

Uncommon
Schools

CAMDEN PREP

**Uncommon Schools Camden Prep
Pandemic Response Plan
Updated: May 2020**

Update as of May 5, 2020:

On May 4, 2020, Governor Murphy announced schools would not reopen for in-person instruction for the remainder of the 2019-2020 school year. Camden Prep will continue remote learning until June 12, 2020. While academic focus will continue, we are also committed to the safety and care of our students, families, staff, and community.

This update includes information about our remote learning plan to ensure that students continue to receive high quality, standards-based instruction through the end of the school year, and to provide appropriate transparency. The most up-to-date information for all Camden Prep schools can be found at:

https://uncommonschoools.org/coronavirus/?_ga=2.169795877.540607119.1588699001-164101991.1518714717

I. Background

From the NJ Department of Health Memo - March 2, 2020

Many childcare centers, school administrators, teachers and parents within New Jersey are concerned about how the current outbreak of the 2019 Novel Coronavirus (COVID-19) will impact their communities and wish to take appropriate steps to mitigate any risks. The word “novel” means new. The Centers for Disease Control and Prevention (CDC) is working hard to learn as much as possible about this new virus so that they can better understand how it spreads and its associated illness. The New Jersey Department of Health is also working hard by developing guidance and Education materials should this new virus impact our residents.

Though the CDC considers COVID-19 to be a serious public health concern based on current information, the immediate health risk to the general U.S. public is considered low at this time. The CDC and the World Health Organization are closely monitoring the national and global situation and providing ongoing guidance. At this time, the CDC recommends avoiding nonessential travel to China, Iran, Italy and South Korea. There are additional countries with travel alerts. Updated travel information specific to COVID-19 can be found at <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>.

What is the difference between seasonal and novel coronavirus? Coronaviruses are a family of viruses and there are different types of coronavirus within that family, much like there are different types of influenza viruses. Coronaviruses in general are not new and are a frequent cause of respiratory illnesses such as the common cold. Coronaviruses tend to circulate in the fall and winter months, similar to influenza. Most people get infected with these viruses at some point in their lives. The type of coronavirus that has recently emerged in Wuhan, China is a new type of coronavirus and is infecting people for the first time (which means that people do not have any immunity to it). This newly discovered virus is called SARS-CoV-2 and is causing a disease named COVID-19.

What are common symptoms of COVID-19? Information to date suggests this virus is causing symptoms consistent with a respiratory illness such as cough, fever, and shortness of breath.

How is COVID-19 spread? At this time, it's unclear how easily or sustainably this virus is spreading between people. Typically, with most respiratory viruses, people are thought to be most contagious when they are most symptomatic (the sickest). Chinese officials report that sustained person-to-person spread in the community is occurring in China. Similar spread has been reported in other countries. Person-to-person spread in the United States has been detected but the risk to the general public remains low. Cases in healthcare settings, like hospitals, may also occur.

What measures can be taken to prevent COVID-19? There is currently no vaccine to prevent COVID-19 infection. The best way to prevent infection is to avoid being exposed to this virus. However, as a reminder, CDC always recommends everyday preventive actions to help prevent the spread of respiratory viruses.

How is COVID-19 treated? Currently, there is no specific antiviral treatment recommended for the coronavirus. There is no vaccine to prevent this virus, and the CDC advises that the best way to prevent infection is to avoid being exposed to this virus.

How should schools prepare for the potential of a coronavirus outbreak in their community?

To prepare for possible community transmission of COVID-19, the most important thing for schools to do now is plan and prepare. Interim Guidance for Administrators of US Childcare Programs and K-12 Schools to Plan, Prepare, and Respond to Coronavirus Disease 2019 (COVID-19) can be found at <https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/guidance-for-schools.html>.

