



School Closure Contingency Plan
(as amended March 23, 2020)

- 1) Continue to inform families of updates on COVID-19 and updates from the New Jersey Department of Education (NJDOE), New Jersey Department of Health (NJDOH) and the federal Centers for Disease Control and Prevention (CDC) via newsletter, letter, Website links, text and/or telephone blast.
- 2) Conduct a family technology survey. (Completed). Make arrangements to ensure families have the necessary technology equipment and services to participate in home instruction (Ongoing as needed.)
- 3) Inform districts of our home instruction contingency plan. Confirm we will provide home instruction. Advise districts 1:1 staffing will be maintained to avoid disruption upon return. (Completed on March 12, 2020.)
- 4) Our schools will remain open, even if a particular sending district has schools closed. We will request sending districts to advise us promptly of any exposure incidents that may affect a student in our schools (by exposure to siblings, etc.). In the event a sending district is closed, we will determine on a case-by-case basis, if any student or staff has a sibling or child with exposure requiring quarantine. We will arrange for home instruction and/or live feed instruction for any individual student(s) subject to quarantine. (No longer applicable; our schools closed as of March 16, 2020.)
- 5) Have teachers, specialists and related services providers prepare student work materials for their students. Instruction/work materials will consume approximately 2 hours per day for each school day closed. Students received work materials sufficient for two weeks on Friday, March 13, 2020. In the event school closure extends beyond March 27, 2020, staff will distribute additional work materials sufficient for each successive additional two-week period on an ongoing basis until school reopens.
- 6) Should the need for a school closure become necessary; immediately notify families, bus drivers, teachers and sending districts via text, Website, e-mail and telephone blast and post on our website. (Completed on March 13, 2020.)
- 7) Teachers, specialists and related services providers will communicate with families via telephone and e-mail during the school closure.
- 8) In the event of a school closure, immediately arrange for the cleaning and sanitizing of the school. (Completed; cleaning sanitizing efforts ongoing during closure.)

9) Teachers, paraprofessionals, specialists and related services providers will conduct formalized instruction via video conferencing. To the extent necessary, video transmission will originate from the school; otherwise, staff will originate from their homes. (Lessons will be recorded for later access by parents.) Lessons for core education subjects will last approximately 2 hours. Additional instruction and related services will be provided.

10) Work materials will be distributed and returned online via scanning, e-mailing, photo text, through video conferencing and through the compiling of portfolios.

11) Individual student needs can additionally be met with additional support via telephone, text and video conferencing with teachers, paraprofessionals, specialists and related service providers.

12) All teachers, paraprofessionals, specialists and related service providers will utilize any time not directly devoted to the preparation of course lessons or providing support to students for professional development activities as determined by their supervisor.

13) Essential school personnel are identified on Exhibit A.

14) Student demographics are identified on Exhibit B.

Exhibit A
(Essential School Personnel)

Business Office:

<i>Position:</i>	<i>#:</i>	<i>Function:</i>
Executive Director	1	Overall administrative responsibility for schools.
Chief Financial Officer	1	Responsibility for financial operations of school.
Business Manager	1	Administer financial operations of school.
Accounts Payable Clerk	1	Process payment of invoices.
Accounts Receivables Clerk	1	Process receipt of tuition payments and other receipts.
Human Resource Clerks	2	Maintain human resource records.
Custodian	1	Clean and sanitize office.

Ho-Ho-Kus Campus:

Principal	1	Responsibility for school and educational program.
Assistant Principal	1	Responsibility for school and educational program.
Secretary	1	Assist administrator job functions.
Nurse	1	Assist administration and respond to health inquiries.
Custodian	1	Clean and sanitize school during closure.

Chatham Campus:

Principal	1	Responsibility for school and educational program.
Assistant Principal	1	Responsibility for school and educational program.
Supervisors	2	Review lesson plans, observe online lessons, support teachers.
Secretary	1	Assist administrator job functions.
Nurse	1	Assist administration and respond to health inquiries.
Custodian	3	Clean and sanitize school during closure (staggered hours).

Exhibit B
(Student Demographics)

Chatham Campus:

ECLC of New Jersey, Chatham campus, is an approved private school for students with disabilities servicing 176 students.

Ho-Ho-Kus Campus:

ECLC of New Jersey, Ho-Ho-Kus campus, is an approved private school for students with disabilities servicing 92 students.