

**Mercer County Technical School District & Mercer County Special Services School District
Coronavirus (COVID-19) Action Plan and eLearning Plan – as of April 29, 2020**

Designees:

Superintendent - (MCTS and MCSSSD) Dr. Kimberly J. Schneider
 Communications- (MCTS and MCSSSD) Dr. Kimberly J. Schneider
 School Safety Specialist – (MCTS) Deborah Donnelly, (MCSSSD) Rick Hillman
 Assistant Superintendent/HR – (MCTS) Dana Hice DePugh, (MCSSSD) Brian Bittings
 Rubino Academy Team – Antoinette Gomes (Executive Director), Henry Krzeczowski (Principal)
 IT Department - (MCTS, MCSSSD) Rick Hillman; (MCTS) Heather Pyle, (MCSSSD) Gina Buzgo
 Buildings and Grounds - (MCTS, MCSSSD) Rick Hillman

Phase	Trigger	Actions	Details	Responsible Parties
Phase I – Prevention	CDC NJ Health	Communications: Broadcast, Texting	Dr. Schneider responsible for all internal and external communications to include school community, County administration, Board members and Association leadership. Dana Hice DePugh is backup to the Superintendent. School Safety Specialist – (MCTS) Deborah Donnelly, (MCSSSD) Rick Hillman.	Superintendent: Dr. Schneider Senior Administration: Deborah Donnelly, Dana Hice DePugh and Rick Hillman · (MCTS) Heather Pyle and Nick Sakowski - staff/student communication using RoboCall, PowerSchool, Frontline, Constant Contact · (MCSSSD) Gina Buzgo - staff/students communication · (Rubino) Antoinette Gomes responsible for all communications, Henry Krzeczowski is the backup. Calls to students – all staff. Letters to students – Mary OBrian.
		Information Campaigns by Incident Committee & Human Resources	Links to Department of Health, CDC, and NJ Department of Education on website.	Incident Committee, and; Human Resources – (MCTS) Dana Hice DePugh and (MCSSSD) Brian Bittings. (MCSSSD) Gina Buzgo, Operations Specialist (MCTS) Nick Sakowski, Community Liaison (Rubino) Terie Huster, Human Resources
		Set up Virtual Information Desk	Website is the point of contact for all inquiries from school families and disseminated to key personnel. Principals are the point of contact for building staff. Superintendent communicates to Administration. Paper phone chain for staff, teachers need phone chain for students. Upload doctor’s notes into Frontline. Enter absences in Aesop. Parents to access to PowerSchool and RealTime.	(MCTS, MCSSSD) Principals in main offices using email (Rubino) Jamil Evans, Patricia Foltiny, Shayne Mains, Mary OBrian
		Communication for sick students/ staff – use NJ DOE protocol	Principals and Nurses to inform Senior Administrative Team. Superintendent informs local Department of Health and County Education Office.	Incident committee, Building Principals and Nurses, local Department of Health, Mercer County Department of Health Officer
		Breakfast/Lunch provided	Sodexo will prepare and distribute (free/reduced). NJ Department of Agriculture has required an application to distribute food. The application was submitted 3/16/2020. We intend to distribute food to students who are eligible for free/reduced lunch starting with lunch on 3/17/2020 during the extended school closings. We will continue to provide daily lunches until distribution centers open	Sodexo will manage. Sodexo, supervised by Deborah Donnelly NJ Department of Agriculture guidance

