

Highland Park Public School District

435 Mansfield Street
Highland Park, New Jersey 08904



Infectious Disease Response Plan 2019-2020



Infectious Disease Emergency

Pandemics are large-scale outbreaks of infectious disease that can greatly increase morbidity and mortality over a wide geographic area and cause significant economic, social, and political disruption. Evidence suggests that the likelihood of pandemics has increased over the past century because of increased global travel and integration, urbanization, changes in land use, and greater exploitation of the natural environment (Jones and others 2008; Morse 1995). These trends likely will continue and will intensify (Jamison DT, Gelband H, Horton S, et al., editors, 2017). It is for this reason that the following actions will be implemented when the school district is notified of a potential or existing pandemic that may impact the local community.

The following has been developed by the district's Sub-Committee on Infectious Diseases. The group will be activated in times of crises. Below are the positions held by the individual members of the committee:

- Highland Park Board of Health representative
- Highland Park Office of Emergency Management representative
- Infectious disease physician and/or specialist
- Highland Park Police School Liaison
- Highland Park Mayor's Office representative
- Highland Park Board of Education representative
- Highland Park Public School Superintendent
- Highland Park Public School Director of Educational Services
- Highland Park Public School Homeless Liaison
- Highland Park Public School Director of Facilities
- Highland Park High School Nurse
- Highland Park Educational Association President

Prevention Measures

(Adapted From Centers for Disease Control and Prevention Recommendations)

The following measures will be taken to prevent a possible disease outbreak:

1. Students and school district employees will be encouraged to avoid close contact with people who are sick.
2. Students and school district employees will be encouraged to avoid touching eyes, nose, and mouth.
3. Students and school district employees will be encouraged to stay home when sick.
4. Students will be directed to cover their mouths when coughing or sneezing with a tissue and then throw the tissue in the trash.
5. Elementary teachers will reinforce lessons about handwashing and general hygiene.



6. Students and school district employees will be encouraged to wash hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before eating, and after blowing their nose, coughing, or sneezing.
7. Students and school district employees will be encouraged to use an alcohol-based hand sanitizer with at least 60 percent alcohol when soap and water are not readily available.
8. Maintenance employees will increase routine environmental cleaning using hydrogen peroxide-based cleaner and will clean and disinfect frequently touched objects and surfaces (e.g., doorknobs, light switches, countertops).
9. The superintendent will daily monitor student and personnel absence rates to identify disconcerting trends.

Continuity of Instruction

Should one or more state agencies direct the district to close one or more of its schools for an extended period of time, the district will employ the utilization of remote learning days. Communication regarding remote learning online assignments would then be sent to all students. Experiences and tasks will vary for Grades K-5 and Grades 6-12.

A Honeywell message will be sent to all families and staff initiating remote learning. To ensure that this is a smooth process, students and personnel will be compelled to bring home daily, electronic devices, books, and anything else needed to support remote learning.

Accommodations will be made for Grades 3-12 students to assure they are equipped with computers and internet access. The following instructions will be provided to all certificated faculty. In the event not all students are assured such access:

Instructions for staff completion of long-range closing plan template:

1. Go to File>Make a Copy>, to make a copy of this document.
2. Name the copied file: School Initials-Teacher's last name-Class or Grade.
 - a. Example: *IPS-K-* or *BES-Stahl-Math* or *HS-Kruger-Biology*
3. Include 2 weeks worth of stand-alone, authentic tasks that can be completed independently. Not dependent on current or future content.
4. Make sure you are hyperlinking any online resource links and include specific details on what and where to complete the tasks.
5. Complete the document and share it back with your principal and content supervisor.

