

Stanhope School District Health Related Closure, Emergency Preparedness Plan



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Stanhope School District Emergency Contact List

Name	Position	Email
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Cathy Yonki	Administrative Assistant to the Superintendent	cyonki@stanhopeschools.org
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Mission Statement

The Stanhope School District will provide a diverse and challenging educational environment that encourages individual initiatives, fosters success through teamwork, promotes accountability, demonstrates a passion for educational excellence and ensures student achievement related to the New Jersey Student Learning Standards. The Stanhope School District is committed to the development of our students and staff, so that individual aspirations can be achieved through their lifelong learning.

Communication

Initial Communication regarding School Closure due to Health-Related Issue

The District Superintendent and Board of Education will consult with the New Jersey Department of Health (NJDOH) and/or local health officer. The NJDOH or local health official will provide the school district with a written directive to institute a public health-related closure.

Communication

- In case of a mandated school closing, the Stanhope School District will engage in consistent communication with the Sussex County Department of Health.
- The Board of Education will receive daily updates via email on the status of the health related closing, as well as any additional information related to the school-wide home instruction.
- Parents will be notified of school closings and any other district or school related information via the Honeywell Instant Alert System. Teachers and other school staff will also communicate with parents via email, Google Classroom, and other educational communication apps.
- The district website will consistently be updated to reflect up to date information.
- Communication with staff of any school closing will be initially distributed through the Honeywell Instant Alert System and will be followed up with daily email and phone communication. All staff will be expected to check their email consistently throughout the normal school day hours and be responsive to administrative questions and requests.

Continuity of Business Operation

The Stanhope School District will remain open and provide educational opportunities for all learners until the NJDOH or other local health official provides written notification that the district must close due to a health-related issue.

In the event that the district is directed to close by the NJDOH, local health official or the New Jersey Department of Education (NJDOE), instruction will be maintained for all students through home instruction practices. Details regarding the home instruction plans can be found on page 7.

One or two student days will be cancelled and used for lesson preparation and professional development for teachers to support their implementation of home instruction/online learning. Since the Stanhope School District calendar currently consists of 182 student school days, the one or two days used for professional development will not be rescheduled.

The business office may remain open even if the school district is closed. The NJDOH will determine and provide guidance as to the accessibility of school buildings during the mandated closure.

Payroll

Payroll will continue on schedule throughout the time period of the closure. Business office staff will have the capability of processing payroll from an off-site location as necessary.

Board of Education Meetings

The Stanhope School District will rely upon the NJDOH and NJDOE to determine if it is safe to hold Board meetings at the school during the mandated closure. Board meetings will be held at the discretion of the NJDOH and NJDOE and recommendations for the safety of Board members and the public will be applied.

Food Service

Machios will be providing bagged meals for all free and reduced lunch students. District staff will likely deliver these meals to students or provide a pick-up location in the Valley Road School parking lot. Machios have agreed to provide five (5) meals for each student/parent pick-up. Please see additional information regarding our food service response plan as noted on page 8.

Transportation

The superintendent or designee will contact all transportation vendors to inform them of any health-related school closures.

Students who attend Out of District Placements

If the Out of District Placement school is still open and the local district closes, we will provide transportation to that school.

If the Out of District Placement school closes and the local district is open, the student will be provided with home instruction from the out of district school.

Providing Equitable Access to Instruction for all Students

The Stanhope School District will continue to provide an exceptional learning experience for all students throughout any potential health-related closures directed by the NJDOH, local health official, or NJDOE.

Home instruction will be provided to all students to meet their diverse educational needs. All students will receive a variety of instructional experiences using a variety of online resources and methods of communication. To prevent the spread of germs and the need for students/parents to come to the school, all academic resources must be delivered electronically.

All students will be receiving appropriate supports throughout this time of home instruction. Differentiated assignments will be created for students with various needs and accommodations/modifications will be made to ensure students have access to a Free and Appropriate Public Education (FAPE). Students receiving the following services will be supported during a school closure:

- Special Education
- 504 Supported Education
- Response to Intervention (RTI)
- Intervention & Referral Services (I&RS)
- ESL / ELL

Teachers will share prepared work through the use of Google Classroom, Web Pages, Email, and through the “Share” feature in their Google Drive. Online resources will also be used to supplement student learning. Teachers will be encouraged to scan paper resources and deliver electronically to students and parents. Online learning experiences and teacher practices will be monitored by district and building administration. Daily contact with every teacher will be made each day that the District is offering “Emergency Home Instruction”

It is expected that all teachers maintain consistent communication with parents and students during the home instruction period. Teachers will be available for questions, comment, and feedback during their normal contractual hours of 7:40 through 2:45.