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		<p>at our school districts.</p> <p>Beginning 3/17/2020, daily meals can be picked up for free/reduced eligible students. Students will receive a lunch for that day and breakfast for the following morning. If more convenient community distribution centers open, information will be released as it becomes available. Check district websites, email meals@mcsssd.us with any questions.</p> <p>Distribution for eligible students:</p> <p>Mercer County Technical School District: <u>Assunpink Center students</u> from 11:30 am – 1:00 pm pick up at MCSSSD’s Mercer High School (Main entrance bus stop) at 1020 Old Trenton Road, Hamilton, NJ 08690. <u>Sypek Center and Rubino Academy students</u> from 12:30 pm – 1:30 pm pick up at Sypek Center’s Building A, 129 Bull Run Road, Pennington, NJ 08534.</p> <p>Mercer County Special Services School District: <u>Mercer Elementary, Mercer High School and Joseph F. Cappello School</u> from 11:30 am – 1:00 pm pick up at Mercer High School (main entrance bus stop), 1020 Old Trenton Road, Hamilton, NJ 08690.</p>	
	<p>Students who want to attend classes from home</p>	<p>Administrative meetings held 3/9/2020 to finalize the details of the academic and attendance procedures Emergency Lesson Plans completed and submitted to Principal Secretaries by 3/13/2020. Cloud storage for access to Emergency Lesson Plans - Teachers to use Gmail accounts. “Remind” app to be used to protect Instructor’s privacy.</p> <p>Emergency eLearning Days eliminate the loss of instructional time during unscheduled school closures. If an Emergency eLearning Day is necessary, it is considered a regular school attendance day and does not need to be made up at the end of the school year. The purpose of an Emergency eLearning Day is to provide a continuum of learning for students in the event school needs to close. Teachers leverage Google Docs and Project and Problem Based Learning to provide students with relevant, meaningful and manageable assignments students can be engaged in when school has been cancelled. The goal is to minimize disruption to the academic progress caused by emergency school closures and to make emergency days as educationally productive and engaging as possible. The Emergency eLearning plan outlines specific responsibilities for teachers, staff, and students. This includes making the announcement of an Emergency eLearning Day no later than 5 A.M. the morning of the school closure. The announcement will be made through standard modes of communication used by the school district, including text messages, automated phone calls and social media. Teachers will have assignments posted or sent via email to the student no later than 8:00 A.M. on the eLearning Day. When possible, assignments will be posted ahead of the eLearning Day. Students will access their eLearning lesson through the teachers Google Classroom or will be sent from their Google Drive to the student’s school email.</p>	<p>Instructors, supervised by Building Principals, Dana Hice DePugh and Heather Pyle (Rubino) Henry Krzeczkowski, Jennifer Giordano</p>

Mercer County Technical School District & Mercer County Special Services School District
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			<p>They may be required to turn in their assignment through Google Classroom, via email or submit to the teacher upon return from eLearning Day. Students are asked to follow the teacher’s instructions. Students will be considered present when they submit their assignments to the teacher. If the work is not completed, students will be considered absent for the eLearning Day and will have 5 school days to make up the work. In the event of unforeseen circumstances, students should consult their teachers immediately upon return from eLearning Day. If the student needs to communicate with their teacher, students should use the teacher’s district email address. The teacher’s email address can be found by going to the district website and clicking on the eLearning tab on the main page. Teachers will have varied virtual office hours throughout the day to address any student questions. Please refer to the teacher’s instructions for a schedule of their virtual office hours. Technology support will be available throughout the day for students, parents and staff with technical support on Emergency eLearning Days. Students and parents should email studenthelpdesk@mercercountytechschool.org or studenthelpdesk@mcsssd.us.</p> <p>Parents or students that require additional assistance throughout an Emergency eLearning Day should email the following building administrator: Health Science Academy & Assunpink: irusso@mercercountytechschool.org and gmattia@mercercountytechschool.org STEM, Culinary Arts Academy & Sypek: dshunk@mercercountytechschool.org and jfazzone@mercercountytechschool.org Mercer Elementary School: mmoller@mcsssd.us and lscaringelli@mcsssd.us Joseph F. Cappello: dcaldwell@mcsssd.us and jcancelliere@mcsssd.us Mercer High School: kgould@mcsssd.us and cmirthil@mcsssd.us and bkozakowski@mcsssd.us Rubino: updates will be provided on Rubino’s recorded message (609) 882-3200, hkrzeczowski@camelotforkids.org or jgiordano@camelotforkids.org Please check the district websites for more information at: https://www.mcts.edu or https://www.mcsssd.info</p> <p>FAQ’s of eLearning Days - Why do we have eLearning Days MCTS and MCSSSD will hold eLearning Days (virtual instruction) in the event a school closing is deemed necessary by department of health and school officials.</p> <ul style="list-style-type: none"> • The day eliminates make-up and added days at the end of the year. • The day allows students to have continuous instruction in the event of a school closing. • It ensures the safety of all students and staff. <p>Where does my child go to find and turn in assignments? All lessons and assignments created by teachers will include Project and Problem Based Learning to provide students with relevant, meaningful and manageable assignments they can engaged in when school is on an eLearning Day. Teachers will have assignments posted or sent to the student no later than 8:00 AM on the eLearning Day. When possible, assignments will be posted ahead of the eLearning</p>	
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Mercer County Technical School District & Mercer County Special Services School District
 Coronavirus (COVID-19) Action Plan and eLearning Plan – as of April 29, 2020

