



Collier School
160 Conover Rd
Wickatunk NJ 07765
(732) 946-4771



March 11, 2020

Collier School Health-related Closure Preparedness Plan

Dear Case Managers / Child Study Team Members,

Collier School has developed a comprehensive plan related to possible community transmission of Coronavirus Disease 2019 (COVID-19). This plan was submitted to the New Jersey Department of Education, Executive County Superintendent on March 10, 2020.

We understand the impact this virus is having on our school community and those around us. We feel confident that our plan will help us achieve our distance learning initiatives as well as maintain a high level of counseling services for all our students.

Please do not hesitate to reach out to our Counselors or School Administrators if you should have further questions (732) 946-4771.

This plan was put into effect starting on **March 2, 2020** when our Administrative team at Collier School met to discuss our plan, and the potential threat the Coronavirus has on our school. In addition, we are also responding after receiving a memo from the NJDOE on **March 5, 2020** regarding "Guidance Regarding Requirements for Public Health-Related School Closure". Collier School has a current population of 220 students serving over 70 school districts in the state. Sending districts provide transportation services for our students.

Sr. Deborah Drago, Executive Director of Collier Youth Services has been in contact with Enrico Cabredo MPH, Public Health Epidemiologist from the Monmouth County Health Department. He has been advising us on specific scenarios regarding our school, and certain questions that have been brought up. We will continue to seek his counsel to ensure we are following proper protocols when handling these situations.

1. Mitigation/Prevention

- Collier School sent out a letter to all parents and guardians of our students regarding the Coronavirus outbreak. This letter was to provide them with information about the virus, and what preventative measures Collier School was doing to help prevent the spread of the virus.
- Our cleaning vendor has been notified to make sure all surfaces are wiped down on a nightly basis with a deep cleaning every Friday night. They also provided us with a “Infection Control Plan” that has been initiated as of last week.
- A presentation was created and delivered to both schools for educating our students and staff about the Coronavirus, and what students can do to help prevent the spreading of the virus. This was delivered in homeroom classes by our teachers.
- A Technology Home Survey was sent to all parents and guardians regarding whether students have access to a: computer, Ipad, or tablet at home including Internet and WIFI capabilities. This will help us identify those students who need to be issued Chromebooks, or Internet service (Verizon Jet Packs) in the event we need to close the school.
- Collier Social Workers were asked to identify families that do not have access to the Internet, or who do not use email on a regular basis. We want to make sure these families are able to get issued the appropriate technology for this scenario as well.
- All our transportation vendors were notified about cleaning all the vehicles on a daily basis.

2. Preparedness

- All classroom teachers have been provided with spray bottles with disinfectant, which allow them to wipe down surfaces throughout the school day.
- Students are being reminded to wash their hands with soap and water after using the restrooms, and before eating.
- Additional dispensers with hand sanitizers were purchased and are being displayed throughout the schools for students and staff to utilize.

3. Response - Distance Learning Plan

- Mandatory staff meeting was held for Collier School on Monday March 9. A presentation was delivered to inform teachers of our current distance learning plan, which includes upcoming training seminars to ensure they are able to effectively administer our distance learning initiatives.
- Collier School is a G-Suite school, and we utilize these applications on a daily basis. We are confident that with a combination of Google Classroom and Google Meet we can effectively administer lessons to our students remotely. We are not making this solution mandatory for our teachers, however, those teachers

who are using third party software to achieve the same results need to submit the solution to their school principals by Wednesday March 12, 2020.

- Google Classroom and Google Meet trainings will be offered to all staff members twice a day in the mornings and after school
- Collier School offers a therapeutic environment for all our students. Part of this solution are weekly sessions with our students. All School social workers, and related services are being encouraged to develop plans to continue the services that we offer. We have a HIPAA Business Associate Amendment (“HIPAA BAA”) with our G-Suite account with Google. This will give Social Workers the ability to communicate with our students via Google Meet, maintaining our confidentiality.
- All students will be presented in their homerooms with our distance learning plan in the event our school needs to close due to the virus. Students will be trained on how to login, and how to use Google Classroom and Google meet to participate in or proposed distance learning program.
- School Administrators will be added to teachers Google classrooms to monitor, and assist in distance learning initiatives.

4. Recovery

- The goal of recovery is to return to learning and restore the infrastructure of the school as quickly as possible. Focus on students and the physical plant, and to take as much time as needed for recovery.
- School staff will be trained to deal with the emotional impact of the crisis, as well as to initially assess the emotional needs of students, and staff.
- One of the major goals of recovery is to provide a caring and supportive school environment.
- Once we have recovered from the impact of the Coronavirus, and resume normal school operations, we will ask teachers to assess distance learning lessons and test their effectiveness.
- All school counselors and related services will also assess their students for the impact on their well being.

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