



**NOYN/LEAD
Emergency Planning & Resource
(COVID-19)**

Board Approved: May 11, 2020

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Purpose

The purpose of the emergency planning and resources is to ensure effective organization, planning and communication as The Newark Opportunity Youth Network (NOYN) and LEAD Charter School (LEAD) respond to COVID-19 (coronavirus). This document details planning related to operations, academic, communication, chain of command, frequently asked questions and answers and other key areas within the organization.

Mission

The mission of LEAD is to enable students ages 16-21 in grades 9-12 in Newark, New Jersey to master the essential skills crucial for success in postsecondary education, career, and community leadership within a global society. LEAD implements the Opportunity Youth Network (OYN) school model. Key design elements support the unique academic and nonacademic needs of students who have disengaged from traditional schooling. The innovative OYN model re-engages young people via active participation in rigorous and relevant content, and standards-driven, competency-based instruction aligned with emerging market demands. Through applied learning opportunities with partner organizations and corporations, LEAD prepares students to compete in the local economy and/or transition to postsecondary education.

LEAD Enrollment & Demographics

Grade	Feb #	Feb %
9	79	31%
10	65	25%
11	44	17%
12	67	26%
Total	255	100%

Category	Feb #	Feb %
Male	135	53%
Female	120	47%
Asian	1	0%
African-American	201	79%
Caucasian	0	0%
Hispanic	51	20%
American Indian	0	0%
Other	2	1%
Pacific Islander	0	0%

Other Data Points: Special Education: 21% ESL: 0% FRL: 80%

Resources

Health Resources:

- [LEAD Charter School COVID-19 Webpage](#)
- [LEAD Safety Plan](#)
- Emergency Contacts:

In the event of an emergency the following personnel are points of contact

Name	Position	Personal Email Address:	Office #:	Cell Phone
Dr. Dwayne Davis	Executive Director & Emergency Contact	ddavis@oyn-nj.org	862-772-1725	646-824-8940
Mark Comesañas	Executive Director & Emergency Contact	mcomesanas@oyn-nj.org	862-772-1724	973-951-4750

- [NJPublic School Association: Crisis Communications - COVID-19 Resources](#)
- Poisonous Substance Hotline: 1(800) 222-1222
- www.nj.gov/health

Academic Resources For Teachers

- [2019-2020 LEAD Virtual Learning](#)
- [I-Ready At home](#)

Updated Remote Learning Plan (Link)

- Please find updated to remote learning plan [here](#):

Operational Plan

Determining School Closure

LEAD Charter School will follow the guidance or written directive by NJDOH and NJDOE to determine closure as provided [here](#). Additionally, if there is sufficient evidence of student and staff exposure to COVID-19, school leaders will make the determination to close, notifying students, staff, the Board of Trustees, and guardians of the closure, timeline, and means of communication.

Communication of School Closure

If a temporary closure must occur, students will receive academic work in both digital and hard copy to complete. Families will be communicated with via email, phones, text messages, and our website if temporary closure is determined. Continuity of academic experience is a core priority.

School Calendar and Adjustments

In the event of a closure, LEAD Charter School will work diligently and proactively to ensure that the minimum 180 days of instruction is met through various methods. These methods include but may not be limited to, utilization of 11 built in additional days, virtual instruction, adjustment to upcoming professional development days, adjustments to Spring Break (if needed), and extending the school year.

Communication During School Closure

Staff

We fully anticipate work being carried out during closure. Therefore, staff should bring home their laptops and be connected throughout work hours to communicate with students, staff, and parents via reasonable avenues. Each workday, instructional staff should complete the [distance learning log](#) to detail activities and work carried out. Administrators and supervisors will work with staff to coordinate meetings (video and/or conference calls).

