



**BAYSHORE JOINTURE COMMISSION  
SHORE CENTER FOR STUDENTS WITH AUTISM  
PUBLIC HEALTH RELATED  
SCHOOL CLOSURE PLAN  
COVID-19 PANDEMIC**

**Revised August 31, 2021  
Updated October 7, 2021**

This plan provides guidance to the stakeholders of the Shore Center for Students with Autism operated by the Bayshore Jointure Commission and serves as the plan for maintaining essential functions and services during a COVID-19 pandemic, including continuity of student learning and operations under adverse conditions. Pursuant to N.J.A.C. 6A:16-5.1, school boards are required to have school safety and security plans that include appropriate protocols, which include, but are not limited to, the prevention of, intervention in, response to and recovery from emergency and crisis situations.

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## **Background**

The Centers for Disease Control (CDC) is responding to an outbreak of respiratory disease caused by a novel (new) coronavirus that was first detected in China and which has now been detected in almost 70 locations internationally, including in the United States. The virus has been named “SARS-CoV-2” and the disease it causes has been named “coronavirus disease 2019” (abbreviated “COVID-19”).

On March 3, 2020, the New Jersey Department of Education prepared a special broadcast to disseminate information regarding the potential impact that the current outbreak of 2019 Novel Coronavirus (COVID-19) may have on school communities. The primary focus of this and subsequent communication from the NJDOE has emphasized preparedness and planning. On March 5, 2020, a NJDOE broadcast advised that “schools may be asked to close preemptively or reactively, therefore schools should be making plans for what to do if there are recommendations for closing schools or cancelling events.” (NJDOE Special Broadcast, March 5, 2020).

The New Jersey Department of Health identifies school closure as a potential strategy to limit transmission within a community. Any prolonged school closure must be initiated via a written directive from the Department of Health in consultation with district Superintendents and the Monmouth County Executive Superintendent. According to the March 5, 2020 special broadcast, any day in which students impacted by a public health-related school closure have access to home instruction services aligned with the guidance in the memo will count as a day in which the board of education has provided public school facilities toward its compliance with the 180-day requirement in accordance with N.J.S.A. 18A:7F-9.

Per the memo: *“all boards of education should develop a school health-related closure preparedness plan to provide home instruction in the event of such a closure. The planned services should include equitable access to instruction for all students. Each preparedness plan should also address the provision of appropriate special education and related services for students with disabilities and the provision of school nutrition benefits or services for eligible students. The preparedness plans should be submitted to the Executive County Superintendent. The NJDOE also encourages boards of education to adopt enhanced school cleanliness and disinfection protocols, including disinfection of frequently touched surfaces and objects”* (NJDOE Special Broadcast, March 5, 2020).

## School Cleanliness and Disinfection Protocols/Healthy Best Practices

We are taking all necessary precautions to keep our school community safe. Our maintenance/custodial staff members are carrying out their daily cleaning schedules and have increased the cleaning of all high-traffic touch points throughout our buildings (door handles, keyboards, computer mouse, phone, switches, water fountains, etc.). We are regularly disinfecting all surfaces using Enviro Solutions ES72C as a multipurpose cleaner, Enviro Solutions ES64H as a neutral disinfectant, Airx75 as a high strength disinfectant, and our electrostatic spray gun that applies Vital Oxide (disinfectant) in an effective way. Beginning March 14, 2020, custodial staff will complete deep cleaning routines every Saturday until further notice while school is in session. During the closure, custodial and maintenance staff will continue with disinfection and cleaning of the building as well as maintenance projects that cannot be completed while school is in session.

While school is in session and if students are home in quarantine, we continue to encourage frequent hand washing for students and staff and are taking all necessary health precautions to avoid the spread of any germs or illness. Please continue to follow these best-practice activities to cut down on the spread of illness:

- Please stay home when you are sick and do not go into the community
- Students or staff who appear sick or who have elevated temperatures **remain home until fever-free for 24 hours without the use of NSAIDs (Advil, Ibuprofen, etc.) or Tylenol**
- For our younger students, it is also a best practice to keep children home from school or restrict activities when they have a persistent cough and are unable to practice good hygiene by blocking their cough.
- If your child communicates that he or she isn't feeling well and is demonstrating symptoms that may support this, we recommend that the student be kept home from school and does not go into the community
- Avoid contact with people who are sick
- Avoid touching eyes, nose and mouth
- Cover your nose and mouth when coughing or sneezing with a tissue and then throw the tissue in the trash
- Clean and disinfect frequently-touched objects and surfaces using a household cleaning spray or wipe.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.