Provision of School Nutrition Benefits and Services for Eligible Students

According to the NJDOE broadcast dated 3/5/20 titled “Guidance regarding requirements for public health-related school closure,” one of the requirements of the health-related closure plan is to prepare for provision of school nutrition benefits and services for eligible students. All identified free and reduced lunch students will be provided with a daily school lunch as noted in the following plan from Maschio’s Food Service.

Maschio’s Food Services Health-related Emergency Preparedness Plan

Due to the concerns over the Coronavirus (COVID-19), Maschio’s Food Services (“Maschio’s”) is actively evaluating all business-related risks posed by this emerging and evolving illness. According to the United States Center for Disease Control and Prevention (CDC), the most important thing we can do right now is plan and prepare. Be assured that we are taking necessary steps to ensure there are no disruptions in our ability to continue servicing your District/School in a safe, responsible and efficient matter.

At this time, we are regularly monitoring all information from the Centers for Disease Control and Prevention and relevant state agencies in Florida, New Jersey and Pennsylvania about COVID-19 and its effect on the education and food service industries to ensure we are equipped with the most up-to-date guidance and information. We are also in regular communication with our suppliers to ensure they are taking necessary steps to prevent the spread of the flu and other respiratory viruses and to account for concerns regarding the COVID-19.

Additionally, we have taken steps to ensure our employees are taking necessary precautions for preventing the flu and other respiratory viruses. These efforts include but are not limited to (1) urging employees to be vigilant in attending to regular, common place hygiene practices such as thorough washing/sanitizing of hands and avoiding close contact with sick people; (2) recommending employees stay at home when they are sick; and (3) routinely cleaning frequently touched surfaces.

In anticipation of the needs of our clients and partners, we are:

- 1) Creating our own COVID-19 Safety team, comprised of Corporate Chefs, Operations, Dieticians and Maschio’s Administration ownership.
- 2) Joining forces with our suppliers, including Sysco, EcoLab and Cintas to create a cohesive plan to provide safe meal service for all.

- 3) Reinstating ServSafe training for all our employees, specifically, sanitation and cleaning practices as well as refamiliarizing themselves with our Food Handler Principles training.
- 4) Developing menus for schools should closings occur.

With these efforts in place, we are confident we will be able to continue to provide our services to your District/School. We are working in conjunction with the New Jersey Department of Agriculture, Division of Food and Nutrition Services recommendations as they become available. We are aware there may be issues or events beyond our control as it relates to the potential spread of COVID-19 in the United States, however, we want to assure you that we will remain in constant communication with you regarding any issues that may arise in order for you, as our business partner, to be in a position to continue to provide your valued services to your students.

If you have concerns about COVID-19, we urge you to review FAQs developed and published by the US Centers for Disease Control (CDC) (<https://www.cdc.gov/coronavirus/2019-ncov/faq.html>) and other information that have been published by public health agencies. Please do not hesitate to contact the Director of Operations, Patty Fragioudakis or Director of Field Supervision, Katie Filosa at 973-598-0005 if you have other concerns or questions.

Appendix A – NJDOE Resources

NJDOE Broadcast – March 3, 2020

Updated 2019 Novel Coronavirus (COVID-19) Guidance for Child Care and K-12 Schools

<https://www.nj.gov/education/broadcasts/2020/mar/3/Updated%202019%20Novel%20Coronavirus%20COVID-19%20Guidance%20for%20Child%20Care%20and%20K-12%20Schools.pdf>

NJDOE Broadcast – March 5, 2020

Guidance Regarding Requirements for Public Health-Related School Closure

<https://www.nj.gov/education/broadcasts/2020/mar/05/Guidance%20Regarding%20Requirements%20for%20Public%20Health-Related%20School%20Closure.pdf>

Appendix B – Additional Resources

Centers for Disease Control and Prevention

Coronavirus Disease 2019 (COVID-19) Resources

<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

Keeping Workplaces, Homes, Schools, or Commercial Establishments Safe

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/workplace-school-and-home-guidance.pdf>

Implementation of Mitigation Strategies for Communities with local COVID-19 Transmission

