

Hopewell Crest School
School Health Related Closure Preparedness Plan

CREATED BY:

Meghan Lammersen

John Ogbin

Stephanie Kuntz

Kelli Manski

1. In case of the closure from the DOH the following people will be in charge
 - M. Lammersen- superintendent
 - J. Ogbin- vp/curric
 - S. Kuntz- business administrator
 - Kelli Manski- supervisor of CST
2. Essential Personnel
 - Meghan Lammersen- Superintendent
 - John Ogbin- Vice Principal/Curriculum Coordinator
 - Stephanie Kuntz- Business Administrator
 - Kelli Manski- Supervisor of CST
 - Charles Gregg – Head of Maintenance
 - Zach Hitchner – Custodial Technician
 - Krista Massey – CST Secretary
 - Catherine Ohara – Main Office Secretary
 - Laurie Parenti – Main Office Secretary
 - Rebecca Sibley – Business Office Secretary
 - Ron Green – Custodian
 - Scott Morris – Custodian
 - Tina Lowe - Custodian
3. IF A COVID-19 CASE THAT AFFECTS THE HOPEWELL CREST COMMUNITY IS CONFIRMED OR WE ARE ORDERED TO CLOSE FROM THE DOH OR DOE THE FOLLOWING WILL HAPPEN ON DAY ONE:
 - School closing procedures will go into effect immediately – eg. Blackboard Connect Call, Website, Social Media, & News outlet notification. Persons responsible (Lammersen & Ogbin).
 - Essential Personnel report at 7:30am
 - i. Duties
 1. Secretarial staff to answer phones for parents' questions and concerns.
 2. Head of Maintenance/Custodial Technician – begin disseminating deep cleaning duties to custodians. Paying close attention to frequently touched surfaces, door handles, lockers, bathrooms, cafeteria tables, student gathering areas in classrooms, etc.
 3. Administrative staff – oversee staff in charge of preparing food and classwork for pick up, open lines of communication with county health department and county department of education, Keep up to date with CDC recommendations and guidance.
 - ii. Student Work
 1. Upon closing the administrative staff will gather teacher prepared binders and call for a print order to Sir Speedy. This order has already been sent and is in holding at Sir Speedy.

2. Students in all grade levels (Pre-K – 8) will be supplied packets prepared by teachers containing three weeks of schoolwork.
 3. The packets will include work from every subject area including special areas. (these packets are available to the county office upon request)
 4. Teachers have established Seesaw and Remind 101 classroom accounts set up with all students and parents. This will be their main means of communication with parents if questions about the schoolwork arises. Teachers will also be able to communicate through email and office 365 teams accounts if necessary. This communication can be done at home or in the school building. In the unlikely event a teacher cannot be reached the parents will be directed to contact the main office and administration will help with contacting the teacher or staff member.
 5. Food/Student Work Pick Up – Food pick up will be on a daily schedule between the hours of 8:30 and 9:30am. As a grab and go station behind the Cafeteria. These directions will be conveyed in the Blackboard Connect call on the school website. Pick up will be facilitated by all staff on hand (Essential Personnel and Cafeteria Staff). Packet pick up will take place on the first day of food pick up. We will work with local agencies to ensure all student and community needs are met.
4. Current BOE Policies/Regulations Addressing Control of Communicable Diseases and Home Instruction
 - Policy 4141.2 Exclusion of Pupils/Employees from School for Reasons of Illness
 - Policy 5141.2 Student Illness
 - Policy 6173 Home Instruction
 5. Additional Items/Concerns
 - At this point we feel we have covered all areas of concern. If unforeseen issues arise the essential staff will be on hand to address the issues with buildings/grounds, student, parents, staff, etc.
 6. Important Numbers
 - Cumberland County Health Department – 856-327-7602
 - Vineland Health Department Information – 856-794-4000 Ext. 4115
 - Cumberland County Department of Education – 856-451-9306