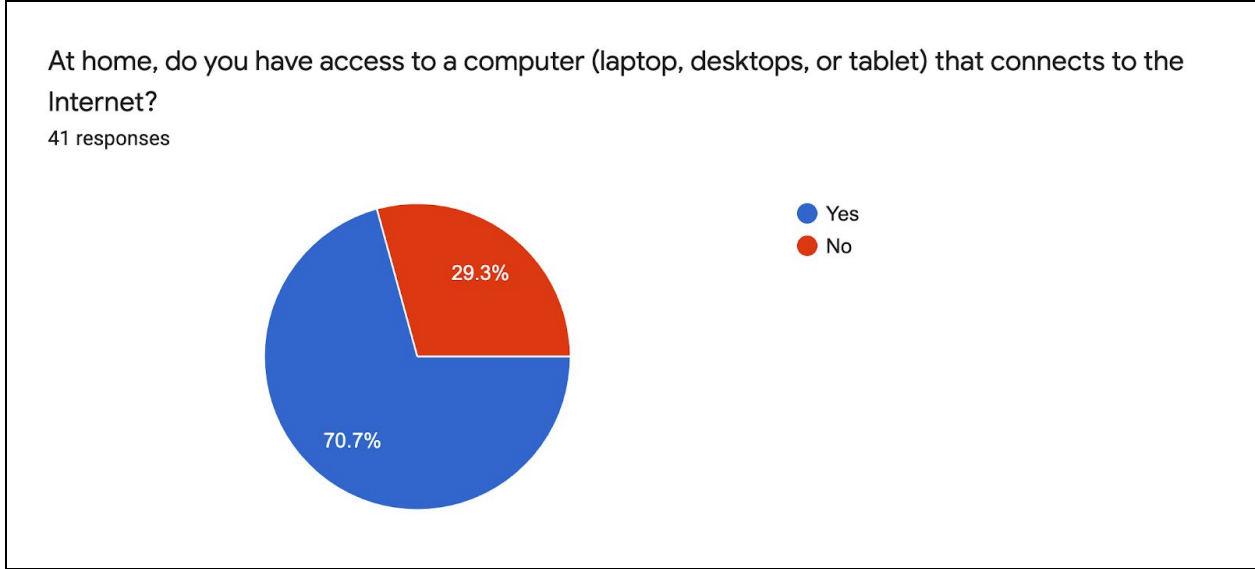
Students

Students will be communicated with by teachers/staff during normal work hours 8 a.m. to 3:15 p.m.. Staff members will have access to their work laptops to ensure communication with students. Communication will be conducted via the schools email and messaging services on Google Apps. Staff members will not be required to call students via their personal phone.

Distributing and Managing School Devices

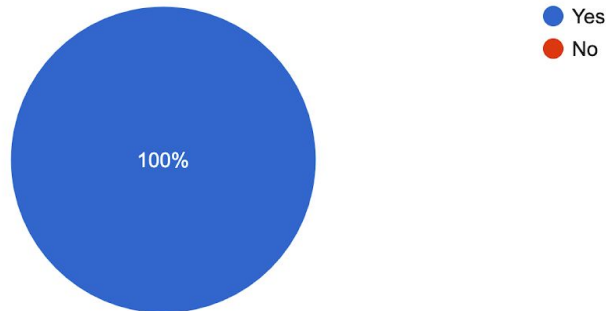
LEAD Charter School will assess the technology needs of students to work remotely in the event of school closure. Based on the needs assessment, the school will determine the need to issue wireless enabled chromebooks or devices to students that are in need.

Data show that LEAD’s students are equipped to complete virtual learning with a small percentage requiring an internet-enabled device.



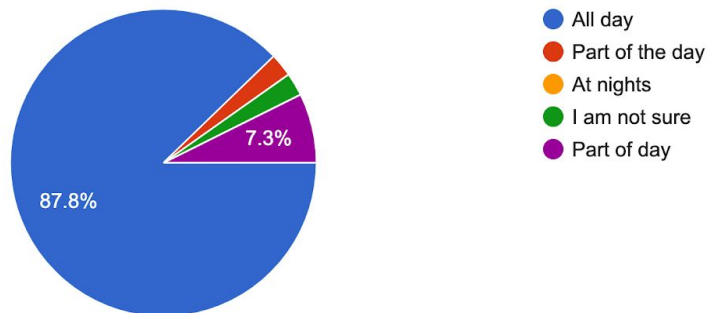
At home, do you have access to connect to the Internet?

41 responses



If you answered yes to the above question, when do you have access to Internet at home?

41 responses



Devices will be issued to students along with a signed technology agreement form. Each device will be inventoried and tracked to ensure safeguarding.

Meal Services

LEAD Charter will be providing meals for those students in need between 10 a.m.-12 p.m. at 201 Bergen Street, beginning Tuesday, March 17 to Thursday, March 19. Demand and continuation of meal service will be determined through said time period.