- Review and update or develop your outbreak response/pandemic plan and share with stakeholders before an outbreak occurs.
- Establish procedures to ensure students and staff who become sick at school or arrive at school sick are sent home as soon as possible.
- Prepare for the potential of school closures or dismissals or cancellation of school events.
- Prepare to offer home instruction to students.
- Implement flexible attendance and sick leave policies.
- Establish relationships with local public health officials and identify points of contact.
- Create emergency communication plan and maintain up to date contact information for everyone in your communication chain.
- Establish leadership team, identify essential staff functions, assign tasks and responsibilities.
- Plan workshops and training to educate staff on prevention measures.
- Continue to monitor current information from health officials.

What should a school do when a student or staff presents with symptoms of COVID-19?

- COVID-19 presents with signs and symptoms that may be indistinguishable from much more common respiratory viruses. At this time, respiratory illnesses are much more likely to be due to common viruses (e.g., influenza, common cold) than COVID-19. If a community (or more specifically, a school) has cases of COVID-19, local health officials will help identify those individuals and will follow up on next steps. Schools are not expected to screen students or staff to identify cases of COVID-19.

- Students with fever, cough, or difficulty breathing should be placed away from others and asked to wear a face mask until they can be sent home.
- Staff members should be sent home and advised to seek medical advice.
- Notify your local health department with any questions or concern about an ill student www.localhealth.nj.gov.

II. Preparedness

Members of Pandemic Preparedness Committee

Contact	Role	Email Address
Sara Griffin	Planning Committee Project Lead	sgriffin@uncommonschoools.org
Cyndi Leger	Charter/Renaissance School Lead	cleger@uncommonschoools.org
Yoni Samuel-Siegel	Associate Chief Operating Officer	yonisamuelsiegel@camden-prep.org
Kelly Dowling	Assistant Superintendent	KDowling@northstaracademy.org
Caroline Alley	Associate Director, School Support	calley@camden-prep.org
Giana Campbell	Senior Director, External Affairs	gsolomoncampbell@camden-prep.org

Prior to school closures, we took the following steps to prevent and slow the spread of COVID19:

- Our custodial staff is completing regular cleanings of frequently touched surfaces
- Provided school nurses with additional healthcare supplies and protocols in the event that a student or staff member reports symptoms
- Enacted hygiene protocols
- Worked with school teams to ensure they have access to appropriate sanitation supplies
- Communicated with families basic prevention and awareness strategies
- Alerted families about our revised excused absences policy as of Wednesday, March 4th.
 - If a child is sick with a fever or cough, the parent-guardian should keep him or her at home and inform the Main Office.
 - If a child is sick for more than three days, particularly with respiratory illness, parent/guardian should call a doctor and the Main Office to alert us of the child’s condition.
- Alerted staff of:
 - Protocol for notifying school leaders about recent travel to high-alert countries based on CDC guidelines communication process for travel
 - Protocol for notifying school leaders of symptoms and absence/leave policies
 - Guidance to staff

If you feel unwell:	As has been recommended by our local Departments of Health, you should stay home if you are not feeling well. If this should occur, contact your
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	medical provider <i>before</i> visiting their offices. As a reminder, if you are covered by our benefits, you can also access virtual providers via Teladoc .
If you have been exposed to COVID-19:	If you believe you have been exposed to coronavirus, you must stay home from work and contact your medical provider <i>before</i> visiting their offices. You should contact your State Health Department to determine next steps including identifying who may have been in close contact with.
If you have traveled recently from a level 3 travel health notice country:	As has been communicated by the CDC, if you have traveled recently from a level 3 travel health notice country (currently, China, Iran, Italy and South Korea), you must stay home from work for 14 days . You will not be allowed to return until you have received a doctor’s notice with your travel history and clearing you

- Reminded students and staff to follow proper germ prevention methods, including washing hands with soap and water for at least 20 seconds, covering coughs and sneezes with an elbow or tissue, and staying home when sick.

III. Educational Philosophy

Mission

The mission of Camden Prep is to prepare each student to enter, succeed in and ultimately graduate from a four-year college. The education model consists of two core pillars: a highly rigorous academic curriculum paired with a focus on strong character development.

