



VILLA VICTORIA  
ACADEMY

## **Pandemic Emergency Management Information/Protocols**

### **Planning and Coordination**

- The planning team consists of the president, principal, director of guidance, and director of admissions, and director of development.
- The planning team will:
  - Closely monitor the information set forth by the Centers for Disease Control and Prevention (CDC).
  - Follow the guidance set forth by the New Jersey Department of Education (NJDOE) in conjunction with the New Jersey Department of Health (NJDOH) beginning with the first signs of potential outbreak.
  - Refer to guidance set forth by the Diocese of Trenton (DOT) and the New Jersey Association of Independent Schools (NJAIS).
- The principal will consult the local board of health regarding specific school circumstances, for example upcoming events or potentially infected students/staff.
- The administrative assistant is responsible for keeping the principal informed of absent students and the reason for the absence.
- The principal is responsible for monitoring absenteeism.
- The principal is responsible for communicating with the staff, students, and parents regarding significant illness outbreaks, government and health agency guidance, and the potential for any changes to the school schedule or daily operations.
- The president, principal, and director of admissions will coordinate messages posted on the school website, social media, and to the press.

### **Continuity of Student Learning and Core Operations**

- If absenteeism shows an increase of individuals with the same symptoms, if the illness causing absenteeism is known to be highly contagious, or if an individual reports symptoms consistent with a current illness causing a pandemic, the principal will contact the local board of health for guidance.
- If the local board of health, the NJDOH, or the governor of New Jersey has issued warnings about an epidemic or pandemic, the principal will notify teachers, students, and parents of the possibility of temporary school closure.
- All government mandates will be followed, including school closure to slow the spread of illness.
- In the event of a school closure, staff and students will shift to a virtual teaching and learning protocol. Instruction will continue via email, teacher webpage posts, Google apps, and other technology tools.
- Government mandated school closure that results in virtual education will count as in-session days.

## **Infection Control Policies and Procedure**

- The president of the school will instruct the maintenance staff to clean and sanitize the facility daily using the means recommended by the CDC and the NJDOH.
- The president will ensure that proper cleaning materials are kept in supply for maintenance staff, teachers, and students.
- The principal will remind the staff and students about good hygiene practices and any other specific recommendations set forth by the CDC and NJDOH.
- The principal will remind the school community about illness protocol and the need to remain home when sick with a fever or other symptoms that could be contagious. A person should be fever free for 24 hours without the use of fever reducing medicine before returning to school.
- Students and staff will be required to submit a doctor's note when returning to school after having a contagious illness.
- Parents will be required to pick up their sick child from school and will not be permitted to allow her to ride the bus while she is sick.
- Members of the school community will be required to inform the school of out-of-state or out-of-country travel during an outbreak of a contagious illness. Based on these circumstances, individuals may be required to remain out of school until it is deemed safe that they do not have symptoms of illness.
- Individuals who have symptoms of illness that correspond to a current epidemic or pandemic are required to inform the school who will inform the local health department.

## **Communications Planning**

- SchoolMessenger, the school's emergency communications system, will be utilized for urgent messages and/or as a follow up to weekly or special Constant Contact emails.
- The principal is responsible for all major communications. The principal may delegate further communication to other members of the school staff.
- Updates on pandemic information will be placed on the school's website.

## **Local Duties and Responsibilities**

### **President**

- Responsible for communicating pandemic management status to the Board of Trustees and Board of Directors.
- Responsible for communicating with maintenance staff and monitoring facility sanitation.
- Responsible for pandemic-related budgetary decisions, in coordination with the finance committee of the Board of Directors.
- Responsible for communicating with other entities that use the facility.

### **Principal**

- Responsible for internal and external communications in consultation with the planning team.
- Responsible for calls to the local board of health, staff, and parents.
- Responsible for initiating the school's virtual education protocol in the event of school closure.
- Responsible for meeting with and updating key personnel to review the school's pandemic protocol.

### **Administrative Assistants**

- Responsible for communicating absenteeism and reason for absenteeism to the principal.

- Responsible for sending out communications to staff, students, and parents as directed by the principal.
- Responsible for posting communications on the school's website as directed by the principal.
- Responsible for caring for a sick child and documenting the care in the absence of the nurse and reporting the situation to the principal.

### **School Nurse**

- Responsible for caring for students and/or staff who become ill during the school day.
- Responsible for documenting the care given during school.
- Responsible for documenting and monitoring absenteeism due to a pandemic outbreak.
- Responsible for communicating with his/her direct employer.
- Responsible for informing the principal of staff or students who have symptoms associated with a pandemic.
- Responsible for communicating with parents when a student becomes ill.
- Responsible for teaching and modeling best practices of hygiene.
- If a school nurse is not available on the premises, the principal will assume responsibilities assigned to the nurse and may ask the administrative assistant to assist.

### **Teachers**

- Responsible for teaching and modeling best hygiene practices for students.
- Responsible for sending ill students to the nurse or administrative assistant.
- Responsible for contacting principal in the event of personal illness that requires the teacher to be absent from school; the teacher must provide appropriate assignment for students to complete independently.
- Responsible for following virtual education protocol, and all other directives from the principal, during a school closure.

### **Maintenance**

- Responsible for following directives given by the president or her designee.
- Responsible for ongoing cleanliness and sanitization of the school.
- Responsible for proper disposal of trash.
- Responsible for communicating the need for additional supplies.

### **Parents**

- Responsible for completing required health forms and submitting them to the school office.
- Responsible for communicating changes in student's health, including allergies and medication, to the school nurse and the administrative assistant.
- Responsible for picking up their child when the child is sick.
- Responsible for giving information to the administrative assistant and nurse regarding the nature of their child's illness.
- Responsible for providing a doctor's note when their child has had a contagious illness.
- Responsible for providing medication with a doctor's note for instructions.
- Responsible for providing a doctor's note when a child has an illness or injury that requires restrictions.