SFA Name: LEAD Charter School

Agreement #: 08006109

Date Meal Distribution will begin: 3/16/2019

Date Meal Distribution will end: TBD based on demand

Schools/Site where distribution of meals will take place: 201 Bergen Street, Newark NJ

Counting: Meals will be accounted for using the tally systems and clicker

LEAD Key Contacts & Point People

External Stakeholder Point of Contact

AGENCY:	PHONE#:	CONTACT:	Point Person	ADDRESS:
NJDOE County Office	973-621-2769		Davis (P) or Comersanas (Alt)	
Charter Office	609-376-3817	Julie Blunt & Allie Cobb	Davis (P) or Comersanas (Alt)	
Any Emergency	911 or 1-866-4-SAFE-NJ	N/A	Davis (P) or Comersanas (Alt)	
Police Department	973.733.6070	N/A	Davis (P) or Comersanas (Alt)	10 17 th Ave.
Fire Headquarters	973.733.6400	N/A	Davis (P) or Comersanas (Alt)	345 S 9 th St
Water Department	973.733.6303	Andrea Hall Adebowale	Davis (P) or Comersanas (Alt)	920 Broad St.
County Health Department	973.571.2800	Frank Del Guadio	Davis (P) or Orlandino (Alt)	204 Grove Ave., Cedar Grove
NJ Department of Health	609-292-7837		Davis (P) or Orlandino (Alt)	
State of New Jersey Water Quality	NJDEP Hotline 877-927-6337		Davis (P) or Orlandino (Alt)	
NJ Department of Agriculture	609-984-0692		Davis (P) or Orlandino (Alt)	
NJ Department of Health	609-292-7837		Davis (P) or Orlandino (Alt)	
Karson Food	732-922-1900	Bob Karson	Orlandino (P) or (Alt)	
Cali Carting	(201) 991-5400		Banks (P) or Orlandino (Alt)	
CDC	TBD			

Internal Stakeholder Communication Point of Contact

NOYN All	(All eyes with review and point-person)
LEAD Staff	Mark Comesañas
LEAD Students	Mark Comesañas
LEAD Parents	Mark Comesañas
LEAD/NOYN Board	Dowayne Davis
NOYN/YBN (Payroll base staff):	Dowayne Davis

Emergency contacts are as follows:

In the event of an emergency the following personnel are points of contact

Name	Position	Personal Email Address:	Office #:	Cell Phone
Dowayne Davis	Executive Director & Emergency Contact	ddavis@oyn-nj.org	862-772-1725	646-824-8940
Mark Comesañas	Executive Director & Emergency Contact	mcomesanas@oyn-nj.org	862-772-1724	973-951-4750

Academic Plan

- Each student will be provided with instructional/project-based material to complete
- These materials/projects will cover core subject and specials areas
- Teachers will have open digital communication with students while school is closed to provide remote support and monitoring
- The work will be done in hard copy or digital
- Work will be developed for two weeks. If additional work is needed administrators will inform teachers with sufficient lead-time to develop additional material for remote work and share with students via email and google apps
- Google classrooms may be used by teachers.

Virtual Learning

The school will work with teachers to plan for "Distance Learning" (at-home, virtual instruction) in the event the school needs to be closed due to health concerns. The link below will allow students to access LEAD's Virtual Learning Folders through their LEAD Charter School email account only. Once students click on the link below, they will navigate through the class folders. Folders will be pre-populated with student work. Should LEAD be closed for an extended period, students have instructional and systems guidance via How-to's to complete additional work. The virtual learning systems can be found on the school's website and will be shared with students and guardians.

Access & Equity

LEAD will ensure that all students have access to the academic content in both digital and physical format during closure. Teachers and staff will be available to assist all students through the workday to ensure students can ask questions and be provided with answers as they complete academic work remotely. Differentiation of academic assignments will be provided as needed and as determined by the school Child Study Team.

Frequently Asked Questions & Answers

- How will we approach instruction?
 - Each student will be provided with instructional/project-based material to complete
 - These materials/projects will cover core subject and specials areas
 - Teachers will have open digital communication with students while school is closed to provide remote support and monitoring
 - The work will be done in hard copy or digital
 - Work will be developed for two weeks. If additional work is needed administrators will inform teachers with sufficient lead-time to develop additional material for remote work and share with students via email and google apps
 - Google classrooms may be used by teachers.
- What to do if students or staff come in sick
 - Any staff that becomes aware of a sick student or staff should immediately contact the school nurse and building leader via cellphone. See the emergency contact information above. The nurse will immediately follow a set of protocols to assess and respond to the health need.
- How will we take attendance?
 - Retroactive attendance will be taken based on virtual instruction and project completion as well as daily attendance captured via the students virtual attendance form
 - The student virtual attendance form is found [here](#)
- How will we assess and support student technology needs
 - All students will be surveyed to determine technology readiness. If technology readiness is not determined, paper assignments will be sent home.
 - The technology survey is [here](#)
- How will we assess and support staff technology needs
 - All staff will be provided with a working laptop that connects to the internet for use remotely.
 - Technical assistance will be provided by phone or email during work hours.

