

Saint Dominic School

250 Old Squan Road

Brick, New Jersey 08730

732-840-1412

Pandemic Plan



March 2020

Planning and Coordination

The following individuals and groups are involved in the planning and coordination of pandemic emergency activities:

Principal – all communication, oversee instructional planning and ongoing instruction

Assistant Principal – assists with all communication, oversee instructional planning and ongoing instruction

Business Manager - assist with all communications through direction of the pastor, oversee sanitizing of building, and financially manages the school's accounts

Technology Director - ensures availability of online resources for faculty and students, assists faculty with technical issues, maintains school website

Religious Education Program Coordinator – communication to religious education students, oversee religious education remote-instruction

PTA President – communications as needed

Faculty and Staff – plans and institutes remote learning

Sports League – communicates to all sports programs

The administrators have home/cell telephone numbers and email addresses for all faculty and staff members, and school families.

Teachers have telephone numbers and email addresses for all administrators, teachers, and support staff.

Teachers have all parent contact telephone numbers and email addresses for every student in their classes.

Parents have the school's website address, faculty email addresses, and school phone number.

Administrator employs the emergency alert system/Constant Contact email program to inform all teachers, staff, and parents of an emergency closure. In addition, all are alerted that updates on the emergency situation will be accessible on the school website and through Constant Contact emails.

Students are asked to bring all books home prior to an emergency closing. All parents and students are informed that remote academic learning instructions will be offered via the main school website as well as on digital platforms.

Teachers begin preparing work on digital platforms in order to create 2-3 weeks' of instructional planning. Teachers and administrators continually correspond during this fast-paced planning.

Administrators and teachers will confer with any family who does not have access to digital platforms. The school will provide a device to any student who requires one.

Continuity of Student Learning

All **staff members** will be required to work at their home computers or use school-issued devices from 8:00 A.M. until 3:00 P.M. during school closure. During this time, they will respond to emails, monitor online learning, and respond to students/parents asking for instructional assistance with an assignment. Each teacher prepares four hours of daily instruction for student learning Monday through Friday. **Teachers** of special subjects communicate assignments on their eboards.

Subject specific learning packets are developed and are sent home with the students in Grades K-2. McGraw Hill Reading Wonders, Sadlier Progress in Math, and IXL digital resources are utilized as learning tools in Grades K-2 as well.

Grades 3-8 students use Google Classroom as the main vehicle for learning and communicating with their teachers. In addition, all assignments are posted on the teachers' eboards on the school website and in the On Course lesson plan digital platform. Teachers vary learning techniques by incorporating podcasts, IXL assignments, Google Hangout Meet forums, and on-line learning sites into their lessons.

Prekindergarten teachers prepare activities and learning tools for their students on their eboards. This information is written with a parent audience in mind, and consists of developmentally-appropriate play-based activities for parents to engage their children.

Special education teachers are on call via their email and Google Classroom sites to answer student questions. In addition, they have access to their students' assignments in order to assist where needed.

Administrators review lesson plans and eboards in order to assure continuity of learning.

Technology Director updates school website as necessary, manages all technology-related issues, suggests digital resources for instruction to administrators and faculty, and manages digital subscriptions.

Infection Control Procedures

In addition to the school's routine cleaning protocol, the custodial staff is directed to begin frequent disinfection treatments throughout the school. This includes desks, doorknobs, stair railings, sinks, tables, keyboards, water fountains, lunch tables, bathroom fixtures, etc.

In the event of a closure, the custodial crew is directed to properly deep clean and sanitize all environments within the school building. Cleaning protocols will be outlined by the Business Manager based on recommendations made by the Center for Disease Control and local Department of Health Officials.

Communication Planning

The principal is the designated communication point person and will handle all communication with the media. The staff is made aware that all direct and indirect media inquiries must go to the school principal.

The principal will write all statements and/or press releases for the school.

The principal, assistant principal, and teachers are accessible to parents to answer questions.

Communication and updates are posted to the school website and sent through the Constant Contact email platform and Honeywell Instant Alert system, as necessary. Constant Contact emails are used as the first line of information.

The school's emergency communications system is utilized as needed.

Local Duties and Responsibilities

Principal

- Responsible for internal and external communications
- Responsible for initiating calls to the local Board of Health, faculty and staff, and parents
- Responsible for informing the pastor of the pandemic and resulting actions
- Responsible for all press releases
- Responsible for alternate school instruction
- Responsible for meeting with and updating key personnel on the school's pandemic protocol

Nurse

- Responsible for immediate emergency care of students and staff
- Responsible for documenting absenteeism
- Responsible for communication with the local Board of Health after consulting with principal

Teachers

- Responsible for providing lessons for the continuation of learning
- Responsible for responding to administrator and parent emails
- Responsible for sending ill students to the nurse

Maintenance

- Responsible for on-going cleanliness of the school and disinfecting affected areas
- Responsible for safe disposal of waste products

Kitchen

- Responsible for keeping the kitchen facility clean and disinfected
- Responsible for preparing and distributing food according to best practices including the use of plastic gloves

2019-2020 Essential Personnel

| Room | Last Name | First Name | Grade |
|----------------|------------|------------|----------------|
| Pastor | Woodrow | Brian | Pastor |
| Principal | Bathmann | Carol | Principal |
| Vice Principal | Tonkovich | Beth | Vice Principal |
| Office | Pawlowicz | Ronda | Admin. Asst |
| Office | Munley | Patricia | Admin. Asst |
| Office | Pawlowicz | Marjorie | Admin. Asst |
| PREK-B | DeLaHoz | Michele | PreK-B |
| PREK-A | Davis | Janice | PreK-A |
| KA | Brouder | Jacqueline | KA |
| KB | Bucci | Stephanie | KB |
| 1A | Nemeth | Jennifer | 1A |
| 1B | Rybczynski | Maryrose | 1B |
| 2A | Gaspich | Kathleen | 2A |
| 2B | Gracia | Diana | 2B |
| 3A | Turnbach | Catherine | 3A |
| 3B | Londregan | Gina | 3B |
| 4A | Daly | Heather | 4A |
| 4B | Kuse | Nilla | 4B |
| 5A | Fondonella | MaryBeth | 5A |
| 5B | Van Orden | Diana | 5B |
| 6A | Cedole | Kathi | 6A |
| 6B | Gualano | Jennifer | 6B |
| 7A | Miller | Jacquelyn | 7A |
| 7B | Webb | Dianne | 7B |
| 8A | Tiernan | Mara | 8A |
| Math | May | Donna | Math |
| Science | Arnold | Joanne | Science |
| World Language | Cappiello | Gina | World Language |
| World Language | McDonough | Patrick | World Language |
| Art | Kokoll | Kathy | ART |
| Comp | Platenyk | Tracey | Comp |
| Gym | Dodd | Sylvia | GYM |
| Music | Burlington | Karen | MUSIC |
| Technology | Zolkiewicz | Bob | Technology |
| Nurse | Culley | Eileen | NURSE |
| Maintenance | Becerra | William | MAINTENANCE |
| Maintenance | Flores | Martine | MAINTENANCE |
| Maintenance | Duenas | Claudia | MAINTENANCE |
| Maintenance | Gustamonte | Ramone | MAINTENANCE |