Student Demographics

- # of Students Enrolled: 869
- % Low Socioeconomic (LSE) – translates to Free & Reduced Lunch: 95%
- % Homeless: No students were classified as homeless prior to school closures
- % Students with Disabilities: 19.6%
- % ELLs: 6%

IV. Remote Learning

We plan to take every step possible to ensure that our students are able to continue to learn. We are committed to providing world-class instruction to our students, no matter the circumstances. Should schools close, we will implement the instruction continuity plans below in order to fulfill our promise to our kids and families. We have prepared a remote learning plan for our students that is equitable and accessible to all. Meeting this promise will require remote work for our school teams.

We have developed our continuity of learning and education plans to align with New Jersey state policy on distance learning. Per the NJ Department of Education, “any day in which students impacted by a public health-related closure have access to home instruction services provided consistent with the guidance in this memo will count as a day in which the board of education has

provided public school facilities toward its compliance with the 180-day requirement in accordance with N.J.S.A. 18A:7F-9.”

Technology has been a challenge and we have met that challenge by providing remote instruction by:

- 1) an initial printed instructional packet for a two-week period and
- 2) moving to a technology based approach as of March 30, 2020

Camden Prep created and shared a remote work plan for all school leaders and lead educators on Friday, March 13. At Camden Prep, in the event of a school closure, all K-8 students will receive a paper-based work packet with math and English language arts assignments. Students will be expected to:

- Complete the assigned lessons each day that school is closed
- Read independently and complete the Reading Log
- Bring the entire packet back to school the first day following any closure and turn in during homeroom.
- Work will be graded and considered as usual classroom assignments. If a student becomes ill during any days the school is closed and cannot complete that day's work, a doctor's note should be provided on the day of return to school.

Phase I

All K-8 students will receive a paper-based work packet with math and English language arts assignments:

- Each student will receive a hard copy of the home instruction work on Friday, March 13
- Work packets will be sent via postal mail for any student who was not present in school to receive one
- We will also post to website for the public along with other instructional resources

Phase II

As of March 30, 2020, Camden Prep launched its K-8 extended remote learning platform. The remote platform provides new, direct instruction via pre-recorded videos and interactive activities prepared by master teachers in each grade level and content area. The platform features our strongest master educators, teaching lessons via video, and corresponding assignments for students to complete. The system takes into account family flexibility as well as teacher flexibility, as we know that keeping kids at home poses all sorts of challenges for our community. Students work at their own pace by being able to re-watch videos and spend one-on-one time with teachers on the phone or via Zoom office hours. Assignments are designed to allow students to continue learning what they need to know for the grade level they are in.

Our remote learning program is grounded in four guiding principles:

- 1) Accessibility: All students can use remote learning regardless of their access to different kinds of Wi-Fi-enabled devices.
- 2) Clarity of Responsibility: Clear roles for students, parents, teachers, and leaders.

- 3) Workable for Families: Our plan must be workable for families without access to childcare and/or multiple Wi-Fi-enabled devices at home and should not impose additional hardships for either student or staff families.
- 4) Preparation for Next Grade Level: The goal is to prepare students for the next grade level by prioritizing the highest leverage content remaining in their current grade level with an emphasis on reading.

Five key components across K-8 remote learning:

- 1) Centralized Instructional Videos by Master Teachers
- 2) Student Packets and Deliverables
- 3) Independent Reading Platforms: EPIC for K-4, Newsela for 5-8
- 4) Teacher Office Hours
- 5) Teacher – Student/Family Check-Ins

Our goal is to ensure that students are actively engaging with their academics and continuing to learn new content so that we are all ready to hit the ground running when we are able to join back together as a community.

Sample Grades K-1 Daily Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
1 hour	Independent Reading through EPIC online program - https://www.getepic.com/sign-in/parent *Your scholar’s teacher will call you to support set-up prior to Mon, 3/30*				
30 mins	Math Video/ Task 1	Math Mixed Practice	Math Video/ Task 2	Math Mixed Practice	Science Video/ Task 2
30 mins	Read Aloud/ Task 1	Science Video/Task 1	Read Aloud/ Task 2	Writing Video/ Task 1	Writing Video/ Task 2

Sample K-1 Daily Schedule Please note, this is only a starting point and should be modified to meet the needs of your family.

