

Maywood School District
COVID-19 Emergency Outbreak Response/ Pandemic Plan
REVISION – MAY 20, 2020

NJDOE Requirement #1: “Public Health-Related School Closure “HOME INSTRUCTION” Preparedness Plan”

Maywood Closure Due to a Public Health Crisis: Remote/Virtual “Home Instruction”

The New Jersey Department of Education has recently provided guidance on requirements school districts must follow for “*Public Health-Related School Closure.*” Due to the rapid spread of the COVID-19 pandemic, the likelihood of us having to have a delayed opening, early dismissal, and or short or long-term school closure continues to increase. In the event we may have to close Maywood preemptively or reactively, we want the NJDOE, parents/guardians, students, and staff to be clear on what our remote/virtual education plan is.

Our COVID-19 EOR/P Team has created a “*school health-related closure preparedness plan.*” Our plan allows for remote/virtual continuity of instruction and education should our building be closed by the NJ Department of Health or simply out of an “*abundance of caution.*”

So long as students and staff follow the strict guidelines as set forth by the NJDOE and guidelines set forth in our “*school health-related closure preparedness plan,*” our school district will fulfill 180-day mandatory requirement in accordance with N.J.S.A. 18A:7F-9. This will avoid the district using any emergency days, spring break days, or even days after graduation, to make up missed school days. ***At this point, a remote/virtual e-learning online Google Apps for Education (G.A.F.E.) platform has been developed and presented to all teachers and staff members.***

Roles and Responsibilities - Parents & Guardians

Support your child in their learning process by:

- Monitoring our updates and checking in with your child daily about the remote/virtual school learning tasks, activities, and assessments that they are working on.
- Encouraging adherence and attendance in the virtual school check-in times offered by each of your children’s teachers.
- Designating a place where your child will work independently on his/her assigned tasks.
- Asking your child to provide a brief summary of the learning he/she is engaging in for each class to ensure their understanding of the content and of the process they are being asked to engage in to demonstrate their learning.
- Asking your child about their deadline calendar and supporting them, as needed, in submitting assignments in accordance with the established deadlines.
- Reminding your child to email his/her teachers if they have any questions.

Role and Responsibilities - Students

- Dedicate appropriate time to learning, as guided by your teachers.
- Check appropriate Google Classrooms and school emails for information on courses, assignments, and resources, on a daily basis.
- Attend and participate in remote/virtual school check-in times offered by each of your teachers.
- Identify a comfortable and quiet space to study/learn.
- If you are having and technical difficulties, please contact kmarie@maywoodschoools.org and/or jerryv@maywoodschoools.org.
- Engage in the virtual school platform with academic honesty.
- Submit all assignments in accordance with provided timelines and/or due dates.

There are a variety of components of our remote/virtual learning plan that center on the use of technology and online instruction, which our students and staff are currently already familiar with and using daily. We are fortunate to be a 1:1 laptop digital-learning school district, which will afford us the opportunity to successfully implement this plan. Students will need this Chromebook or any other computer device in order to fulfill their classroom lessons and assessments, which will be delivered to them daily using several different remote learning platforms. The following partial list of tools and procedures is intended to give students and teachers, and staff members structure and flexibility with instruction and preparation:

1. MyHRW and ThinkCentral

Houghton Mifflin online digital series matching the in-class text programs that the district uses for both mathematics and Language Arts.

2. Google Classroom

Teachers will be using Google Classroom for all assignments and distribution of teaching materials. In addition, we asked all teachers to be mindful of the situation and not to overburden students with assignments that will take longer than a normal class period. Since we are using a daily lesson format, teachers will keep total student work to a maximum of 40 minutes per class.

3. Google Meet

Teachers who opt to hold live teaching sessions will have the opportunity to via Google Meet. Google Meet is a feature used by the District and located in the upper right hand corner of their g-mail screen (look for the waffle like icons), and it is located at the bottom of that drop-down menu. Teachers were informed to be mindful that that students may record these sessions, and that others may see you interacting with your students.

4. Teacher class materials

The best option for continuing the education of our students is to keep using the curriculum materials that teachers are most familiar with. Teachers have already begun planning ahead. Teachers are familiar with which units of study they are going to do over the next month, so we gave them planning time to have that material ready. Scanned copies of worksheets were added to Google Drive. Teachers are reminded to bring their computer and charger home with them daily in the event school is closed and they are not permitted back in the school building. Also, we informed teachers to consider taking home personal items of value that they might need for the duration of the possible quarantine or school closure.

5. IXL

The Sistrict will use the online platform of IXL. This is a K-8 program used for interactive lesson planning and related assessment for the areas of mathematics, language arts , science and social studies.

- Teachers will have optional virtual check-ins with students using Google Meet or other forms of live interactions. Students will also have an opportunity to ask questions through these applications.
- The teacher will post the link in Google classroom with the time and platform in which students can have access to the teacher for support.

Chromebook Technical Issues/Repair during school Closure:

We urge students who have any Chromebook related issues, wireless network issues, and/or need an email password reset to see or email our technology department immediately to get them fixed in advance of a potential school closing. Please send an email to kmarie@maywoodschools.org and/or jerryv@maywoodschools.org . This e-mail should be used while students are in the building as well as if working remotely/virtually from home. Furthermore, as we have explained to staff members, items students have in their lockers that they will need during a short or long-term closure, should be taken home with them.

What about guidance and special education services during a public-health related school closure?

Our guidance counselors and team will be working remotely and by phone, when necessary, to ensure students still receive all necessary services. A simple e-mail to any one of your counselors will assist in answering any question you may have. Furthermore, our CST is developing a plan to offer continuity of instruction for students in need of the varying supports offered by the special education department.

NJDOE Requirement #2: Maywood Special Education and related services for students with disabilities:

Child Study Team Case Managers:

Maywood's school psychologists and social workers have coordinated custom remote/virtual "home-instruction" schedules for their students. During specific times of the day that will be pre-scheduled by their case managers, students will check in with their case managers remotely, via Google Meet, in order to be provided with the continued necessary support they may need on a daily basis. In addition, case managers will also be available via email for teachers, aides, inclusion teachers and special education students to contact them as needed.

Other Special Education Support Services:

Maywood's school psychologist and speech therapist have arranged to continue ALL SERVICES by "meeting" with their students remotely throughout the length of a closure. They will also be able to have access to Google Classroom in order to provide various resources to students.

Special Education content level teachers, inclusion teachers, and aides:

In the event of a "public-health related school closure, Maywood Special Education teachers will utilize all platforms communicated above for all students. In addition, teachers will post daily assignments for students through *Google Classroom*. Inclusion teachers and aides will be added as "*co-teachers*" in order to have access and make modified assignments for these students.

Students who may experience a Crisis Situation during a school closure:

An already established clear communication channel has already been established with our local municipalities and school resources officer for any students who report or who may seem to be in a crisis situation.

All guidance staff and CST staff will have their email addresses posted for parents and students who may need services.

**NJDOE Requirement #3: Maywood Nutrition Benefits/Services
Plan for Eligible Students:**

Custom Plan for Continued Food Service During a “Public Health-Related Emergency School Closing for Maywood.

In the event that the Maywood School District experiences a “public health-related” school closure for an extended period of time as a result of the COVID-19 virus, the District has coordinated a plan with our food service provider, Pomptonian, to continue offer meals to eligible students during the closing.

Pomptonian will prepare cold meals that can contain a sandwich, two servings of fruit and vegetables and a cold milk in a Grab-and-Go style that can be picked up in the rear of Maywood Avenue School

The meals will be available for pick-up every day the school is closed between the hours of **12 and 12:30 pm**

These meals will be available at no charge to students who currently qualify free and reduced-price meals at either of the Maywood schools.

Updated Addendum to Original Preparedness Plan (as of May 20, 2020)

DELIVERY OF VIRTUAL AND REMOTE INSTRUCTION (Components 1 & 5)

- All District students/families have been provided a District issued Chromebook if they were in need. The District scheduled multiple pick up times and locations and has consistently delivered to individual hokes when an emergency has arisen. In addition, to address the connectivity issues that households are experiencing, hotspots are currently being distributed as well, on an “as needed” basis. Our tech team continues to gather data on its distribution of chromebooks and hotspots.
- The staff was provided one “snow day” prior to the official closing which focused on any and all last minute technology updates and concerns as well as questions. Each day from 130 to 230 pm is an office hour dedicated to specific technology troubleshooting questions and sharing of ideas.
- GoogleMeet is the district’s choice for all online learning between teacher and student as the District is a Google District.. All staff have been provided with General Expectations for Remote Learning Instruction. A selection of platforms, directions on how and where to provide live instruction to students and how to obtain student engagement and work submission were offered.
- The Maywood School District has a diverse population that serves all of the subgroups (ELLs, Student with Disabilities, preschool, and homeless) based on their needs as outlined in this section.
- Ongoing communication with families continues via Blackboard Connect, phone, text and newsletter as well as updated webpage information on a daily basis. Parents in need of information in Spanish are provided that information in the form required.
- All staff at the K-8 level are completely virtual and the use of paper packets ended three weeks in to the closure. Any and all work that is completed is monitored through GoogleClassroom for all grade levels.
- In April, a *Parent Guide for Remote Learning* was published and shared with all parents via a broadcast. This document is and continues to be posted and updated on the district website.
- Specialists, teachers of self-contained students, and CST teams are actively providing services that are appropriate for their students including virtual related services as directed by IEP modifications.
- Resource teachers and In-Class Support teachers continue to align and modify their lessons as per the New Jersey Student Learning Standards (NJSLS).

- ESL Education teachers continue to align their lessons with the general education grade-level teams and to the W.I.D.A. standards endorsed by the New Jersey Department of Education.
- Support staff, such as social workers, nurses, counselors, and child study team members are continuing their rolls remotely. All support staff are also reaching out to students and conducting wellness checks on an ongoing basis. Any student marked absent at either District school is called by a team of support staff to monitor reasons and to perform a wellness check with parental involvement. The District has formulate an “at risk family” database that is referenced daily.
- Using Zoom and Google Meets, teachers meet with their grade-level teams and/or content teams at least once a week. There is a virtual team leader meeting with admin every week as well as Administrative cabinets each week along with a variety of parent information sessions as found on the District website.

EQUITABLE ACCESS TO INSTRUCTION PLAN (Component 1)

Demographic Profile

Socioeconomically Disadvantaged – 98

ELL – 42

Students with Disabilities – 164

Homeless - 4

- The Maywood School District has a diverse population that serves all of the subgroups (ELLs, Student with Disabilities, preschool, and homeless) based on their needs as outlined in this section.
- Ongoing communication with families continues via Blackboard Connect, Reverse 911, text, phone and email.
- Specialists, teachers of self-contained students, and CST teams are actively providing services that are appropriate for their students.
- Resource teachers and In-Class Support teachers continue to align and modify their lessons.
- ELL/ESL teachers continue to align their lessons with the general education grade-level teams and provide push in and pull out instruction and remediation.

- Support staff, such as social workers, nurses, counselors, and child study team members are continuing their roles remotely. All support staff are also reaching out to students and conducting wellness checks on an ongoing basis.
- For those students that are not able to access our distance learning, the CST and teachers are working with the families to supplement instruction via technology when possible
- Case managers are also checking in on these students.
- All related services are being provided via teletherapy.
- Our curriculum is designed and has been approved to comply with the needs of English Language Learners (ELLs).
- The district translates all communication for parents who do not speak English.
- We are following the State's mandate regarding our English Language Learners. A home language survey is provided to families of new registrants to the district..

STUDENTS WITH DISABILITIES (Component 2)

- The district has continued with IEP meetings virtually.
- Background information for all evaluations will be gathered now, and the testing will resume when staff can visit the students.
- We are being diligent by documenting all of our attempts to have meetings, provide related services and all of our staff has a conference call daily with the Director of Special Services for status checks
- Case managers check on student progress daily
- All related services are being provided via teletherapy.

ENGLISH LANGUAGE LEARNERS (Component 3)

- Our curriculum is designed and has been approved to comply with the needs of English Language Learners (ELLs).
- We are following the State’s mandate regarding our English Language Learners. A home language survey is provided to families of new registrants to the district. The survey is translated and is completed online.
- Current ELL students are supported by our ELL staff and general education teachers, and we are supporting content area teachers through training and online resources. ESL teachers have been working with the ELL students in a push in and a pull out format in the virtual environment. Two hours are set aside each day for interaction for such purposes away from the normal class period format.

SAFE DISTRIBUTION OF MEALS (Component 4)

- The delivery of meals to the population of free and reduced lunch families has expanded to also include those in need. The District has transitioned from the distribution each day to a shelved distribution two days per week with food that will last for the gap. The District has also shifted all operations to that of Westwood High School where the Pomptonian Food Service vendor has created a distribution and pick up channel that allows for the use of one kitchen to prevent issues of crowding.
- All food is being kept at a certain temperature in a walk-in refrigerator and is packed in a thermal environment with ice packs to maintain appropriate temperatures while the meals are served to students.

LENGTH OF VIRTUAL OR REMOTE INSTRUCTION DAY PLAN (Component 5)

Period 1	9:00 - 9:55 AM
Period 2	10:00 - 10:25 AM
Period 3	10:30 – 10:55 AM
Period 4	11:00 – 11:25 AM
Period 5/6	11:30 – 11:55 AM
LUNCH	12:00 – 12:30 PM
Period 7	12:30 – 12:55 PM
Period 8	1:00 – 2:00 PM

Extra Help: 8:30 – 9:00 AM & 2:00 – 3:00 PM
Office Hours: 8:30 AM – 3:00 PM

ATTENDANCE (Component 6)

- A protocol for attendance has been established to address students who are not participating in remote instruction. Attendance is recorded daily by each teacher and submitted through the Genesis portal. Student./parent phone calls are made by support staff each day to gather information as to the “absence” reason.

FACILITIES (Component 7)

- Custodians continue to sanitize all buildings to ensure the safety of essential staff who are working in the offices and schools.

SUMMER PROGRAMMING (Component 8)

- As of this present date, the Extended School Year will be delivered virtually. Instruction will be aligned to students’ current IEPs using the curricula during 2019-2020.
- Postings/Advertising for ESY employment have taken place and the district is assigning staff at the present time.
- All ESY students will continue to use the District issued Chromebook devices.
- Preschool ESY will be provided through packets and virtually. Related services will be provided virtually
- Schools are currently working on Schoolwide Plans that will address learning loss and craft goals to support gaps in students' learning as a result of school closures. This will shape the Virtual Remediation program offered this summer in a virtual format for all students interested and for those students that the District indicates such programming is mandatory due to regression. The District is using the NWEA assessment platform, IXL and Edmentum benchmarking as well as teacher input to ascertain the gaps and regression points and to identify specific students who will benefit from summer remediation.
- Virtual ESY will be funded with the resources budgeted as if the programs would take place in person.
The remediation program will be funded with Title 1A funds as well as budgetary line items that were intended for use for the afterschool in person supplemental program that the District had to cancel due to the closure. Title I Reallocated Funding will continue to address technology needs, and expand on project based learning initiatives that will support virtual learning, should it be a part of our 2020-2021 school year.

BOARD APPROVAL (Component 9)

This plan was submitted to the Board of Education and approved at the May 20, 2020 meeting.

ESSENTIAL EMPLOYEES (Component 11)

Those employees deemed essential are allowed to work in the District in a socially distant environment. Face masks are required at all times. Those on the list who are allowed such a plan include:

Michael Jordan, Supt.

Ray Bauer, Principal

Michael Halligan, Principal

Keith Timmins, VP

Jen Pfohl, BA

John Montany, Buildings & Grounds

**Daily School Closure Update Information is found
at**

<https://www.maywoodschoools.org/site/default.aspx?PageType=3&DomainID=8&ModuleInstanceID=3406&ViewID=6446EE88-D30C-497E-9316-3F8874B3E108&RenderLoc=0&FlexDataID=9634&PageID=9>

Maywood School District
COVID-19 Emergency Outbreak Response/ Pandemic Plan
Examples - Communications sent to the Maywood community.

March 12, 2020

District Community:

Good evening. As noted in prior communications, everything is always subject to change. I can now report that after our meetings today with the County Executive and County Health officials, it has been agreed upon that all Bergen County schools will close for two weeks. I reiterate there are NO positive cases reported in Maywood or our schools. As has become increasingly apparent, especially over the last several days, the spread and reach of the Coronavirus is having a greater and greater impact on both Bergen County's 71 school districts as well as larger society. It is becoming abundantly clear that the only way to assist in the stop of the spread of this virus is for us all to do our part and to socially distance ourselves from one another.

Therefore, the Maywood School District will close school effective Monday, March 16th. Although the County will re-evaluate in conjunction with school districts over the course of the next two weeks, Maywood will be closed until at least March 27th with the hopes of re-opening on March 30th. Both schools will be closed to all outside activities as well. A detailed plan regarding the home instruction expectations will be forthcoming will be sent under a separate cover/email.

Please see below for schedule details:

Friday, March 13

Full Day. Students will be asked to bring home all books and belongings at the conclusion of school on Friday for the two week closure. We will have class meetings to inform the kids of the closure and teachers will introduce them to what to expect during the closure from a school work standpoint as outlined in last night's email.

Monday, March 16

"Snow day" will take place on Monday the 16th with no home instruction requirements to allow for teacher preparation of all materials and technology. Home Instruction will commence on Wednesday, March 18th using virtual and packet based instruction.

Chromebook and Packet Distribution

Chromebook distribution for families who do not have a digital device at home for their child will take place on the 17th and 18th with a schedule of times to be determined.

Hardcopy packets of materials, particularly for the younger students, will also be distributed on the 17th and 18th with a schedule of times to be determined.

Free & Reduced Lunch

Free and Reduced Lunch will be provided for those who qualify as if it were a normal school day.

Distribution of the lunches will take place daily from 11am to 1pm at MAS. The distribution will take place on the back field by the entrance to the MAS cafeteria.

Lastly, as noted in a prior message, this is absolutely not ideal but it is now the right thing to do. School is a priority but in this regard, the health and safety of your families and the greater good of the health and safety ramifications as a county and as a state, unequivocally take precedence. This is not a symbolic closure but instead it is based on guidelines and requirements as set forth that limits the gathering of large crowds. I reiterate that there are no positive cases in our schools. However, this closure and that of the county should remind us all of our own responsibilities to assist with this problem and to practice the same behaviors in our everyday lives during this closure which include social distancing, decreasing your visits to large crowd areas and maintaining proper hygiene precautions consistently. Throughout the course of the closure we will remain in contact via email, Reverse 911 and text messaging to provide any and all updates.

Many thanks for your anticipated cooperation.

Michael Jordan

Michael Jordan

Superintendent of Schools

March 11, 2020

District Community:

Hello all, hope all is well. I simply wanted to reach out again with a few updates and calendar changes as we navigate through this unique time period. I thank everyone for their continued cooperation and diligence. Here are a few updates as well as some information that I shared recently. All of this is obviously subject to change.

NEW ITEMS OF IMPORTANCE

ONLINE SURVEY - Due on or before Sunday, March 15

Simply to be proactive and NOT to in any way indicate that we are closing, we ask that you complete the Online Accessibility Survey by March 15th.

Please click the link below which will direct you to a google form. This google form will ask you questions in relation to your individual technology and network accessibility in your home. It is a quick and easy survey and we ask that you complete it by Sunday, March 15th at the very latest. We are simply looking for concrete information regarding the ability of our students/families to effectively take part in potential online instruction in the event that we are asked to close.

<https://forms.gle/EEwNFAzzRR5Fhs3g9>

MARCH 18 - Newly Added Early Dismissal Day

The Maywood School District will use an EARLY DISMISSAL DAY on Wednesday, March 18th with dismissals at 12:20 pm at MEM and 12:30 pm at MAS. We will use the non-class time in the afternoon to allow for staff to create work and plan accordingly if we are directed to close with short notice. In case of a school closure, students in Preschool through 1st Grade will be required to complete content area packets that will be sent home via student backpacks and students in Grades 2 through 8 will be required to log into Google Classroom to engage in content area classroom instruction.

The March 18th Early Dismissal will allow teachers to work to put together resources that would be used if we closed with very little notice. This would be work that is not specifically tied to the exact place a teacher is in regarding scope and sequence because it is impossible to predict when and if we may close in the future. However, if we are asked to close we would then use one, two or three of the emergency days we have left to allow for teachers to plan for the potential of a two week closure but to plan specifically based on where they are at that point in time in the scope and sequence of their curricula.

Overall Update

The district has no identified cases of the Coronavirus/COVID19 to date. Our school district continues to take all precautionary measures set by the CDC and the Bergen County Department of Health Services to ensure the safety and well-being of our students, staff and those who visit our schools. We are in close contact with county health officials and will abide by recommendations as they present themselves. All information will be communicated to you in a timely fashion.

Buildings and Grounds custodial staff continue disinfecting surfaces in the schools throughout the day and after dismissal. Additional cleaning supplies have been ordered. Students and staff are constantly reminded to use the hand sanitizer dispensers located in all rooms and large meeting spaces as well as to clean their hands diligently upon entering and exiting from bathrooms.

As always we simply ask for vigilance in proper hygiene, preventative measures as well as keeping your child home when he/she has a fever and/or other symptoms that match the issue at hand. We also remind everyone of the importance of communication with our nurses with any and all concerns you may have. Our school-based health care and nursing staff have often shared expected practices and commonsense actions to take when presented with any possible illness. Please continue to follow those recommendations. Simply put, a truly ill child (fever, etc.) should remain home until the illness has passed for at least 24 hours..

Online Resources

[CDC Flu Resources](#)

[CDC COVID19 Interim Guidance for Administrators of US Childcare Programs and K-12 Schools](#)

<https://www.nj.gov/health/>

<https://sites.google.com/motsd.org/mohealthpreparednessplan>

[2019 Novel Corona Virus -Site to be Updated Frequently](#)

[Communicable Diseases - New Jersey Dept. of Health](#)

What IF we have to close school?

The online school day would be as similar as possible to an early dismissal day. The school day would in essence run from 8:30 AM to 12:30 PM. Grade level teachers will devise a schedule that each subject area will be the focal point throughout the morning. Students would complete work via the packets that are distributed, the textbook or worksheet assignments that teachers distribute or the virtual assignment that they will be provided using the Google Classroom platform and other digital media communication.

POSSIBLE PRE-K, MAP, RELATED SERVICES HOME INSTRUCTION

This tender aged population and most vulnerable ,will be home instructed using mechanisms including packets, google docs and email communication. This is obviously the most dependent population within a primary school environment and the population that will have the most difficulty mimicking a true classroom experience while not physically being in the classroom itself. As far as related services which include OT, PT and speech as well as others, we will follow state guidelines that are forthcoming as to how to compensate for the absence of these services which require face to face interaction. Rest assured the children will receive these services based on the timeframes and rubrics that the state will provide all districts.

POSSIBLE K-2 HOME INSTRUCTION

Although we will be able to use Google Classroom we cannot expect a K-2 student to work exclusively online, particularly in many cases when they may not have adult supervision and/or assistance. Therefore, K-2 staff should heavily focus on the creation of packets that will be used. Online check ins will be required by the parent as well as any questions that may want to be posed. We will push out via google classroom, email and google docs any and all assessments, directions, updates etc.

POSSIBLE 3-8 HOME INSTRUCTION

A majority of the home instruction for this grade span will be digital. The district will use any and all technology and related programs that it currently does and that the students are very acclimated to. These include Google Classroom, Google Docs, Google Sheets, IXL, MyHRW, ThinkCentral, Journeys Language Arts Digital Platform, GoMath Digital Platform and Gmail communication. Students will be expected to “attend” class each day that we are closed via logging in and creating a digital footprint while completing assignments and interacting via the aforementioned platforms. Assessments will be provided and teachers will be available for interaction and questions as if it were a classroom environment.

FREE/REDUCED LUNCH

Free and reduced lunch students are entitled to the same meal(s) that they receive during a regular school day. We also await state guidelines on this which will answer questions as to what is allowed for distribution of such meals, locations and the actual meal itself. Again, this will be worked out as per state guidelines.

Why are we not closing/have yet to close?

It is a medical decision that should be made by medical professionals that should take it out of the hands of local entities and instead do what is right by way of a county and statewide perspective. As President of the Bergen County Association of School Administrators, I along with my colleagues have voiced this with passion and with urgency. We have secured a county wide meeting for this coming Monday that will be convened via conference call with all Bergen County superintendents as we welcome County Executive Tedesco and County Board of Health representatives. We expect to get specific guidance that relates to us all in Bergen County. Of course if god forbid there was a positive case within our district we would contact the County Board of Health and they would have us close. However, this is a county wide issue that needs county answers, guidance and specifications.

IDEAL?

Absolutely not. However, in times of crisis we have to rally and make due with what we have. This very scenario paints a very clear picture as to why schools truly exist. Schools exist not to require kids to log on and digitize their existence. The bricks and mortar known as MEM and MAS exist for the socialization growth of our kids, development of citizenship, opportunities for the creation of lifetime friendships, the chance for kids to disagree, challenge and see the highs and lows of life with their peers. This type of situation is absolutely not ideal because none of that is possible while sitting in your footy pajamas at home while working on packets and virtual lessons. It reminds us that going to school is an integral part of growing up and a vital part of the development of our kids in a mind and body perspective. So would this be ideal? Would this be a match to what would take place in the classroom with a teacher front and center? Absolutely not. But a challenge is something we must overcome and with everyone's cooperation we will get through this and this too shall pass.

Lastly, BREATHE IN, BREATHE OUT - now repeat that. We will get through this together as we always do. Thanks for your continued cooperation and support.

Previously Shared Information

- The 24 hour hotline that people can call with concerns and questions is 1-800-222-1222 and the website of importance is nj.gov/health The 1-800-222-1222 is staffed by trained healthcare professionals who are standing by to answer questions about coronavirus. The call is free.
- Direct questions can be emailed to the following: ncov@doh.nj.gov
- The emphasis on the part of preventative suggestions included washing of hands for a minimum of twenty seconds, use of hand sanitizers that are 60% alcohol based, coughing into one's sleeve and the avoidance of touching your eyes as best as possible.

- Symptoms can range from mild to severe and many times the symptoms are indistinguishable from influenza and even the common cold. Most if not all of those who may be impacted are those patients who are older and with pre-existing conditions. It was stated that the younger the child the less likely of contracting and the more immune, and if contracted, the milder the symptoms.
- Health department personnel indicate that in order to pass along there would have to be transmission of respiratory droplets, with examples of coughing and sneezing as obvious transmission types.

As far as Maywood and our District's readiness and response I offer you the following update:

- Cleaning protocols remain in place with increased cleaning at both buildings by the night shift as a means to continue vigilance.
- Children are consistently reminded to cough or sneeze into their elbow/sleeve and that they should not share eating utensils, while also being reminded to avoid contact with their eyes and mouth during the day with attention paid to consistently washing their hands.
- Children are reminded that if during the day they do not feel well that they should ask to go to the nurse.
- Maywood is served by Bergen County Department of Health Services. Our Health Officer is Hansel Asmar at 201-634-2601 [Agency Website](#) Emergency After Hours Contact: 201-785-8500.
- The District will identify families who have traveled out of the country or who are now out of the country and will be returning to school. The CDC provides clear guidelines as to steps to be taken for those children from those families. Anyone traveling back to the United States from the countries of Iran, South Korea, China or Italy will have to abide by the CDC quarantine requirements before returning to school, regardless of symptoms. These four countries as of now have been declared "Level 3 Travel Health Status" which requires 14 days of quarantine prior to returning to school.

Ongoing Routines:

- All classrooms and hallways have hand sanitizer wall stations, and we have additional hand sanitizer on site.
- Each day, all classroom desks and table surfaces are wiped down by our custodial staff.
- Lunch tables are wiped down between each lunch session. This is done year-round as part of our food allergy precautions.
- All students are reminded to sneeze and/or cough into their elbow.

Additional Precautions Put in Place:

- Classroom teachers have put additional emphasis on the importance of hand-washing, keeping hands away from eyes and mouth and covering your cough.
- Our lunch vendor is currently placing all utensils and fruit on student trays so there is no grabbing for materials from a common location.
- Multi-grade spaces (i.e. the media center, gym, art room, health office, bathrooms, etc.) will be sanitized on a regular basis utilizing the electrostatic sprayer. Additionally, extra focus is being given to door knobs and bathrooms.

How can you help?

- Keep your children home when they are sick. As we have shared before, students should be fever free for 24 hours without the use of fever-reducing medicine.
- Stay calm. Your children hear everything; therefore, please be cognizant of what they are viewing on the television or on social media.
- Be honest with them regarding how coronavirus is transmitted and how they can keep themselves safe in an age appropriate manner.

Sincerely,

Michael Jordan

Michael Jordan
Superintendent of Schools

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District Community:

Good evening, I hope all is well. I simply wanted to reach out with an update as we navigate through the virus concerns. I and other members of the administrative and health professional team in District have participated in conference calls and in person meetings both locally and at the state department of education over the past week as the concerns have risen. As always we simply ask for vigilance in proper hygiene, preventative measures as well as keeping your child home when he/she has a fever and/or other symptoms that match the issue at hand. We also remind everyone of the importance of communication with our nurses with any and all concerns you may have.

I provide you with the following update and will continue to update you as information becomes available.

The following information was taken from a conference call that took place on Tuesday as well as today. The parties providing the information included the Governor, Department of Health staff and leadership, CDC liaisons and the commissioner of education:

- As of the time of the call Tuesday, there were no confirmed cases anywhere in NJ. 9 people have been tested in NJ and they have all tested negative. This has since changed with the presumptive case in Fort Lee.
- The 24 hour hotline that people were asked to call with concerns and questions is 1-800-222-1222 and the website of importance is nj.gov/health The 1-800-222-1222 is staffed by trained healthcare professionals who are standing by to answer questions about coronavirus. The call is free.
- Direct questions can be emailed to the following: ncov@doh.nj.gov
- The emphasis on the part of preventative suggestions included washing of hands for a minimum of twenty seconds, use of hand sanitizers that are 60% alcohol based, coughing into one's sleeve and the avoidance of touching your eyes as best as possible.
- A vaccine is at least a year away.
- Symptoms can range from mild to severe and many times the symptoms are indistinguishable from influenza and even the common cold. Most if not all of those who may be impacted are those patients who are older and with pre-existing conditions. It was stated that the younger the child the less likely of contracting and the more immune, and if contracted, the milder the symptoms.

- Health department personnel said that in order to pass along there would have to be transmission of respiratory droplets, with examples of coughing and sneezing as obvious transmission types.
- Health professionals indicated that the wearing of masks is not recommended.

As far as Maywood and our District's readiness and response I offer you the following update:

- Cleaning protocols remain in place with increased cleaning at both buildings by the night shift as a means to continue vigilance.
- Children are consistently reminded to cough or sneeze in to their elbow/sleeve and that they should not share eating utensils, while also being reminded to avoid contact with their eyes and mouth during the day with attention paid to consistently washing their hands.
- Children are reminded that if during the day they do not feel well that they should ask to go to the nurse.
- Maywood is served by Bergen County Department of Health Services. Our Health Officer is Hansel Asmar at 201-634-2601 [Agency Website](#) Emergency After Hours Contact: 201-785-8500.
- The District will identify families who have traveled out of the country or who are now out of the country and will be returning to school. The CDC provides clear guidelines as to steps to be taken for those children from those families. Anyone traveling back to the United States from the countries of Iran, South Korea, China or Italy will have to abide by the CDC quarantine requirements before returning to school, regardless of symptoms. These four countries as of now have been declared "Level 3 Travel Health Status" which requires 14 days of quarantine prior to returning to school.

There is much talk in online media and newspapers about the concept of "Virtual Learning." Virtual learning has many iterations but the overall concept is achieving the educational process that normally takes place in a school building at home via digital access. The issue that is facing the entire state is that at present time even if a district would offer such a concept because of the closure of a school, the state will not recognize it as a true school day and allow it to count towards the 180 day requirement. Therefore, God forbid there is an outbreak that requires us to close, we are not certain as to whether a virtual day would count, nor are we certain that such a concept would be fair to all families in district as some may not have internet access, wifi and capabilities at home, even if the district were to supply the computer device. We will however prepare for various scenarios I will update parents as this continues to play out at the State level.

During the conference call with the DOE this afternoon it was stated that if the school and/or district were to close based on orders from the Department of Health and/or CDC, then any home instruction, both digitally and otherwise would count towards the 180 days. If the school and/or district closes based on a decision that is made by the Board of Education then the days would not count. Let's hope we never get to that situation but if we do we will provide virtual schooling for those households with internet access and we would provide non-digital instruction (textbooks/worksheets/etc.) to satisfy the requirements that is fair to every child in every household.

Having said all of this I want to address our unused emergency days, more commonly known as "snow days." Since we have been lucky and the snow has stayed away, we currently have three unused snow days. In the past we would "give" those days back by either shortening the year or adding days around the Memorial Day holiday and/or Easter. . As of this memo we will not confirm any give back days as I feel it is prudent to keep those days available if God forbid we need to close school and use days in that way. Of course if there is a change as to the spread of the virus or some other unforeseen change, we will re-evaluate and give the days back with as much notice as possible. Regardless of how they are used they will in some way be given back and our hope is to let you know how they will be given back in a timely manner.

Families are again encouraged to read and stay updated through official communication channels such as:

[2019 Novel Corona Virus -Site to be Updated Frequently](#)

[Communicable Diseases - New Jersey Dept. of Health](#)

<https://www.nj.gov/health/cd/topics/ncov.shtml>

<https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/guidance-for-schools.html>

Our school-based health care and nursing staff have often shared expected practices and commonsense actions to take when presented with any possible illness. Please continue to follow those recommendations. Simply put, a truly ill child (fever, etc.) should remain home until the illness has passed. At this time there is no community spread of the Coronavirus. If and when more information becomes available to us, we will broadcast it to you. We encourage our families and staff to be diligent in adhering to the healthy practices above and utilize sound resources like the Centers for Disease Control and the New Jersey Department of Health for factual and timely information.

Thanks,

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