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/community-mitigation-strategy.pdf>

Sussex County Department of Health

Launch Page for Extensive Information regarding COVID-19

<https://www.sussex.nj.us/>

Educational Video Link to COVID-19

https://www.sussex.nj.us/cn/webpage.cfm?TPID=17089&utm_source=healthhome&utm_medium=web&utm_campaign=coronavirus

Appendix C: District Communications

Communication 1 – 3/9/2020

March 9, 2020

Dear Stanhope Families,

I am writing to update you that the Stanhope School District is continuing to monitor alerts and information provided by the New Jersey Department of Education (NJDOE), New Jersey Department of Health (NJDOH), and Centers for Disease Control (CDC) in regard to the *Novel Coronavirus* (COVID-19). I would like to emphasize that we are fostering a mindset of being prepared, not panicked, as there are still no reported cases of COVID-19 in our County or school.

The NJDOH and CDC report that, at this time, the health risk to the general public for COVID-19 remains low. However, they are recommending that districts refine their processes to be prepared to implement a public health-related school closure in the event schools in the state need to close as a preventative measure. In the past, the NJDOE has not permitted home instruction or online schooling as a replacement for the mandated requirement of 180 days of school per year. However, this exception is being made only if districts are **directed** to close by the NJDOH. The decision cannot be made at the district level.

With this possibility in mind, our administrative staff is currently working to develop and refine plans to offer and provide home instruction to students if our building needs to close. We are also discussing how we can ensure equitable access or alternatives for students with special needs and for families who do not have access to digital devices. To best prepare ourselves for a potential closing, we will soon distribute a brief survey to determine which families will need support to access the internet or a digital device. In the event that we do receive a directive to close school, you should anticipate being notified via our Honeywell Instant Alert System as we do with inclement weather days.

I also want to make you aware that our facilities staff are proactively addressing concerns regarding the spread of COVID-19 as well as seasonal cold and flu. Our students and staff are also being reminded to use healthy practices, such as frequent hand washing and to cover sneezes and coughs. We will remain in close communication with the Sussex County Department of Health, Office of Emergency Management, and monitor guidelines received from the NJDOH and CDC.

As a reminder, students should be kept home when they are ill and it is important to notify our school's health office and indicate a reason for their absence. If you or a family member have traveled to an area or region impacted by COVID-19, you should seek the medical advice of your physician if you become ill. Please refer to the CDC website to monitor travel advisories. We will continue to keep you informed, as necessary, of any new information that is provided to our district.

The safety of our students and staff is paramount and will continue to be during this time of uncertainty. It is important, as a community, to invoke a sense of positivity and optimism, not panic. For further information, please review the information below from the National Association of School Nurses and additional links for resources and additional information.

National Association of School Nurses: Talking to Children about COVID-19; A Parent Resource:

[https://www.nasponline.org/resources-and-publications/resources-and-podcasts/school-climate-safety-and-crisis/health-crisis-resources/talking-to-children-about-covid-19-\(coronavirus\)-a-parent-resource](https://www.nasponline.org/resources-and-publications/resources-and-podcasts/school-climate-safety-and-crisis/health-crisis-resources/talking-to-children-about-covid-19-(coronavirus)-a-parent-resource)

Please refer to the following resources for additional information:

- www.nj.gov/health/cd/topics/ncov.shtml
- <https://www.sussex.nj.us/cn/webpage.cfm?tpid=17089>
- <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>

Respectfully,



Steve Hagemann
Superintendent
Stanhope School District

Communication 2 – 3/12/2020

March 12, 2020

Dear Stanhope Families,

I understand that at this time, many of our parents and community members are feeling overwhelmed with the uncertainty that the Coronavirus scare has brought to our lives. I am reaching out to you again to provide some additional information, but also to share my confidence that our staff at the Valley Road School is doing everything in our power to keep your children safe and calm.

Since my last correspondence, I have had the opportunity to meet with the Sussex County Department of Health (SCDOH) and the Sussex County Department of Education (SCDOE). During this meeting, we were provided information about the COVID-19 virus itself and how it is currently impacting our communities. We were also provided guidance on the process and expectations if directed to close schools. To date, there are still no confirmed cases of COVID-19 in Sussex County, but if/when there is, we have been assured that there is still no need to panic. The overall theme of our meeting was that every school situation will be addressed on a case-by-case basis because there are too many variables to consider.

