

M.E.T.S. Charter School Health-Related Closure Preparedness Plan

Prevention Measures:

M.E.T.S. Charter School is asking staff members and families to restrict travel if at all possible.

Any staff member traveling by plane, ship, or to a known affected area (domestic or international) for personal reasons between now and June 30, 2020 will be required to provide a doctor's clearance prior to returning to work. In the event that an employee misses additional days in order to obtain a doctor's clearance this will result in the use of the employee's sick and/or unpaid leave time.

M.E.T.S. Charter School is requesting that upon return from travel students get doctor's clearance within seven business days of return for travel. ***Please note: NJ Family Care.**

At this time no field trips and/or sporting events have been cancelled. We will continue to monitor recommendations from the Department of Health in making these decisions. Any change to field trip policy or sporting event will be amended by the Health Office, Director of Operations, and the School Lead on a case-by-case basis.

In the event of a school closure:

In accordance with N.J.A.C. 6A:16-10.1 M.E.T.S. Charter School will provide home instruction in the event of such a closure.

M.E.T.S. Charter School will utilize Google Classroom to engage students in continued learning in the event of an extended school closure. In order to ensure parental access, teachers will send home vital login information for each student including any login information for Google Classroom. Additionally, access to each teacher's Google Classroom will be made readily available on our website at www.metscharterschool.org. In order to provide equitable access to instruction to all students, M.E.T.S. Charter School has asked that parents call the school if their child will need access to a school-issued computer and/or internet access in the event of an extended school closure.

Students that currently receive special education and/or other related services will continue to do so in accordance with their IEP. Case managers are reaching out to families and to the provider to find a public location where services will be provided that suits both parties (to be completed by March 20th).

Students will continue to receive meals during any extended school closure. Any student that wishes to receive a breakfast or a lunch may receive one from the cafeteria. In the event that the Department of Health recommends that students should not leave their homes, parents will be asked to call in to request a meal delivery. Non-instructional staff members will be responsible for delivery to the students known address.

Information for Home Instruction for Students:

Students will be expected to attend class each day that school is closed due to a health-related closure. In the event that a student is unable to complete the work due to illness, a parent must call the school to identify their child as sick.

Students will be expected to complete a minimum of the following by 3pm daily:

- Do Now
- Classwork Assignment
- Any additional work will be considered homework and due the following day

Teachers will enter attendance into PowerSchool no later than 5pm each day. Teachers will be available during normal working hours 8:25am-3:00pm.

All staff will be required to report to campus during a school closure unless the Department of Health has ruled that staff should not enter the building. Any absences on said days will count against sick leave time and can reflect non-payment. Teachers must be available to students during normal working hours and enter attendance into PowerSchool by 5pm daily. Teachers will be responsible for having three instances of reporting: entrance into google classroom activity (do now), some type of classwork, or exit ticket (or homework). Students will complete two assignments by 3:00pm, and any additional work will be considered homework. Any work that is not completed cannot be made up.

Per diem staff will be afforded regular wage compensation for days in which staff are not required to report due to a health related school closure, however all staff are required to report on days in which the school facility is open. Any absences on said days will count against sick leave time and can reflect non-payment.

The preparedness plans will be submitted to the Executive County Superintendent.