEP) reviews, eligibility meetings and reevaluation meetings, will be rescheduled?

- Students were sent home with a packet of individualized instructional materials. Each child’s packet includes activities and materials that align with his/her IEP goals and objectives. Upper elementary children may also have online learning opportunities through Google Classroom.
- Students in Grades 6-12, will receive instruction through a variety of platforms, including hard copies of materials, online resources, student and staff email, teacher websites, and access to modules such as Google Classroom.
- Where necessary, IEP modifications and accommodations will be provided to students through online assignments and/or hard copies of instructional materials.
- All IEP team meetings will continue online via Google Meet. Meetings are continuing as previously scheduled or initiated in accordance with required timelines. Teachers and related service providers have Google accounts and will access the meetings from home. Social evaluations will continue as planned.

Does the plan include communication with all parents, including those of students in out-of-district schools and contracted providers (e.g., Head Start and private preschool providers), in their native language?

- The district has been in contact with OOD schools. They will provide packets or an online platform for students dependent on the school's own continuity plan. Case managers will remain available to communicate with parents during the closure.
- The district continues to use a vendor for translation and interpretation. This vendor remains available to provide services via telephone or in a virtual setting.

Does the plan consider the needs of students who are medically fragile?

- Students who are deemed medically fragile and require home instruction, will receive instructional materials and resources that align with their current IEP programming.

Does the plan outline the determination of how related services will be provided or how compensatory services for related services will be determined?

- For students who receive related services, worksheets and activities were sent home in the packets. Therapists will provide check-ins with parents to clarify questions, concerns or activities provided in the packets.
- For students who receive counseling services through their IEPs, the service provider will contact students to check-in or consult, but will not provide direct counseling through tele-practice as it is currently prohibited.
- Therapists are documenting services provided and services needed using SEMI.

Does the plan include communication with out-of-district schools where district students are attending including what will happen if the district is closed and the school is not?

- Out of district schools are currently closed.

Does the plan consider transportation for students attending out-of-district schools and when and how to inform vendors if schools close?

- Out of district schools are currently closed.