



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

**Revised May 18, 2020**

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 while students are home during the closure, 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**

During the 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
- Daily 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 the closure to ensure that all timelines are met.

### **Important Contact Information:**

**Dr. Tara Beams, Acting Superintendent**

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

732-695-7833

**Mrs. Linda Jordan, Principal**

[ljordan@theshorecenter.org](mailto:ljordan@theshorecenter.org)

732-440-1122

**Ms. Bettyann Monteleone, Vice Principal**

[bmonteleone@theshorecenter.org](mailto:bmonteleone@theshorecenter.org)

732-440-1122

**Mr. Christopher Mullins, Business Administrator**

[cmullins@theshorecenter.org](mailto: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 a 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.

#### **Essential Staff**

At this time, all program operational tasks have been converted to remote tasks. The building principal and staff are all working remotely, however, they may be permitted into the building with express permission from the Superintendent to obtain additional materials for students or to provide students with devices/materials if requested.

#### **Demographic Information**

The Shore Center for Students with Autism services 55 students from age 3-21 who have been diagnosed with Autism Spectrum Disorder. As an out-of-district placement, we only keep basic demographic information. The Local Education Agency does not provide socioeconomic information on our students and the specific demographic information related to free and reduced lunch eligibility is only provided to the LEA. We currently do not have ELL students.

#### **Access to Technology**

A survey was distributed to families to assess access to internet services and devices. Most families and staff indicated access to Internet services. Families without internet access were provided information from their LEA to access free internet. Teachers continually check in with families to ensure they are able to access the internet. Devices were provided to 16 families who indicated the need. 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. As needs may arise for additional families to need devices, dates and times continue to be made available for families to pick up these devices.

Throughout the virtual learning period, any families having difficulty with devices or specific access to material will reach out to their classroom teacher, who then submits a technology ticket. Tickets are addressed by the IT department as soon as possible in order to best assist the teachers with the continuation of instruction.

#### **Remote Learning Plan**

The following protocol will be enacted in the event of a school closure:

All staff will be available from 9:00 AM - 1:00 PM for scheduled tasks. However, staff have been advised that they must be available during normal school hours 8:15 AM - 3:15 PM if the need arises to support students or each other and are expected to use the hours outside of 9:00 - 1:00 PM for planning and preparation of other responsibilities. The times of availability stated in this plan are to provide parents with the ability to create a structured schedule, which helps our students complete daily activities and better simulates their in-school classroom environment.

**Attendance**

Student attendance will be taken daily. As many students attending the Shore Center are early learners and have difficulty with technology, attendance for those students is taken through check-ins with parents or evidence of work completion. Student attendance will also be based on Google Classroom check-in and with virtual assignment completion. For students whom we do not hear from often, we are keeping in touch with their case managers as a second layer of support.

**Instructional Plan**

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.

All staff will be available from 9:00 AM - 1:00 PM for scheduled tasks. However, staff have been advised that they must be available during normal school hours 8:15 AM - 3:15 PM if the need arises to support students or each other and are expected to use the hours outside of 9:00 - 1:00 PM for planning and preparation of other responsibilities. The times of availability stated in this plan are to provide parents with the ability to create a structured schedule, which helps our students complete daily activities and better simulates their in-school classroom environment.

**Teachers**

Teachers will continuously update assignments and check student participation through Google Classroom to ensure greater individualization of lessons. They will also be available on Google Hangout from 9:30 AM - 12:30 PM to provide additional assistance to students via live video chat.

Teachers will be available from 9:00 AM - 1:00 PM for the following:

- 9:00-9:30- Morning meeting with staff (including paraprofessionals)
- 9:30-12:30- Conference with each student via email, Google Hangout, or other means agreed upon by teacher and parents
- 12:30-1:00- Conference with administration
- Hours outside 9:00AM - 1:00 pm - Complete other required responsibilities (emails, PLAAFPs, lesson plans, etc.)

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

20 minutes of Hygiene	20 minutes of LAL	20 minutes of Science/SS
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20 minutes of independent Daily Living Skills	20 minutes of Math	20 minutes of specials activities (music, art, gym)
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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

Other possible teacher responsibilities during the closure (includes art, PE/Health and music teachers):

- Daily check-in with students via email or google hangout.
- Virtual conferences with administration daily regarding updates and students' progress.
- Continue to complete PNP and first contact surveys for DLM.
- Continue writing PLAAFPs for any upcoming IEPs.
- Continue writing goals/objectives for any upcoming IEPs.
- Participate virtually in scheduled IEP meetings
- Continue to write lesson plans for prolonged closure or school reopening
- Conduct planning meetings with paraprofessionals daily. Meeting minutes will be shared with administration daily.
- Continue to complete GCN trainings
- View archived webinars related to online materials such as learning a-z

### **Art**

The art teacher will be available during the hours of 9:30-12:30 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 9:30-12:30 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 9:30-12:30 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.