			<p>Day. Students will access their eLearning lesson through the teachers Google Classroom or will be sent from their Google Drive to the students MCTS or MCSSSD email. They may be required to turn in their assignment through Google Classroom, via email or hand in upon return from eLearning day. Please follow the teacher’s instructions.</p> <p>How does my child contact their teacher? Students should use the teacher’s district email address. If you do not have the teacher’s email address, you can find it by going to the school’s website and clicking on the eLearning tab on the main landing page. Teachers will have varied office hours throughout the day to address any student questions. They will have intermittent email access outside regular school hours.</p> <p>How will attendance be taken? Students will be considered present when they submit their assignments. If the work is not completed, the student will be marked absent for the eLearning Day and will have 5 school days to make up the work.</p> <p>What happens if my child cannot complete/submit their assignment? Students will have one week (5 school days) upon return to school to complete/submit assignments.</p> <p>Who do I contact if I need additional assistance on eLearning Day? Technology support will be available throughout the day for students, parents and staff with technical support on Emergency eLearning Days. Students and parents should email studenthelpdesk@mercercountytechschool.org or studenthelpdesk@mcsssd.us.</p> <p>All Related Services staff (Occupational therapists, Physical Therapists, Speech Therapists, Counselors) will provide remote learning in accordance to their students’ IEP goals. The maintenance and support of these skills and activities will be assigned through the online platform of Google Classroom. Related Services staff will use Google Meets to enhance services deliveries by using this as a form of communication to verify and support remote learning. Teletherapy will be offered to all students for related services via Google Meets pending parental consent.</p> <p>Related Services staff will communicate with families regarding services, which are being communicated electronically to discuss the appropriateness of assignments provided through remote learning. Related services staff members will support classroom teachers via email, phone or via Google Meets in supporting students with at-home instruction remote learning assignments.</p>	
		<p>Survey students to see if they have Wi-Fi/ computers and cell access</p>	<p>Consider using laptops, Chrome books, cell phones</p>	<p>(MCTS) Nick Sakowski (MCSSSD) Clara Bigos Building Principals must approve the students/employee & check out the device (Rubino) Jennifer Giordano</p>

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Coronavirus (COVID-19) Action Plan and eLearning Plan – as of April 29, 2020**

		IT sends a message to school community with a set of tools to stay connected during potential shut down		Heather Pyle, Rick Hillman, Nick Sakowski, Clara Bigos. Instructors to send home hard copy communications as needed. Follow up calls with CST Managers. (Rubino) Resource Team, follow-up calls from Team Leader.
		Review any reporting requirements with Mercer County/State Health Agencies		Sr. Administration to disseminate as necessary (Rubino) Resource Team to disseminate as necessary
		Daily deep cleaning of surface and touch points, hand sanitizer stations installed, weekend deep cleaning	District following Department of Health protocol for cleaning and sanitizing buildings	Custodial staff, supervised by Rick Hillman and staff
Phase II - Containment	Emergency Declaration from County, NJ CDC	Plan for upcoming field trips, competition, staff traveling for PD		Building Principals, Transportation Department
		Restrict non-instructional activities	Deploy technology to key personnel as directed, and requested through website. Principals are liaison to all building technology issues. Website monitoring for technology request and help desk requests.	IT Team, Gina Buzgo and Heather Pyle, supervised by Rick Hillman (Rubino) Gina Ramirez, supervised by Antoinette Gomes
	Emergency Declaration from County, NJ, CDC – Complete Lockdown	Ensure the cleaning services have a back-up action plan, cleaning as directed per local Department of Health guidelines		IT Team/Custodial, supervised by Rick Hillman
		Conference calls as needed, text messages to Administration, text invitations to join in conference call, meeting daily	Need to set up a conference call meeting (daily at 9:00 am and 6:00 pm) Daily Senior Administration conference calls 1:00 pm. Daily website message to school families.	Dr. Schneider to manage conference call sessions, Senior Administrative Team Multiple avenues for conferencing: Skype, GoToMeeting, Google Hangout, as appropriate (Rubino) Antoinette Gomes and Resource Team
		Continue to deliver instruction by all means except face-to-face	Identify electronic means, all teacher lesson plans move to digital platform for long term, computer remote learning as per the eLearning Plan above, computer remote learning to be monitored by IT department.	Dana Hice DePugh, Heather Pyle, Building Principals, Instructors – student work packets distributed if possible (Rubino) Principal, VP and Instructors, student work packets distributed
		Technology equipment access team prepared to support faculty and students without	Prepare to support faculty/students without internet; Essential staff reports to buildings as assigned	IT Team and Custodial staff, supervised by Rick Hillman (Rubino) IT Team, Gina Ramirez, Custodial staff supervised by Rick Hillman