9:00-9:30am	Independent Reading
9:30-10:00am	Break
10:00-10:30am	Math
10:30-11:00am	Break
11:00-11:30am	Read Aloud
11:30-1:00pm	Lunch Break
1:00-1:30pm	Independent Reading

Sample Grades 2-4 Daily Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
1 hour	Independent Reading through EPIC online program - https://www.getepic.com/sign-in/parent *Your scholar's teacher will call you to support set-up prior to Mon, 3/30*				
45 mins	Math Video/Task 1	Math Mixed Practice	Math Video/Task 2	Math Mixed Practice	Math Mixed Practice
45 mins	Reading/Task 1	Passage Practice	Reading/Task 2	Passage Practice	Passage Practice
45 mins	Science Video/Task 1	Writing Video/Task 1	Science Video/Task 2	Writing Video/Task 2	Writing Practice

Sample 2-4 Daily Schedule Please note, this is only a starting point and should be modified to meet the needs of your family.

9:00-9:30am	Independent Reading
9:30-10:15am	Math
10:15-10:30am	Break
10:30-11:15am	Writing/Core
11:15-11:45am	Independent Reading
11:45-12:45pm	Lunch Break
12:45-1:30pm	Reading
1:00-1:30pm	Independent Reading

Sample Grades 5-8 Daily Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
1 hour each of: <ul style="list-style-type: none"> • ELA Lesson and Video • Math Mixed Review • History task • Science task • Independent Reading 	1 hour each of: <ul style="list-style-type: none"> • Math Lesson and Video • History Lesson and Video • ELA task • Science task • Independent Reading 	1 hour each of: <ul style="list-style-type: none"> • ELA Lesson and Video • Math Mixed Review • History task • Science task • Independent Reading 	1 hour each of: <ul style="list-style-type: none"> • Math Lesson and Video • History task • ELA task • Science task • Independent Reading 	1 hour each of: <ul style="list-style-type: none"> • History Lesson and Video • Math Mixed Review • ELA task • Science task • Independent Reading
5 hours daily				

Sample 5-8 Daily Schedule Please note, this is only a starting point and should be modified to meet the needs of your family.

9:00-10:00am	Independent Reading
10:00-10:15am	Break
10:15-11:15am	Math
11:15-11:30am	Break
11:30am-12:30pm	ELA
12:30pm-1:30pm	Lunch Break
1:30pm-2:30pm	History
2:30pm-2:45pm	Break
2:45pm-3:45pm	Science

K-8 Teacher Expectations

- Teachers will maintain daily office hours on Monday-Thursday from 9am-11am and 2pm-4pm. During this time, students can ask questions and teachers can give feedback on work that was submitted to ensure students are understanding the content. Teachers can and should also schedule extra touchpoints with students who will need additional support over the course of the week.
 - In order to prep for office hours, teachers will need to review the core instructional videos, supporting resources, and student deliverables for each given day in order to answer any student questions and provide feedback
- To maintain a personal touchpoint with individual students to ensure their well-being and to maintain community, all teachers will schedule 10-20 minute check-ins with students at least one time per week. The goals of the check-in include:
 - Checking in on student well-being
 - Determining if students have any personal/family needs
 - Providing feedback or answering questions about student work
- Teachers will engage in weekly meetings with their principal, instructional coach, fellow grade span teachers, and others to adjust learning plans for individual students
- Additional supports
 - Related Services and students receiving Eligible for Speech and Language Services. Activities will be assigned by related services staff to target IEP goals and objectives.
 - Case managers and skills teachers will provide work for students that receive special education services that aligns with their individualized education plans.
 - Section 504: School Counselors to monitor and provide additional support per individual plans.
 - Counseling support will be provided via phone as needed