### **Paraprofessionals**

Paraprofessionals will complete the following activities daily utilizing virtual meetings and email as well as home computers:

- Conference with classroom teachers daily.
- Prepare program materials as directed by the classroom teachers.
- Complete Autism modules.

### **Related Services**

All OT, PT, Speech, and Counseling will provide teletherapy sessions per individual student's IEP. Students whose families refuse services are given exercises and activities to complete based on their IEP goals for maintenance and support of skills. If a student has a sensory diet, he or she can follow it as best as possible, materials needed will be provided, if possible. A plan for compensatory related services will be developed so that said services will be provided upon students' return to school as appropriate and required by law. This area may be modified as more guidance is provided by the NJDOE.

### **BCBA**

Our BCBA will be available to speak to parents via email or a virtual conference daily from 9:30-12:30 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.

### **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 9:30-11:30 AM via email or Google Hangout.

### **Nurse:**

The nurse will check in on families with students who have serious illnesses that require daily follow ups from 9:30 - 12:30 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.

### **Progress Monitoring - Compliance with IEP**

Progress Data is collected through submission of online assignments, feedback from families, and artifacts documenting work completion. Quarterly progress notes will continue to be emailed to case managers and parents. Assignments within Google Classroom are differentiated, when appropriate, based upon students' IEP goals and learning needs. Accommodations and modifications are built into the teachers' lesson plans and development of assignments. All students' individual paraprofessionals further support implementation of accommodations and modifications by attending therapy sessions and classroom meetings. Therapists are completing a Google sheet with the sessions that their students are receiving each week, any refusals, and reasons for why a session was not completed. This sheet is utilized as a way to track sessions.

### **IEP Meetings in the Remote Environment**

The administrators at the Shore Center for Students with Autism are in constant communication with the case manager of all students. As IEP deadlines and dates approach, the Vice Principal engages in communication with case managers to arrange mutually agreeable dates and times for IEP meetings. Case managers and families are provided all copies of PLAAFPs, goals, and objectives in advance of the IEP meeting via email. Virtual IEP meetings are held via Google Meet or Zoom with all required participants. To date, all deadlines related to holding IEP meetings for all students have been met.

### **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.

### **Graduation Planning**

The Shore Center for Students with Autism has 17 students that will be recognized for achieving significant milestones. Two of our students have reached the maximum age of 21 and will be graduating from the Shore Center. The remaining students will be moving up to Kindergarten, Middle School and High School. For all students, we have special virtual recognition celebrations plans. Each individual class will create a special celebration including video messages, slideshows and a Google Meet ceremony. Each graduate will receive a special Shore Center t-shirt and a lawn sign commemorating their milestone. If provided additional guidance, we will invite teachers to park in their cars in the Shore Center parking lot and allow our two graduating 21-year olds to parade the parking lot with their family and be celebrated as they leave the school grounds. We have arranged that the two graduates from the program receive caps and gowns from their sending district as well.

## **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.



## Shore Center for Students with Autism ESY 2020 Plan

### Format and Schedule

ESY 2020 will be held virtually from July 6- August 13, Monday through Thursday 8:30-1:30.

### Teachers

Teachers will engage with their students remotely. They will continue to hold live lessons through google meet or zoom, recorded video lessons utilizing screencastify, and post updated content in google classroom. They will be available during the hours of 8:15-1:45:

8:15-8:30 Morning meeting staff (including paraprofessionals)

8:30-1:30 Conference with each student via email, Google Hangout, or other means agreed upon by teacher and parents.

1:30-1:45 Planning, conferencing with administration, and debriefing with staff.

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

30 minutes of Hygiene	30 minutes of LAL	30 minutes of Science/SS
30 minutes of independent Daily Living Skills	30 minutes of Math	30 minutes of specials activities (music, art, gym)

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			

### **Speech, OT, PT,**

Therapists will continue to hold live sessions through google meet or zoom, recorded therapy sessions, and provide support to families and teachers through home activities. Therapy sessions will be 20 minutes each. They will be available during the hours of 8:15-1:45.

### **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 8:30-1:30 AM via email or Google Hangout. The School Counselor will continue to see students for individual counseling sessions through Google Meet. These sessions will be 20 minutes.

### **Paraprofessionals**

Paraprofessionals will continue to join Google Meet / Zoom sessions with teachers and other students to complete Morning Meeting, lessons and activities, and encouraging 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, folding laundry, sweeping, etc.) They will attend teletherapy sessions with their students in order to best carry over similar language into virtual classroom activities.

The goal of ESY is to provide continuity of learning and services to the maximum extent possible through a comprehensive virtual extended school year program. 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
  - Behavioral support from BCBA through videos and Google Classroom