



Red Bank Catholic High School Pandemic Emergency Management Plan

Communications Planning

- RBC's emergency communications system, including the Honeywell Instant Alert system, the school email system, and the school website, will be utilized.
- All major communications are initiated by the Administrative Team. The Administrative Team may delegate further communications to others.
- If needed, redundancy of communications can be through the website, Honeywell Instant Alert, and email. Updates on pandemic information will be placed on the Red Bank Catholic website, www.redbankcatholic.org.

Local Duties and Responsibilities

Administration –

- Respond to faculty questions and/ or concerns in school or via phone or email
- Respond to parent and student concerns via email

Teachers –

- Take attendance based on student login to Dashboard at assigned time
- o VL indicated in attendance for virtual learning, absent if not in attendance
- o Post attendance by 2pm
- Deliver remote instructions via Dashboard and/or Google Meet
- Prepare, post and grade assignments
- Post office hours outside of the 30 min class period

Students –

- Post online schedule in a place you will see and remember to login
- Know codes for any of your eBooks and have your resources (test/notes) at home
- Follow Dashboard and Portal instructions for utilizing various sites
- Login to Dashboard at the dedicated class times
- Respond to teacher prompts used for attendance (i.e. Do Now question in Blog or Discussion)
- Ask questions through chosen teacher platform (Blog, Discussion, Google Doc, Google Meet)
- Complete assignments in time allotted and upload to Dropbox and/or Google Docs (follow teacher instruction)
- Complete and submit work with academic integrity
- Submit all work in accordance with teacher timeline
- Communicate with your teachers if you have any questions

Schedule for online learning

| | Start time | Stop time |
|------|------------|-----------|
| pd 1 | 8:30 | 9:00 |
| pd 2 | 9:05 | 9:35 |
| pd 3 | 9:40 | 10:10 |
| pd 4 | 10:15 | 10:45 |
| pd 5 | 10:50 | 11:20 |
| pd 6 | 11:25 | 11:55 |
| pd 7 | 12:00 | 12:30 |
| pd 8 | 12:35 | 1:00 |

On for emails/questions

Guidance counselors available to answer emails pds 4, 5, 7, and 1:00 - 2:30

Guidance Personnel –

- Be available during periods 4, 5, 7, and 1:00 – 2:30 time slots to answer student/parent emails.
- Return calls for parents/students leaving a contact number
- Continue to send transcripts
- Conduct scheduled parent/student conferences via phone conference and/or Google Meeting

Parents –

- Monitor the RBC website and your email for updates and messages
- Check your child's compliance with virtual learning tasks
- Check attendance to be sure your child has checked into class, A **VL** will indicate attended virtual learning for the given period, UA means they did not sign in
- Call the attendance office if your child is too sick to work online (732) 747-1774 ext (132)
- Remind your child to contact their teacher (email) or guidance counselor with questions and/or concerns

School Nurse

- Responsible for immediate emergency care of students and staff who become ill during school hours.
- Responsible for documenting absenteeism due to the pandemic outbreak
- Responsible for communicating with the Monmouth County Board of Health after consultation with the Administrative Team.
- Responsible for communication with the nurse's immediate employer.

- Responsible for communicating with parents when a student becomes ill with symptoms associated with the pandemic outbreak.
- Responsible for updating the Administrative Team regarding the statistics at the school and informing the Administrative Team of actions that may be necessary as a result of a high number of cases or compliance to mandates of the Monmouth County Board of Health.
- Responsible for following best practices of hygiene during an outbreak and educating teachers to best practices in the classrooms.
- If a school nurse is not available on premises, the Administrative Team will assume responsibilities assigned to the nurse.

Maintenance

- Responsible for on-going cleanliness of the school and disinfecting affected areas.
- Responsible for safe disposal of waste products.
- Responsible for ordering and distributing disinfection products.

Planning and Coordination

- The New Jersey Department of Education in conjunction with the New Jersey Department of Health and Senior Services is responsible for communications from the US Department of Health and Human Services and Centers for Disease Control that would activate a school pandemic response plan affecting Catholic schools including Red Bank Catholic High School.
- The Monmouth County Health Department is responsible for articulating strategic priorities and overseeing the development of the district's operational pandemic plan.
- RBC will work with the local/state health department to manage a pandemic plan within the school.
- The Administrative Team is responsible for media communications and/or press releases. The Administrative Team would receive information regarding local outbreaks in the student body/staff from the nurse. The Administrative Team has the responsibility to inform faculty and parents in the event of a serious outbreak or the need for school closure.
- Red Bank Catholic will work and coordinate efforts with local health authorities when planning.

- The Attendance Coordinator will document absenteeism due to the pandemic event. The school nurse will work in cooperation with the Coordinator to review the daily absentee report.
- If absenteeism rises to an unacceptable rate for student/staff safety and acceptable instruction, the Administrative Team, in conjunction with the nurse, will communicate with the Monmouth County Board of Health regarding strategies for possible closure or parental alerts.
- Red Bank Catholic will utilize the Finalsite Dashboard Learning Management System for teachers to post lessons, assignments, assessments and curricular projects as well as Google Meet for face to face interaction.
- Notices regarding the delay or cancellation of extra-curricular activities will be posted on the website and communicated through email and Honeywell Instant Alert to all parents and students.
- On-going communications will be initiated by the Administrative Team through the school's email, website, and Honeywell Instant Alert system.

Infection Control Policies and Procedures

- Red Bank Catholic will work with the Monmouth County Board of Health to implement effective infection prevention policies and procedures. Good hygiene practices will be practiced.
- RBC maintenance personnel are responsible for ordering and applying products needed for cleansing and disinfection. Separate receptacles will be in all rooms for the disposal of used tissues.
- Students/staff will remain home during the infectious stage of an illness. Parents are to keep sick children away from others to control or prevent the spread of disease.
- Staff members should be seen by qualified health care professionals in the event of symptoms consistent with infectious diseases. If needed, a medical doctor should write a script for a leave of absence.
- If a pandemic event affects the Red Bank Catholic community, students who are not immunized, as previously agreed, will not remain in school but will receive instruction as per school virtual instruction directives.