Sample Teacher Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
Track reading progress & update tracker (15 min)	Track reading progress & update tracker (15 min)	Track reading progress & update tracker (15 min)	Track reading progress & update tracker (15 min)	Track reading progress & update tracker (15 min)
Family Call #1, Batch 1 / Office Hour Support (4 hours)	Family Call #1, Batch 2 / Office Hour Support (4 hours)	Staff Meeting (1 hour)	Review deliverables & log in tracker (3 hours)	Family Call #2, Batch 2 / Office Hour Support (4 hours)
	Grade Team Meeting (1 hour)	Additional Grade Team Meeting (1 hour) <i>TBA by week</i> Office Hour Support (4 hours) Preview Next Week's Material (1 hour)	Family Call #2, Batch 1 / Office Hour Support (4 hours)	Staff Huddle [optional] (30 min) Preview Next Week's Material (2 hours)

Monday	Tuesday	Wednesday	Thursday	Friday
ELA: Track reading progress & update tracker (15 min)	ELA: Track reading progress & update tracker (15 min)	ELA: Track reading progress & update tracker (15 min)	ELA: Track reading progress & update tracker (15 min)	ELA: Track reading progress & update tracker (15 min)
Office Hour Support (4 hours)	Office Hour Support (4 hours)	Staff Meeting (1 hour)	Review deliverables & log in tracker (3 hours)	Staff Huddle [optional] (30 min)
	<i>Grade Team Meeting - TBD</i> (1 hour)	IL Meeting (1 hour) <i>TBD</i>	Office Hour Support (4 hours)	Preview Next Week's Material (2 hours)
		Office Hour Support (4 hours)	Preview Next Week's Material (2 hours)	Post Next Week's Materials to Google Classroom by 5pm

Attendance

Our K-8 schools will be taking attendance as follows:

- Grades K-4: Teachers check EPIC daily to see if student was active the day prior to ensure that we have a record of daily student learning.

Daily Attendance Show Flow

Time	Owner	Action Items
9:00 AM	Teachers	Log onto Epic & PowerTeacher to begin taking attendance for previous day
9:30 AM	Teachers	Attendance submitted in PowerTeacher for previous day
9:35 AM	OM	Email classrooms who have not submitted attendance by 9:30 AM
10:30 AM	OM	Send attendance report

- Grades 5-8: Teachers track student attendance by weekly deliverable submission and touchpoints. Each deliverable for each of the four core subjects (ELA, Math, History and Science) will count for one day of attendance (for example, ELA deliverables will represent Monday's attendance) with a weekly teacher touchpoint counting for the fifth day of attendance.

Weekly Attendance Show Flow

Time	Owner	Action Items
5:00 PM on Thursdays	Teachers	Track deliverable submission and weekly student touchpoints in tracker
Monday AMs	OM	Reviews tracker and reaches out to any teachers requiring follow-up
Monday AMs	Teachers	Complete any follow-up tracking as needed
EOD on Mondays	OM	Use tracker and Mass Update Attendance Guidance to update PowerSchool with prior week's attendance

These times can be customized based on your school.

To maintain a personal touchpoint with individual students to ensure their well-being and to maintain community, all teachers conduct 10-20 minute check-ins with students at least one time per week. School social workers are also consulted regarding individual families as needed. Parents must reach out to our Operations Team through the school e-mail if their student is not feeling well so that we can ensure proper attendance tracking.

We know that school closures can often disproportionately impact our most vulnerable families and the communities in which we serve. Our teaching staff will be working remotely and diligently check in on scholars and continue our open line of communication.

For Student Receiving Special Education Services

Camden Prep continues to be dedicated to meeting every student's individual needs and ensuring our remote learning plan targets every student. In order to implement a student's Individualized Education Program (IEP) to the most appropriate extent possible, special education teachers are offering live virtual instruction in accordance with student IEP services via Zoom. This live instruction is supplemented by modified work packets that are sent home as part of the general education curriculum. Special education teachers are holding open office hours once a week when students can log on to ask additional questions or have check-ins. All related service providers are also providing live therapy in accordance with student IEPs via Zoom.