All this being stated, we are still preparing for the possibility of the school being closed for an extended period of time. An attachment has been included with this letter that provides answers to some of the most frequent questions being asked. Additionally, adjustments are being made to the current school schedule, including having students eat lunch before recess to ensure they have an opportunity to wash their hands before eating. Class trips are also being assessed individually. Some, not all, class trips have already been cancelled and parents directly impacted by these cancellations have been notified. An additional letter with important information will be sent within the next 24 hours to families whose children are scheduled to attend overnight trips at the end of the school year.

As stated in my previous letter, we are surveying families to determine which students will need support to access the internet or a digital device, should we need to provide home instruction during an extended closure. Families without access to the online survey will be encouraged to contact our main office directly. Should we need to close, further instructions and direction will be delivered through our Honeywell Instant Alert System. If your children will not have access to the internet and/or a computer/Chromebook if we close, please complete the survey within the link below.

Although I do not anticipate the need to close our school due to the COVID-19, we will be prepared to support our students through online home instruction and I am confident in our teacher's ability to do so effectively. Again, there is no need to panic and we will be able to pull

through any situation presented to us as long as we support each other and remain positive.
Thank you for your continued support!

Link to Home Internet/Computer Access Survey:

https://docs.google.com/forms/d/e/1FAIpQLScybOde8WoX4OXAYtESf9nlvnr99b261aJRC5LPfN7MWFyMA/viewform?usp=sf_link

Respectfully,

A handwritten signature in black ink, appearing to read 'SH', with a horizontal line extending to the right across the end of the signature.

Steve Hagemann
Superintendent
Stanhope School District

SH/h
Attachment - Frequently Asked Questions

FREQUENTLY ASKED QUESTIONS

Please see below for frequently asked questions about the Stanhope School District's Preparedness Plan, should the Valley Road School be forced to close and provide home instruction to our students due to the spread of Coronavirus (COVID-19). As always, please do not hesitate to contact me with any questions you may have. I can be reached via email at shagemann@stanhopeschools.org or by telephone at (973) 347-0008.

What will we do if the school is forced to close?

- If the school is forced to close, we are being told that it will likely be for a period no less than 14 days, however, this is not definite. Regardless of what we are told, I will never put our students or staff at risk if it is not safe to be in the school.
- The first day of the closure will be used for staff planning purposes only. The day will be cancelled for students and not made up. Staff will be expected to prepare themselves to deliver "instruction" to students electronically.
- Every other day after the first closed day will be considered "home instruction" for students.

What will the school day look like?

- Teachers will be available to students and parents between the hours of 8:00 through 2:45, even if we are not in the school physically. This means that any type of established communication will be answered within a reasonable amount of time. This includes communication through emails, discussion boards, chats, etc. Additional information, including how to determine student attendance, will be shared after the Sussex County Department of Education approves our District's 'Preparedness Plan.'

What will teacher "lessons" look like?

- The expectation is for each class to provide about one hour of work for students per week. There is no strict guidance on this at this time, and the County DOE has given each district discretion. This means that a student should have between 6-8 hours of work per week.
- All classes will be required to provide "instruction". Instruction does not necessarily mean recorded lessons or videos. Students may be asked to complete work within online programs, submit work through an online platform like Google Classroom, or complete pencil and paper work based on documents shared electronically.

How will we provide the students with work?

- No student work will be allowed to be distributed or submitted by hand. This is a local decision and it is being made to reduce the risk of spreading germs. Everything should be done online or be kept at home. Each teacher will be communicating with their classes and parents to communicate expectations.

- It is expected, especially at the lower elementary level, that students will have support at home from an adult or an older sibling. Not all work will be able to be completed independently. Although teachers will avail themselves during normal school hours, parents are welcome to complete work with their children later in the evening if nobody is available to help them during the day.

What about students, families without internet/technology at home?

- A survey will be distributed soon to determine which students don't have access to the internet or computers. We already have a general idea of who these students are anyway. Again, depending on the situation, I hope to have the ability to distribute devices in the parking lot to students in need. Regarding the internet, it is recommended that students/families use the public library, or other public location for internet access if it's needed. The circumstances may change this plan, and if needed, we will adapt.

How do we accommodate special education students?

