

APPENDIX A (PUBLIC)
WEST LONG BRANCH PREPAREDNESS PLAN

Frequently Asked Questions (FAQ) as it relates to the Preparedness Plan:

1. Who are the District Administrators/Staff that are essential personnel in administering the Plan?
 - a. **Answer*: Listed are the support staff: Food Service Workers (Sodexo) – 4; Custodians (Aramark) – 4; Frank Antonides School (FAS) – Principal & 2 Secretaries/staff; Betty McElmon Elementary (BME) - Principal & 2 Secretaries/staff; CST - Director & 1 Secretary; Superintendent – Superintendent & 1 Secretary; Finance/Business – School Business Administrator, ASBA, Accounts Payable; Security – 2; and Technology - 1 = Total of 24 Staff**
*** Please note these essential personnel were deployed on March 9th and will be on-site until the DOH, DOE, Governor, etc. will require these staff to work strictly from home.**

2. What are the actual hours that teachers are working? How can a student/parent get in contact with them and during what hours?
 - a. **Answer: Teachers/staff are required to work a minimum of four hours. At the FAS staff begins their day at 8:10 and at BME their day starts at 8:45. Students/parents can contact teachers/staff through email, phone calls, their website, Google, Flipgrid, Zoom, Remind101, etc. Staff answers questions/inquiries/concerns throughout the day - minimum of one hour... All staff are required to submit attendance and time sheets via Google each day.**

3. Has the Local OEM been contacted regarding the food security and the overall contents of the Preparedness Plan?
 - a. **Answer: Yes. Both Steven Cioffi (West Long Branch Township OEM) and Michael Furlong (Regional School District Security and OEM Officer) have been notified. Each has approved the contents of the plan including the food service plan and distribution. After further consideration the food distribution plan for lunch and breakfast will be changed from grab and go at the FAS cafeteria to bus delivery to the home every other day (double meals enclosed) to increase family participation.**

4. What is the updated plan to provide related services for classified and 504 students?
 - a. **Answer: Effective April 20, 2020, West Long Branch classified and 504 students whose parents/guardians who are in agreement will be provided Speech, Occupational and other therapy services through electronic communications, virtual or other online platforms as appropriate and as required by the student's IEP to the greatest extent possible. If additional therapy sessions are required, these sessions will be provided during July/August 2020 and/or when school is reopened.**