As part of IEP implementation documentation, special education teachers are using trackers to document attendance during each session, related service providers are logging therapy provided in EasyIEP as they normally would for SEMI reimbursement. Progress is monitored by each special education teacher and related service provider via data collection templates and rubrics.

Case managers call/text/email families biweekly to ensure services are being offered and implemented. Annual review meetings occur via secure telephone conference calls as regularly

scheduled. All evaluations and re-evaluations have been paused during this time and parents have been made aware that once school is back in session, evaluations will continue.

Role	Expectation
SPED Directors and Coordinators	<ul style="list-style-type: none"> • Maintain CST meetings • Ensure that accurate logs are kept to determine what meetings have and have not happened • Review and “observe” SPED lessons and provide feedback • Review SPED teacher’s communication tracker; provide coaching and support as needed
SPED Teacher/Related Service Providers	<ul style="list-style-type: none"> • Host Zoom sessions • Create lessons for pull out groups • Take attendance and record sessions in school-wide communication tracker; email/text/call parents if students are absent • Coordinate and host all IEP related meetings/504 meetings • Create and share weekly schedule with SPED coordinators and school leaders
Physical Therapists	<ul style="list-style-type: none"> • Participate in all IEP related meetings/504 meetings • Complete all components of the IEP for upcoming meetings
Occupational Therapists	<ul style="list-style-type: none"> • Participate in all IEP related meetings/504 meetings • Complete all components of the IEP for upcoming meetings
Speech Therapists	<ul style="list-style-type: none"> • Participate in all IEP related meetings/504 meetings • Complete all components of the IEP for upcoming meetings
Social Workers & Psychologists	<ul style="list-style-type: none"> • Complete and provide families with evaluation documentation • Ensure that accurate logs are kept to determine what meetings have and have not happened • Complete file review for upcoming re-evaluations • Hold counseling supports 2-3x/week

For English Language Learners

Camden Prep has a growing population of English Language Learners. Our ESL team is not only providing instruction to ELLs, but also supporting families with setting up technology and understanding the concept of remote instruction. All academic work packets have been translated. ESL teachers also provide a weekly newsletter for all teachers to support them in working with non-English speaking families (providing other online resources and common phrases in Spanish). ESL teachers are employing an abundance of visuals, audio and closed caption technology for ELLs. ESL also have office hours to pull groups and provide support, including 1:1 sessions with high-need families.

Summer Programming

We are still determining our K-8 plan for summer programming. In the meantime, we have prioritized revising our curriculum for next school year so that we can effectively integrate supports to remediate any learning regression from this shutdown and summer periods.

V. Technology

We understand that technology is a challenge for our families. Not all students may have access to the Internet, phone lines, TV or radio at the same time, or at all, during a prolonged school closure or student absence. Therefore, it is important to offer a variety of methods of remote learning.

On March 12, 2020, Camden Prep submitted technology access a survey data to the Department of Education that included information about:

- Total number of students served in the district
- Total number of devices district is ready to deploy for home instruction in the event of a school closure for students
- Total number of devices district is ready to deploy for home instruction in the event of a school closure for staff

Based on the results of that survey, Camden Prep didn't have enough devices to provide to all students and staff for home instruction when our schools initially closed on March 13, 2020. Since then, we have been working around the clock to ensure that all students have the technology and access needed to participate in remote learning, including distributing Chromebooks and Wi-Fi hotspots. We have purchased and distributed Chromebooks and hot spots and will continue to adjust our plans to ensure that all students are served in a way that is age appropriate and takes into consideration their various needs.

VI. Meal Provision

As a renaissance school, Camden Prep is required to coordinate with Camden City Schools to provide meals at pre-designated schools in Camden.

