



## MYRON L. POWELL ELEMENTARY SCHOOL

March 13, 2020

Last week, the NJ Department of Education asked each school district to prepare a plan for possible closure of our schools due to health-related issues with COVID-19. I will provide you with a summary of our plan, and the steps we have already taken.

### **Highlights of the Lawrence Township School District's School Closure Preparedness Plan**

#### Preparation- Steps Taken for Prevention

1. Increased cleaning procedures in school
2. Stopped unnecessary contact- no handshakes, no high fives, added cups at the water fountains
3. Encouraged increased hand sanitizing and hand washing- hung posters for adults and students
4. Cancelled all school field trips until April 30<sup>th</sup>
5. As always, stay at home if you are sick. Do Not return to school until you are fever-free for at least 24 hours without fever-reducing medication

#### Communication-

1. Informed families of COVID-19 facts and continuation of updates as necessary
2. Administrators in constant contact with County Education and Health officials, and other schools

#### Preparation- Steps Taken for Closure

1. All teachers developed 5-day plan for remote learning
2. Plans include special education and English language learner accommodations
3. Plans were sent home with the students 3/13 in preparation for possible closing. The students were told to not complete the work inside the clear folder until they heard from their teacher and Dr. Magan. Students who were absent will receive their Home Learning Packet the next day they are in school. If school should close before the packet was given, all students will have the opportunity to pick-up their packet from school at a designated time.

#### Response Phase

1. Closure would likely be County-wide or State-wide
2. Inform families ASAP via website, phone call, email, texts, LTEN Facebook page
3. School would be closed to everyone until it would be cleaned, sanitized and disinfected.
4. Only essential personnel allowed onsite during the closure.
5. District to provide breakfast and lunch for free and reduced meal program families. Days, times and location for food pick-up to be determined.

#### Continued Education Services

1. Students must complete the work given for the school closure days to count toward the 180-school day requirement
2. Teachers will be available to students and families via email and telecommunication for support, clarification on lessons, and to grade and record assignments
3. Plans will be made for students to turn in their completed work and pick-up work for additional school closure time.

At this time, our school will continue to remain open. We will be in close contact with state and local officials and I will keep you informed of any updates.

Thank you for your patience and support.

*Dr. Shelley Marie Magan*