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	internet via family cell phone, deployment of Chrome books		
	IT creates a group for instructional support	Remote access	IT Team, supervised by Rick Hillman
	Payroll – establish processing protocol by 3/10/20	Direct Deposit	Deborah Donnelly, Deborah Arvanitis, Annmarie Ricci, and Heather Pyle
	Payments to vendors by 3/9/20	As directed by Deborah Donnelly	(MCTS) Barbara Paskewicz and (MCSSSD) Susan Muncie
	Update emergency contact lists		Senior Administration, Central Office Administration (MCTS, MCSSSD), (Rubino) Mary OBrian, Resource Team
	Frequent communication with Association leadership		Dr. Schneider with (MCTS) Pat Schroeder and (MCSSSD) Leah Pray
	Essential personnel to have access to district buildings	<p>Mercer County Technical School District: <u>Buildings & Grounds:</u> Donald Labowicz, Steve Harcher, Ranceford Byles, Dennis Juliano, John Allen, Joey Cruz, Dan Blazovic, Felix Rodriguez, Ed Atkins, Ruben Casillas, Joe Salzano, Esaw Coons, Tim Montague, Rick Hillman <u>Information Technology:</u> Heather Pyle, Anthony Giovanetti, Colyn Thomas <u>Business Office:</u> Deborah Donnelly, Lisa Flynn, Deborah Arvanitis, Barbra Paskewicz <u>Superintendent Office:</u> Patti Michalchuk</p> <p>Mercer County Special Services School District: <u>Buildings & Grounds:</u> Mike Lanzoni, Eugene Mascione, John Samojedny, Joe Lombardo, Abraham Krangar, Anthony Samuels, Mileva Ostojic, Milivoj Ostojic, Teddy Jackson, Pernell DeSouza, Kathy McDonald, Eliza Talkpa, Patrick Rhodes, Cenou Joseph, Bernadette Romelus, Jason Jones, Aubrey Dandy, Clarence Walker, Rick Hillman <u>Information Technology:</u> Gina Buzgo, Rob McNichol, Piotr Suszko <u>Business Office:</u> Deborah Donnelly, Udaya Batchu, Susan Muncie, Annmarie Ricci, Kathleen Zuccari <u>Superintendent Office:</u> Amy Nemeth <u>Transportation:</u> Jenn Freeman <u>MCSSSD/MCTS Cafeteria:</u> Camille Guadiere, Joanna Muniz</p>	

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 Coronavirus (COVID-19) Action Plan and eLearning Plan – as of April 29, 2020

Phase III - Return	Lift of Emergency Declaration from CDC, NJ, County Emergency Operations	Cleaning, IT, Facilities – clean and sanitize the schools (2 -3 days)		Custodial staff, supervised by Rick Hillman
		Administrative Functions (1 day) – all full-time employees return to work	RoboCall (Rubino) Phone Chain	IT Team / Communications (Rubino) Administrative Team
		All instructional activities resume		Building Principals (Rubino) Principal and VP
		Non-instructional activities resume		Building Principals (Rubino) Principal and VP