- Teachers will do their best to apply accommodations and modifications however they can in the work they distribute. I ask that parents be flexible and communicate to the teachers if additional accommodations or modifications are needed. Remember, it is expected that students will have the support of an adult to complete their work.
- Related service staff, including OT, PT, and Speech will attempt to deliver services online. Again, this will require parent support and additional information will be shared if needed.

Will student work be graded?

- Student work will not be graded for content. Teachers will be collecting work submitted electronically and keeping a log of missed work. We strongly encourage parents to support their childrens' work completion.

What can we do to prepare?

- Make sure that your children have a quiet work environment and talk to them about expectations if we need to close. Begin reaching out to family and friends if you are unable to take off of work. Again, the District only plans to close if we are forced by the Department of Health. We always remain mindful of the working parent.

My child receives free/reduced lunch. Will this service be provided?

- We will make every effort to provide lunches for our students currently enrolled in this program. Information will be distributed if/when it is needed.

Alert Communications via Honeywell Instant Alert System

3/12/2020

Good morning, Stanhope families. This is Mr. Hagemann, superintendent of the Stanhope School District. As many of you are aware, New Jersey school districts have been required to develop a preparedness plan in case schools need to be closed due to health related concerns. I've attached a letter to this emergency alert and distributed the letter as a Genesis email, outlining some important information that you will need in the event of a school closing. I'd like to reiterate, however, that there is no imminent health risk at the Valley Road School and there is no need to panic. There is a survey embedded within the letter that families should complete if they do not have access to the internet or a home computer. If you are unable to access the survey, please contact our main office. Please feel free to contact me if you have any questions. Again, there is no need to panic and we will be able to pull through any situation presented to us as long as we support each other and remain positive. Thank you for your continued support.

3/13/2020 @ 7:00am

Good morning, Stanhope families. This is Mr. Hagemann, superintendent of the Stanhope School District. In the last 36 hours, it has become increasingly likely that New Jersey public schools will be directed to close for an extended period of time to help limit the spread of the Coronavirus. Although some news outlets have reported that a directive has already been made, no Sussex County School has been closed as of this morning. Today, our teachers will discuss with their students what their Home Instruction will look like should we close, as well as their expectations for work completion. I've also asked teachers to contact parents to share the same. Please understand that our staff may not be able to answer all your questions right away, as we are still in the planning stages. I am also sensitive to the idea that parents are concerned about the health and well-being of their children. Although I am confident that our students are safe within the confines of the Valley Road School, I would encourage parents to keep their children home if they are not comfortable sending them to school. If this decision is made, please contact our student absence line to notify the school. If schools are closed, please anticipate one day before students are assigned work, as teachers will need time to prepare lessons and their online learning platforms. Again, I'd like to state the confidence I have in our teachers to provide the best education possible through home instruction. Also, out of an abundance of caution, I have decided to postpone today's career day at the Valley Road School. Please do not hesitate to contact me if you have any questions. Thank you for your continued support.

3/13/2020 @ 3:45pm

I would like to take a moment to update our parents and community members on how the Coronavirus pandemic is impacting the Stanhope School District and summarize some of the relevant information that we learned from the Governor's address this afternoon. Essentially, school districts in New Jersey have not YET been forced to shut down. However, it sounds like it is only a matter of time. This being stated, please plan to have a normal school day on

Monday until told otherwise. It is also important to prepare accommodations for your children to be home or with a trusted adult if the school needs to be closed. If we are forced to shut down, I will immediately provide this information through our Honeywell Instant Alert System. We will also reach out directly to families who are in need of lunches, internet, and computers. I hope you are all able to find time to rest and relax this weekend, and I hope to see everyone on Monday.

3/14/2020 @ 12:30pm

Good afternoon. This is Mr. Hagemann, Superintendent of the Stanhope School District. By now, most residents are aware that most Sussex County School Districts have closed for a period of two weeks. Although this was not mandated by the Department of Education or Department of Health, I understand and support this decision. The Valley Road School will be closed to all students on Monday, March 16 for the purpose of professional development for staff, and to prepare for long-term online instruction. As of right now, the school is not officially closing after Monday, but I am strongly urging all parents to keep their children home if they can be supervised by a responsible adult. Our teachers will deliver instruction online through at least Monday, March 30. All of these days will count towards the necessary 180 school days required by state law. I am currently working with our Board of Education, staff, and food service provider to develop a plan for parents without proper childcare and internet access. The Department of Health supports the decision to open the school to a smaller population, however there are several more steps to be able to make this work. I hope to provide more information by the early afternoon, tomorrow. In the meantime, a survey will be emailed to all parents to help us determine how many students would be in attendance if we are able to open. Again, I need to reiterate that this would only be for families unable to find childcare or families without access to the internet. Please keep in mind that these plans are also subject to change if given further directives from the State. Again, I need to emphasize that school will be closed on Monday to all students. I hope you are all able to enjoy your weekend and I ask that everyone make healthy decisions.