If your child presents symptoms or has a fever while in school, we will require you to pick your child up immediately. Please ensure that all contact numbers and emergency contacts are updated and arrangements can be made to pick up your child in the event that they become sick at school.

To find more information related to Coronavirus., please visit either the Center for Disease Control and Prevention Website or the New Jersey Department of Health.

**For helpful links to the most pertinent resources related to COVID-19, please see the links below:**  
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/about/steps-when-sick.html>  
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>  
<https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/children-faq.html>

## **Facilities Plan**

### ***Maintenance/Custodial***

Contact: Mr. Kenneth Shine, Supervisor of Buildings and Grounds

[kshine@moesc.org](mailto:kshine@moesc.org)

Custodial and Maintenance staff will be required to follow the appropriate level of cleaning throughout this epidemic. The cleaning schedules will be defined by risk level and will be appropriately deployed in consultation with the Superintendent and in guidance from State and County agencies. In the event of a closure, custodial and maintenance staff will be deemed essential personnel and may be requested to report to the buildings to conduct cleaning and maintenance as necessary.

Custodial staff are working on a split schedule to minimize contact. In addition, they are included in all building access requests and immediately deploy the appropriate level of cleaning (as outlined below) in all areas of contact. Building access is limited and strategically scheduled to reduce the number of staff and germs entering the building as well as to provide ample time for cleaning.

\* **COVID-19 Low Risk Cleaning**, MOESC Maintenance / Custodial staff will continue to perform their daily cleaning duties and focus on disinfecting high traffic touch points throughout the day.

\* **COVID-19 Medium Risk Cleaning**, MOESC Maintenance / Custodial staff will continue to perform their daily cleaning duties and focus on disinfecting high traffic touch points throughout the day. The buildings will be shut down on Saturday for a deep clean and disinfectant.

\* **COVID-19 High Risk Cleaning (Essential Staff Only in Buildings)**, MOESC Maintenance / Custodial staff will continue to perform their daily cleaning for essential staff and will also perform a deep cleaning.

\* **COVID-19 High Risk Cleaning (Maintenance / Custodial Staff Only)**, MOESC Maintenance / Custodial staff will perform a deep cleaning throughout the buildings.

\* **COVID-19 Outsourced Cleaning**, If Maintenance / Custodial become shorthanded for cleaning or disinfecting and need additional resources we may be required to outsource services (Maintenance / Custodial) utilizing the current Shared Services agreement with Ocean Township BOE and/or our vendor, Alliance, which offers disinfecting and sanitizing services.

\* **Cleaning Products**, Airx75 – high strength disinfectant, Enviro Solutions ES64H – neutral disinfectant, Enviro Solutions ES72C – multipurpose cleaner, Vital Oxide – disinfectant used with the electrostatic sprayer, and Green Klean Chlorinated Tablets – disinfectant used with the electrostatic sprayer.

To assist with maintaining the cleanliness of the building, staff should make sure computers are turned off at the end of the day to make computer cleaning easier. Desks should be cleared as much as possible and all surfaces should be free of items so cleaning can be completed. Once your work day is complete and tasks have been completed, please leave the building so that cleaning can be completed.

**Communication to all Stakeholders**

In the event of another closure, we recognize how important it will be to maintain communication with all district stakeholders. To that end, we will be using the following methods to communicate with parents, students, staff, Board members, local, County, and State offices and the representatives/case managers of the local educational agencies responsible for the education of our students.

- Daily phone calls with local, County, or State officials throughout the closure to review status
- Daily email communication from staff, teachers, specialists, etc. to parents and students
- Updates to [www.theshorecenter.org](http://www.theshorecenter.org) with a section of the site dedicated to information related to COVID-19 and the school’s emergency closure procedures and instructional resources for parents/students
- Use of School Messenger Broadcast System for updates and important messages
- Daily email updates to Board President and Board Vice President regarding changing plans or status of closure
- Utilize virtual meetings to hold scheduled IEP meetings with staff, case managers, and parents during a closure to ensure that all timelines are met.

