

**PANDEMIC RESPONSE TEAM**

The Board of Education authorizes the chief school administrator to establish school-based Pandemic Response Teams in each of the district schools to centralize, expedite, and implement COVID-19-related decision-making. Each school team should have a liaison that reports to the chief school administrator to ensure coordinated actions across the district.

Pandemic Response Teams Members shall include diverse representation from the school community to plan for reopening. Pandemic Response Teams Members of the school teams shall include a cross section of administrators, teachers and staff, and parents/guardians. Pandemic Responses Teams should represent a cross-section of the school and district, including its gender and racial diversity. Having diverse representation from the school community shall help inform the decision-making and communication processes.

If feasible, the chief school administrator may task existing and related school-level teams such as the existing crisis response team, in forming the Pandemic Response Teams. If a school does not have an existing crisis response team, a Pandemic Response Team shall be appointed to support an planning, management, and decision- making related to the school's COVID-19 response actions.

A. Pandemic Response Team should be comprised of the following members:

1. School principal or lead person;
2. Teachers;
3. Child study team member;
4. School counselor or mental health expert;
5. Director of Curriculum;
6. School Nurse;
7. Teachers representing each grade band served by the district;
8. School safety personnel;
9. IT personnel;
10. Members of the school safety team;
11. Custodian;
12. Parents/guardians.

B. The Pandemic Response Team is responsible for:

- 1 Overseeing each school's implementation of the district's reopening plan, particularly health and safety measures, and providing safety and crisis leadership;
- 2 Adjusting or amending school health and safety protocols as needed;
- 3 Providing staff with needed support and training;
- 4 Reviewing school level data regarding health and safety measures and the presence of COVID19 and reporting that data to the district as required;
- 5 Developing and implementing procedures to foster and maintain safe and supportive school climates as necessitated by the challenges posted by COVID-19;
- 6 Providing necessary communications to the school community and to the district;
7. Creating pathways for community, family, and student voices to continuously inform the Team's decision-making.

### **Implementation**

The Pandemic Response Team shall meet regularly and provide the community with timely updates and any changes to protocols. As the needs of New Jersey communities evolve, Pandemic Response Teams will be well-versed in creating pathways for community, family, and student voices to continuously inform the Team's decision-making. These teams will serve a critical role in building confidence and addressing concerns as they arise. The teams will ensure accurate, timely and transparent information is shared within the school community.

The teams shall keep minutes of their meetings and forward the meeting minutes to the chief school administrator.

Adopted: October 21, 2020

### **Resources:**

Restart & Recovery Plan: The Road Back, NJDOE. <https://www.nj.gov/education/reopening/>