- Staff will be provided with training as needed prior to and during virtual instruction.
- Who are our decision-makers
 - Dr. Dwayne Davis: Non instructional related matters (facility, payroll, etc..)
 - Mark Comesañas: Academic/Program related matters (school based staff, students, etc..)
- How can stakeholders share information
 - Students, staff, parents, can email health@oyn-nj.org which is a special email hotline to share information or receive information regarding health related matters.
- How will payroll be handled?
 - OYN & LEAD are equipped to handle payroll remotely. Therefore, barring unforeseen circumstances, payroll should not be affected.
 - Staff that currently receive live checks for payroll are asked to complete direct deposit immediately to prevent payroll distribution.
 - Additional work such as stipends and Title-I work will be suspended if school is closed.
 - As young people carry out work remotely, hourly and contract staff may be required to carry out work remotely during school closure to support students and staff (i.e. responding to emails, questions, modifying work, etc...). These staff should log their hours as normal, and submit their timesheet/invoice to their supervisor. Hours worked during remote work will be reviewed, and if approved by a supervisor, paid.
 - If OYN/LEAD staff have questions regarding payroll related matters, they should contact Traci Orlandino at torlandino@leadcharterschool.org for LEAD related payroll and L'Tonya Bennett at lbennett@oyn-nj.org for OYN related payroll, or Dwayne Davis at ddavis@oyn-nj.org for both OYN and LEAD payroll as an alternate.
- How will we determine to re-open our school?
 - We will determine the re-opening on school based on multiple factors, including but not limited to, guidance from the NJDOE, NJDOH.
 - We will be assessing the situation actively each day.
 - Re-open will be tiered with facilities and admin staff coming in to ensure safety and full cleaning on day 1, staff will return to preparation and PD on Day 2, and students will return to full instruction on Day 3.
- Staff communication and work during closure
 - We fully anticipate work being carried out during closure. Therefore, staff should bring home their laptops and be connected through work hours to communicate with students, staff, and parents via reasonable avenues.
 - Administrators and supervisors will work with staff to coordinate meetings (video and/or conference calls)
- How will we deep clean the building?

- Each school building will be deep cleaned by facilities staff after staff and students leave the building due to closure and prior to staff/student returning due to closure
- An outside cleaning company will be used to provide increased cleaning and sanitizing procedure in the event a direct case of COVID-19 is found within the community.
- How do we go about getting determining stakeholder ill and/or may have come in contact with COVID-19
 - Anyone (student or staff) who is showing symptoms/sign flu-like symptoms must be provided to a doctor's not to be asked to re-enter the building or program space.
- Are there any outside health care services provided that OYN can connect staff to?
 - NOYN/LEAD will work with outside health agencies to provide health options and resources to staff and students.
- How are sick days account if staff are out for pro-long period of time when school is open
 - Sick days and time off will be guided the school paid time policy

Tactical Plan

Components (What's involved)	Item Leader	Target Date	Update
Draft response plan	Admin Team	3/13	Completed
Determine next step (close or remain open) <ul style="list-style-type: none"> ○ Open until Friday and close until further notice ○ Extend until larger district close, directive from NJDOE or NJDOH, or we have an immediate need 	Admin Team	3/12	Completed
Survey students tech needs	ED of Ops	3/12	Completed
Prepare communication to community	Admin Team	3/12	Completed
Communication to Staff	ED of Ops	3/12	Completed
Facilitate teachers to complete physical/digital work	Head of Sch	3/12	Completed
Create messages for website	MDI	3/13	In Progress
Create signage for doors	Ops Man	3/13	In Queue
Create automated phone message	ED of Ops	3/13	In Queue

Research Internet for students	ED of Ops	3/12	Done
Inventory chromebooks and computers	Ops Spec	3/13	Completed
Determine food service during closure	Ops Man	3/16	In Queue
Determine communication protocol	MDI	3/13	Completed
Research and create zoom conference for staff and students	MDI	3/16	In Queue
Communicate State/Local BOE if closed	ED of Ops	3/16	In Queue

Sample Communications
Initial Email to Community Members

March 11, 2020

Subject: NOYN/LEAD Coronavirus Response & Updates

Dear NOYN/LEAD Community,

The safety of our students, staff, and families is our top priority at The Newark Opportunity Youth Network (NOYN) and LEAD Charter School (LEAD). With growing public health concerns and implications of [COVID-19 \(Novel Coronavirus\)](#), NOYN/LEAD and its school leaders are taking necessary procedures and guidance as per our safety policies, Board of Trustees, local agencies, and [State agencies](#) to ensure that our community is proactive and responsive to COVID-19.