Instructions for related services staff completion of long-range closing plans:

1. CST (social workers and psychologists), guidance counselors and Teen Center staff will attend presentation in high school and then report to Teen Center. The goal is to write



- safety plans for individual students, create a resource guide for students who may be in crisis during school closures, and other activities.
2. OT, PT, Speech, Behavioral Services, LDTC will attend presentations and join teachers to create school closure lessons.
 3. ESL teachers will attend presentations in your respective buildings and then return to the classroom to work on school closure lessons.
 4. Nurses will attend presentations in your respective buildings, then return to your offices to work and then review student files of those on medications and with other health concerns. Nurses will identify students who may need to have access to medications or other medical supports and how we might go about doing that in the event of a school closure. In addition, nurses will draw up a plan of resources for parents in case they need medical advice or assistance in the event of a school closing.
 5. All ABA teachers will attend a presentation in Irving Media Center, then break to a small room to work on school closure lessons.
 6. Bartle LLD teachers will attend the Bartle presentation, then work together in Amy's room or on your own in your own rooms independently to create school closure lessons.
 7. GLOW Jr. will attend middle school presentation and then work in room to work on school closure lessons.
 8. GLOW and GLOW+ will attend the high school presentation and then to room to work on school closure lessons.
 9. LINKS will attend the Bartle presentation and then to room to work on school closure lessons.

Continuity of Operations

The following personnel will assist in maintaining operations:

Superintendent of Schools

1. Maintains authority over-all crisis management plans and ensures the plans are implemented effectively
2. Maintains communication with school district community using all available media outlets
3. Serves as district spokesperson for media
4. Maintains academics and student learning
5. Assures remote learning materials are made available for student learning



School Business Administrator

1. Monitors and maintains the following departments prior to and during any emergency: facilities, transportation, and food service.
2. Maintains protocol for personnel policies appropriate for both possible long and short term duration of pandemic absences.
3. Maintains payroll and accounts payable services

Facilities Manager

1. Takes appropriate measures to minimize, to the greatest extent possible, the risk of viral transmission in the school facilities with vigorous cleaning policies and practices
2. Maintains building utility functions (e.g. HVAC, electric) as necessary

Director of Educational Services

1. Maintains coordination with district nurses to ensure medical supplies and assistance are available upon reopening of schools
2. Maintains coordination with out-of-district student placement schools

Food Service Director

Maintains provision of meals to homeless and qualified students protocol (see below)

Certificated Faculty (e.g. teacher, counselor, child study team)

1. Maintain four-hour instructional days for five days per week
2. Maintain additional working hours, per collective bargaining contract

Provision of Meals to Homeless and Students who Receive Subsidized Meals

The following plan will be implemented to provide continuing nutrition for those students who are on a free or reduced meal plan:

1. The superintendent will contact the food services coordinator to activate the plan
2. The food service provider will provide “grab and go” bagged meals.
3. The food service provider will deliver the meals to the Bartle Elementary School Gymnasium and the Cedar Lane Apartment Complex, which will serve as the distribution points for students and their parents and guardians.
4. Personnel will arrive at the distribution points to provide meals between the hours of 10:00 AM- 2:00 PM at two.



Communication Protocols

All calls from media outlets will be directed to the superintendent's office. Secretaries will respond to parent/guardian phone calls using the narrative below:

“Thank you for your phone call. We have information for parents and guardians about the infectious disease on the district's website. Just go to the main website, hpschools.net, and click the link at the top.”

The superintendent will be responsible for communicating with personnel, parents and guardians by using Honeywell, email, and the district's website.



Appendix

Local Resources Contact Information

Highland Park Police Department	732-572-3800
Highland Park Police Department	732-572-3800
Highland Park Department of Public Works	732-514-1277
Highland Park Mayor's Office	732-777-6001
Highland Park Office of Emergency Management (OEM)	732-572-3400

County Resources Contact Information

Middlesex County Office of Emergency Management (OEM) 24/7	732-316-7100
Tom Bykowski	732-316-7152

State Resources Contact Information

New Jersey State Police	609-882-2000
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New Jersey Department of Education Resources Contact Information

Middlesex County Executive Superintendent	732-745-3425
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