3/15/2020 @ 7:15

Good evening, Stanhope families. I am contacting you to provide additional information about school closures and virtual instruction. As a reminder, the Valley Road School will be closed to all students tomorrow, March 16 for the purposes of staff professional development. All parents are asked to keep their students home from school indefinitely, until further notice. Several media outlets are reporting that Governor Murphy expects to close all New Jersey schools tomorrow afternoon, for what will likely be a period no less than four weeks. This directive may prevent our District from opening the building to students without childcare and/or internet access. I will continue to monitor the situation, provide timely and transparent communication, and support our families as best as we can. For any family that participates in the Free and Reduced Lunch Program, "grab and go" lunches will be available for pick up in the Valley Road School parking lot between 11:00 am and 1:00 pm tomorrow. Families without access to a computer at home can pick up a school-issued Chromebook in the parking lot between 11:00 am and 1:00 pm tomorrow. If you haven't already requested support for a school-issued device

through our recent survey or directly through administration, please complete the survey as soon as possible so that a device can be prepared for your child. A direct link to the survey can be found on the District website

(https://docs.google.com/forms/d/e/1FAIpQLScybOde8WoX4OXAYtESf9nlvnr99b26laJRC5LPfNN7MWFyMA/viewform?usp=sf_link). Please check your email frequently and be tuned in to communication from your child's teachers. Online and virtual instruction will begin on Tuesday. Parents will be sent additional details about taking attendance and expectations tomorrow. Again, thank you for your continued support and patience as we navigate these uncharted waters. For your convenience, this message has been posted to the District website.

3-16-2020

Good afternoon, Stanhope families. Earlier today, Governor Murphy directed all schools to close due to the Coronavirus outbreak, no later than Wednesday, March 18. Because of this directive, and the recommendations from the Centers of Disease Control (CDC), the Valley Road School will be closed for all students effective immediately, through April 17. April 10 through April 17 is still considered spring break for students and staff. All teachers are prepared to deliver online instruction beginning tomorrow and students should expect a minimum of one hour per week of work for each class. I've included a letter from Principal DiCataldo in this alert and I've also distributed the letter as an email. Please review this letter carefully, as it outlines expectations for student attendance and instruction. Parents will need to utilize the Parent Portal each day to mark their child "present" or "absent". Directions on how to do this are included within the letter. Chromebooks were distributed today for families that indicated a need. Any family that was unable to pick up a requested Chromebook should email me directly (shagemann@stanhopeschools.org). There are still a few families without internet access at home, which is something we are currently working on. I will contact those families directly for support. If your children are without internet access, and the school has not yet been notified, please do so as soon as possible. I would like to express my sincerest gratitude to our parents, teachers, and school staff for your support and patience during this uncertain time. Again to summarize, the Valley Road School is closed to all students through April 17 and each student should engage in online instruction. Any new information will be communicated to parents as soon as it becomes available.

Stanhope School District
Essential Employees List - Health Related Closure

List of Essential Employees by Category	Role of Employee	Duties/Work Stream	How Many Essential Employees Per Category
Administration	Oversee operations of School District	Interact with BOE, community & staff; student instruction; business office functions	3 - CSA, SBA, Principal (at least one will be present on campus during normal working hours, otherwise will report as needed)
Custodial & Maintenance	Cleaning and Maintenance of Buildings	Maintaining cleanliness, work orders, and repairs	4
Technology	Technology Support	Support use of technology for Virtual Instruction, assist with support and maintenance of technology infrastructure	1 - To report to the building, as needed
School Nurse	Ensuring student health and wellness	Maintenance of Health Records, access to student medication, assistance with lunch distribution for free-reduced lunch students	1 - To report to the building, as needed
Food Service Personnel	To prepare and distribute student lunches	Prepare and assist in the distribution of student lunches for free-reduced lunch students	1 - To report to the building, as needed
Teacher Instruction Hours per Day via Remote Learning/Virtual Instruction			
Minimum of 4 hours			