On March 9, Gov. Phil Murphy declared a [state of emergency](#) in New Jersey, which essentially qualifies the state for federal funding to handle an outbreak. An emergency declaration is a required step to receive financial assistance from the federal government. The state of New Jersey will be able to employ more resources to help municipalities respond to the coronavirus outbreak. The state has asked and reminded the public to be prepared, but not to panic. NOYN/LEAD asks our community to do the same. For more information on COVID-19, call 1(800) 222-1222 or go on nj.gov/health.

To date, there are no direct or indirect health concerns related to COVID-19 in our community. Over the last week, our emergency and health response team has put in place additional cleaning procedures, posted signs, purchased additional sanitizing supplies, and instituted

policies that require members of our community to stay home if they feel sick, in order to protect our community.

While we have taken steps, as mentioned above, we continue to prepare, as other local and neighboring institutions are, for the possible temporary school/program closure. There are many decision-making factors that will be considered before temporarily closing our schools. Decision-making factors include, but are not limited to, guidance from local and state agencies and student and staff safety.

If a temporary closure must occur, students will receive academic work in both digital and hard copy to complete. Families will be communicated with via email, phones, text messages, and our website if temporary closure is determined. Continuity of academic experience is a core priority.

NOYN/LEAD values communication with our stakeholders. We anticipate that members of our community (students, staff, parents, etc..) may have valuable information, questions, feedback, and/or concerns to share with. Therefore, we have created a dedicated health email address (**health@oy-nj.org**) that will be actively monitored by key emergency response personnel. We ask that our community use this resources to share information with us. We will also actively post updates to our websites at **newark-oy-nj.org** and **leadcharterschool.org**. Last, please call LEAD/OYN at 862-772-1724 or 973-297-0592 between operating hours (8:30AM-5:00PM) to speak with someone.

We ask that our community continues to be prepared and not panic. Our team is actively working to ensure that our community is abreast of the most accurate and current information.

As a community,

The Newark Opportunity Youth Network/LEAD Charter School

Communication To Health Staff

Hello Nurses,

We know staff and students are concerned about health related matters, especially COVID-19. Please continue to stay connected to the local health office and relay messages to the emergency leads shown below.

Unified Communication

Going forward, any communication (email, text, phone conference, etc...) to all staff and mass community regarding health concerns, **must be sent to Mark and/or I** to review and gain approval before sending out, to ensure organization understanding, coordination, and

uniformity. We will do the same with you as it relates to health-related communication and decisions.

Given the sensitive nature of our current atmosphere, the goal is for the administrative team to be on one accord as information flows in, within, and outside of our community.

In the event of an emergency the following personnel are points of contact:

Name	Position	Personal Email Address:	Office #:	Cell Phone
Dowayne Davis	Executive Director & Emergency Contact	ddavis@oyn-nj.org	862-772-1725	646-824-8940
Mark Comesañas	Executive Director & Emergency Contact	mcomesanas@oyn-nj.org	862-772-1724	973-951-4750

Unsure about a student/staff matter?

If you are unsure about a student health-related matter (i.e. should we send a student home etc.. Please reach out to the contact shown above via text or phone call, in an emergency or via email, if a non emergency. We will do the same with you.

Documentation

Please ensure documentation of all staff and student-related health matters that come to your attention regardless of how big or small. At the end of the day, please send a health update to health@oyn-nj.org to give us an idea of any noteworthy health-related matter. Ex: student needed to be sent home, staff needed to go to the hospital, or student shows flu-like symptoms.

If there is anything else we can do to streamline uniformed communication, please share. Our goal is to remain prepared and not to panic.

Thanks for your cooperation and support.

The Newark Opportunity Youth Network/LEAD Charter School

Communication Main Offices & Operations

Dear Main Office Staff,

We know staff, students, guardians, and general callers may be asking about health related matters, especially COVID-19. Please continue to stay connected to our staff, students, and families as they communicate and relay messages to the contacts shown below.