**Important Contact Information:**

**Dr. Bill George, Interim Superintendent**  
wgeorge@moesc.org  
732-695-7833

**Mrs. Linda Jordan, Principal**  
ljordan@theshorecenter.org  
732-440-1122

**Ms. Bettyann Monteleone, Vice Principal**  
bmonteleone@theshorecenter.org  
732-440-1122

**Mr. Christopher Mullins, Business Administrator**  
cmullins@theshorecenter.org  
732-440-1122

## **Equitable Access To Instruction Students/Provision of Appropriate Special Education and Related Services for Students with Disabilities**

The Shore Center for Students with Autism is committed to ensuring equitable access to instruction for all students in the event of another school closure due to the COVID19. As an out-of-district, special education placement for students with a wide variety of needs, we will work as closely as possible with case managers in the students' home districts to provide continuity of instruction for our students. A survey was distributed to families to assess access to internet services and devices. All families and staff indicated access to Internet services. Devices were provided to families who indicated they needed additional devices. As a result of the variety of the needs of our students, a blend of online resources as well as traditional activities were and will continue to be provided to all students ages 3-21 based on the recommendations of the students' classroom teachers and therapists and the students' goals and objectives included in the IEP. Students requiring traditional materials will have all materials mailed to their homes or they will be available for pick up at the school, if movement is not restricted.

All students at the Shore Center for Students with Autism are classified as Students with Disabilities and have an IEP. This plan specifically addresses how we are meeting the students' needs, goals and objectives, and continuing the IEP process for all of our students. All instruction, assignments, and materials have been designed by the students' classroom teacher, one-to-one or shared paraprofessional, BCBA, Speech/OT/PT therapist and counselor in order to meet each students' unique needs.

### **Format and Schedule**

In the event of an emergency district closure, students will participate in remote learning. They will be provided instruction each day, 8:45-12:45, for the duration of the necessary closure. This will be a combination of synchronous and asynchronous instruction.

Each student will remain with his or her class via chromebook. Synchronous instruction will consist of attending his or her regularly scheduled class group activities (Morning Meeting, Art and Music when feasible, Health, Social Skills Group). Synchronous instruction will also occur during the student's individualized therapy sessions as well as 1:1 lessons in the classroom based on the student's individual IEP goals and objectives. Asynchronous instruction will include subject matter that cannot be regularly observed and assessed by the classroom teacher including but not limited to: Activities of Daily Living, Life Skills, Independent Play/Work, Independent reading activities, Physical Education activities. Teachers will work with parents to share assignments and coordinate a schedule.

The goal of virtual education is to provide a safe, equitable learning environment for students who are staying home due to quarantine or in the event of another school closure during the COVID19 pandemic. In order to accomplish this , the following action steps will be taken:

#### **Action Step 1:**

- Equip educators with any updated resources for virtual teaching
  - Google Classroom

- Online subscription renewals
- New platforms
- Virtual field trips
- Spirit days

**Action Step 2:**

- Implement students’ IEP goals and monitor student progress
  - Lesson plans
  - Data collection
  - Feedback from families and case manager

**Action Step 3:**

- Support families through continued virtual learning
  - Emails
  - Updated login and password information
  - Website updates
  - Teletherapy schedule
  - Spirit days
  - Check-ins from school nurse, school counselor
  - Behavioral support from BCBA through videos, live meetings, and Google Classroom

**Action Step 4:**

- Support families when students return to in-person learning
  - Teacher assessment of current skills
  - Parent conference to discuss transition back to school plan
  - Social stories provided by BCBA, Speech therapist, school counselor
  - Student reentry to in-person learning after quarantine

**Teachers**

Teachers will engage with their students remotely. They will hold live lessons through Google Meet or Zoom, provide recorded video lessons utilizing screencastify, and post updated content in Google Classroom. They will be available during the hours of 8:15 - 3:15

8:15-8:45 Morning meeting staff (including paraprofessionals).

8:45-12:45 Conference with each student via email, Google Hangout, or other means agreed upon by teacher and parents for live instruction.

12:45-3:15 Planning, conferencing with administration, therapists, colleagues and debriefing with staff. Available for parent communication.

Teachers and paraprofessionals will be providing students work and live virtual instruction in the following areas:

30 minute Morning Meeting (LIVE)	15 minutes Social Skills activities (daily with	30 minutes teletherapy (speech, OT, PT, counseling)
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	teacher, 1x per week with school counselor) (LIVE)	(LIVE)
15 minutes of Hygiene (asynchronous)	30 minutes of LAL (LIVE)	30 minutes of Science/SS (LIVE)
30 minutes of independent Daily Living Skills (asynchronous)	30 minutes of Math (LIVE)	30 minutes for recess (asynchronous)
30 minutes of specials (music, art, health, gym when possible) (LIVE)	30 minutes for lunch (asynchronous)	15 minutes of independent academic reinforcement work (Epic, Raz-kids, n2y, BrainPop, etc.) (asynchronous)

The following online learning platforms will be available for teachers to assign and students to access. These platforms include, but are not limited:

- Brain Pop      Cool Math Games      Edmark online      Epic      Explode the Code
- Raz Kids      Scholastic      StarFall      Google Apps for Education
- IXL      Generation Genius      Boom Cards      N2Y

**Speech, OT, PT,**

Therapists will continue to hold live sessions through Google Meet or Zoom, and provide support to families and teachers through home activities. Therapy sessions will be 30 minutes each. They will be held during the hours of 8:45-12:45.

**School Counselor**

In order to continue reinforcing our students’ social skills, the School Counselor will create social stories for students and related activities for practice at home. In addition, the School Counselor will provide students resources to promote positive thinking and healthy minds (i.e. yoga, meditation, calm breathing) to practice at home. To support families, the School Counselor will conduct frequent check-ins with families of students on the caseload from 8:15 - 3:15 via email or Google Hangout. The School Counselor will continue to see students for individual counseling sessions through Google Meet. These sessions will be 30 minutes in duration. The school counselor will also conduct live social skills groups weekly.

**Paraprofessionals**

Paraprofessionals will continue to join Google Meet / Zoom sessions with teachers and other students to

complete Morning Meeting, lessons, instruction and activities, and encourage students to participate. They will continue to support students through Google Classroom by posting videos and activities specific to their 1:1's abilities, interests, and needs. They will follow students' task analyses to create video modeling sessions to assist their students in specific tasks they are targeting (washing hands, wearing a mask, folding laundry, sweeping, etc.) as well as model these activities live. They will attend teletherapy sessions with their students in order to best carry over similar language into virtual classroom activities.

### **Art**

The art teacher will be available during the hours of 8:45-12:45 daily to check in with students via email or Google hangout. Activities related to art will include providing websites depicting various artists, styles, and mediums from around the world for review and links for students to engage with music and art interactively. Traditional art activities and materials may also be provided for students to enjoy art activities at home.

### **Music**

The music teacher will be available during the hours of 8:45-12:45 daily to check in with students via email or Google hangout. Activities related to music will include providing websites to continue review of various musicians, instruments, musical styles, culture, and theory and links for students to engage with music and art interactively.

### **PE/Health Teacher**

The PE/Health teacher will be available during the hours of 8:45-12:45 daily to check in with students via email or Google hangout. Students will have access to GoNoodle as well as physical activities that students can complete and log at home to maintain activity and health. Content from the Healthy Relationships curriculum will be sent home for students to complete independently or with assistance from parents/caretakers or during Hangouts with the teacher.

### **BCBA**

Our BCBA will be available to speak to parents via email or a virtual conference daily from 8:45-12:45 to assist with strategies for at-home behaviors or to help parents through challenges. When not assisting parents, the BCBA will continue to write and refine behavior reduction plans for upcoming IEPs, participate virtually in scheduled IEP meetings and will be available to continue consulting with teachers regarding student progress and behavior and help staff plan for the transition of students back to school at the conclusion of the closure.

### **Nurse:**

The nurse will check in on families with students who have serious illnesses that require daily follow ups from 8:45 - 12:45 AM via email or Google Hangout. In addition, the nurse will participate in webinars, conference calls, virtual training, etc. to maintain current health information and assist in any further planning needed during the closure.

### **Secretaries:**

Secretaries will be required to submit a daily log of their activities pertaining to their respective jobs as well as progress made towards tasks provided by administration. They will continue to work virtually on scheduling, ESY document preparation and planning, coordination of billing, payroll or Board meeting documents. Secretaries will check the voice messages daily and disseminate messages to appropriate staff members and assist in facilitating communication.

### **ELL and Bilingual Needs**

As stated in the plan's demographic information, none of our current enrolled students are classified as bilingual or ELL students. However, students who have family contacts who do not speak English received communication in the appropriate language or we utilize the students' LEA translator to assist in verbal communication.

### **Communication with Sending Districts**

Sending districts and students' case managers will be informed regularly of student progress and / or any student concerns. IEPs will continue to be held via a virtual platform. Special Education Directors will be kept informed of any changes in The Shore Center's 2021-2022 school calendar and reopening plans.

### **Provision of School Nutrition Benefits**

The Bayshore Jointure Commission is not part of the federal breakfast or lunch program and does not maintain information on students' free and reduced lunch status. The individual students' local education agencies will be responsible for maintaining school nutrition benefits.