- Starting Monday, March 16, all Camden students will have access to meals at various locations around the city.
- All students will receive free breakfast and lunch everyday (Operation hours: Monday - Friday, Breakfast 9-10AM; Lunch 12-1:30PM)

Effective Monday March 23rd, meals will only be distributed at the aforementioned sites on Mondays and Thursdays of each week from 10AM to 12PM. Students will receive enough food for the rest of the week. For example, on Monday, students will be provided meals for three days: Monday, Tuesday and Wednesday. On Thursday, students will be provided meals for Thursday and Friday. This change is in place to limit the number of in-person interactions between Aramark staff and families, thereby decreasing risk. Meals are pre-packaged with breakfast and lunch with a grain, a fruit, and milk for breakfast. For lunch, we are pre-packaging a sandwich that contains a protein and grain with fresh fruit and juice.

Meal Distribution Sites

- Below is the list of all meal sites across the city:
 - Uncommon Schools Camden Prep, 1575 Mt. Ephraim Ave. 08104
 - Mastery High, 800 Erie St., 08102
 - Mastery Cramer Hill, 1001 N. 17th St., 08105
 - Woodrow Wilson High School, 3101 Federal St., 08105

- Camden High, 1875 Park Blvd. 08103
- Wiggins, 400 Mt. Vernon St., 08103
- Creative Arts Morgan Village Academy, 990 Morgan Blvd., 08105
- KIPP Lanning Square, 525 Clinton St., 08103 (M-F from 10 - 11:30 A.M.)
- Camden's Pride, 897 North 31st St., 08105
- Camden's Promise, 879 Beideman Ave., 08105
- Camden Academy Charter High School, 250 Federal St., 08105
- Katz Dalsey, 3098 Pleasant St., 08105
- The following resources will be needed to manage meal services at emergency closure locations including:
 - Cleaned and Cleared for use before and after meal services daily
 - Assigned Custodian and Security Teams
 - Assigned Nurse
 - Network/Internet Access for POS / Roster
- In the event identified schools are unable to serve as feeding sites, alternate locations have been identified. If an alternate location is deemed necessary, families will be notified via robocall, text messaging and district website

Protocol

1. SFA Name: Camden City School District / Agreement #: 00700680
2. Execute Call Chain for Emergency Closure
 - Arlethia Brown, CCSD School Nutrition 609-792-1909, abrown@camden.k12.nj.us
 - Joel Hernandez, GM Aramark 856-655-2957, Hernandez-joel1@aramark.com
3. Emergency School Nutrition Team W/ Aramark Services report to assigned locations. The following sites were selected as emergency closure locations based on location and storage capacity

Camden Prep will ensure that all food safety requirements are met at its meal distribution site. Our food service vendor, Aramark, will continue to maintain their food safety procedures in the production of their food for each day of delivery and service. Aramark will deliver the meals to the site daily. Once the food is delivered to our site, the same safety procedures that we complete for a normal school service day will be in place. This includes temperature controls on all food, proper storing, and proper handwashing/handling. The same kitchen equipment (fridge, ovens, and warmers) and service procedures that are used during normal school operation will be used in the service of these meals. All staff involved in this food service have gone through the Food Handlers training and Civil Rights training to ensure all food service requirements are met. The food servers will track the number of meals served each day and the final tally of number of meals served will be recorded and filed.

VII. Facilities

Camden Prep is committed to the health and safety of our students and staff. The vast majority of our schools are completely shut down with no allowed entry into the building except for the cleaning

team and approved essential personnel (e.g., school administrator). The only exception is our Mt. Ephraim campus, which is being used 2x/week as a meal distribution site.

We employ a contracted cleaning company. Our cleaning company has implemented an approach of working from room to room to clean frequently touched surfaces and objects, including doorknobs and handles, stair rails, classroom desks and chairs, lunchroom tables and chairs, light switches, athletic equipment, technology supplies, and offices supplies and desktops. Our cleaning company will conduct a deep clean and disinfect all buildings prior to school re-opening for students and staff.

VIII. Additional Guidance and Communication Samples

- See appendix [here](#).