Message to callers should be as follows:

“There are no direct or indirect health concerns related to COVID-19 in our community. Over the last few weeks, our emergency and health response team has put a number of things in place. Please visit the school's website for updates. Families will be communicated with via email, phones, text messages, and our website if temporary closure is determined. During closure families can email health@oyn-nj.org to share information or give feedback related to health and visit our website for updates.”

Unsure about a student/staff matter?

If a caller is from an agency, state department, local department, or if the caller has a question you cannot answer or that you are unsure of answering, please reach out to the contacts shown below via text or phone call, in an emergency or via email, if a non emergency.

In the event of an emergency the following personnel are points of contact:

Name	Position/Area	Personal Email Address:	Office #:	Cell Phone
Dowayne Davis	Executive Director & Emergency Contact	ddavis@oyn-nj.org	862-772-1725	646-824-8940
Mark Comesañas	Executive Director & Emergency Contact	mcomesanas@oyn-nj.org	862-772-1724	973-951-4750
Nenatte Sayani	Health Contact (201 Bergen)	nsayani@leadcharter school.org	862-772-1724	973-622-1687
Rufina Asoluka-Uneze	Health Contact (571 & La Casa)	rasoluka@leadcharterschool.org	973-297-0592	862-215-7946

If you have any questions, please let me know.

Thanks,

Communication & Decision-Making

Use the helath@oyn-nj.org email address to share the who, what, and when regarding messages. Contact the

In the event of an emergency the following personnel are points of contact

Name	Position	Personal Email Address:	Office #:	Cell Phone
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Dowayne Davis	Executive Director & Emergency Contact	ddavis@oyn-nj.org	862-772-1725	646-824-8940
Mark Comesañas	Executive Director & Emergency Contact	mcomesanas@oyn-nj.org	862-772-1724	973-951-4750

Communication to Staff

March 12, 2020

Dear Staff,

Please use your professional judgment to refer/send students to the nurse if they are feeling anxious or under the weather. Nurse Nan has a health and communication protocol to follow that may or may not trigger sending a student home or back to class.

Main office staff, please be on standby to facilitate communication with guardians, if a student needs to be sent home early.

Thanks.

Regarding 1PM Dismissal

March 13, 2020

Dear Guardian,

To prepare for possible temporary closure, LEAD Charter School will have a 1PM dismissal, today, Friday, March 13, 2020. All students will be dismissed at 1PM. All afterschool programs will be suspended. LEAD will be open on Monday, March, 16, 2020.

Student Remote Attendance

March 15, 2020

Dear NOYN/LEAD Community,

During school closure all LEAD students are required to complete the [attendance form](#) each day to capture their remote attendance. The attendance is also on LEAD's website.

Emergency Contact Form

March 15, 2020

Dear NOYN/LEAD Community,

Please complete the [emergency contact form](#) by 9AM, March 16, to ensure that your updated contact information is on file.

Meal Service

March 16, 2020

Dear NOYN/LEAD Community,

LEAD Charter will be providing meals for those students in need between 10AM-12PM at 201 Bergen St., beginning Tuesday, March 17 to Thursday, March 19. Demand and continuation of meal service will be determined through said time period.

Communication to Temporary School Closing

March 16, 2020

Dear NOYN/LEAD Community,

To ensure the safety of students, staff, and our community members, LEAD Charter Charter School will be closed as of 12PM, Monday, March 16 through Friday, March 27, tentatively. It is possible that LEAD's closure may extend beyond March 27. Students have received hard copy and virtual work to complete. Virtual work can be found on the school's website. Please visit our website at leadcharterschoo.org for information.

Communication Regarding Continued Closure

March 26, 2020

Dear OYN/LEAD Community,

We are collectively doing our part, as we face an unprecedented public health crisis to overcome the impact of COVID-19. In accordance with the guidance prescribed by the State of New Jersey, The Newark Opportunity Youth Network/LEAD Charter School will remain temporarily closed until further notice and continue to provide instructional programming and other services remotely. We anticipate being closed through April 17, 2020. We will pay close attention to the directives of the Governor, State Department of Education, and State Department of Health to determine a re-open date that ensures the safety of our community. We encourage everyone to continue communicating with OYN/LEAD via email at heath@oyn-org and most importantly, being safe.

Sincerely,

The Newark Opportunity Youth Network/LEAD Charter School/YBN

Updated Remote Learning Plan

The update remote learning plan start on the next page: