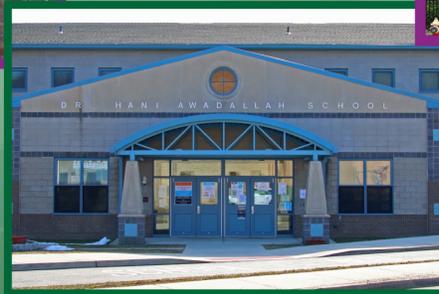




THE ROAD FORWARD

Returning To Paterson Public Schools
In The 2022-2023 School Year



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Updated: October 15, 2021

Superintendent's Message

By Paterson Superintendent of Schools Eileen F. Shafer

One of the lessons I have learned during the COVID-19 pandemic has been the importance of gratitude. Although we have all faced so many unforeseen challenges during the pandemic, I can only feel grateful for the many people who have made it possible for Paterson Public Schools to be prepared to serve our students and their families during the 2021-2022 school year. Those people include the Board of Education commissioners, members of the Superintendent's Cabinet, our teachers, principals, vice-principals, supervisors, administrators, paraprofessionals, nurses, secretaries, facilities staff, custodians, and food services workers.

I also want to thank the parents in our District for working with us through every day of the pandemic and participating in the processes that have led to our preparedness for the upcoming school year. I would be remiss if I did not acknowledge our wonderful and resilient students. They have weathered an unusual, difficult time and continued to apply themselves to their schoolwork. Our students make the entire Paterson community proud every day, and that helps everyone continue to be hopeful for a brighter future.

Beginning in September, Paterson Public Schools will implement full-day, full-time, in-person instruction and operations for the 2021-2022 school year for the entire school District according to the recommendations in The New Jersey Department of Education (NJDOE)'s guidance document *The Road Forward: Health and Safety Guidance for the 2021-2022 School Year* issued on June 28, 2021. The NJDOE and

New Jersey Department of Health (NJDOH) worked collaboratively to develop this guidance for school districts, which includes strategies to reduce risks to students and staff from COVID-19 while still allowing for full-time in-person learning. While everyone in the District is looking forward to resuming in-person learning in school buildings, we will continue to monitor the data and our decisions will be guided by science to ensure that safe and healthy school communities are maintained. The purpose of this document is to be a user-friendly guide for parents, students, and staff about how to safely return to Paterson Public Schools and effectively resume an optimal fall learning environment.

Again, thank you to everyone who worked to prepare Paterson Public Schools for the upcoming school year.

1. General Health And Safety Guidelines

1.1 Vaccination

Although COVID-19 vaccines are safe, effective, and accessible, not all school-aged children are currently eligible to be vaccinated. Most K-12 schools will have a mixed population of fully vaccinated, partially vaccinated, and unvaccinated individuals at any given time. This is why the District has provided several layers of protection against the COVID-19 virus. To determine the vaccination status of students and staff, the District will administer periodic surveys in addition to collecting vaccination records as required by Executive Order 253. If the District is unable to determine the vaccination status of an individual student or staff member, that individual will be considered not fully vaccinated.

Paterson Public Schools will promote its partnerships to provide COVID-19 vaccinations to staff and students, including a partnership with Walgreens Pharmacy to make the Central Office Building at 90 Delaware Avenue a vaccination site. Student COVID-19 vaccination registration information and other pertinent documents are available at the “Student COVID-19 Vaccinations” Quick Link on the homepage of the District’s website (paterson.k12.nj.us). As part of its efforts to increase confidence in COVID-19 immunization, the District will create a video featuring students sharing the reasons they chose to get vaccinated.

1.2 Communication

The District’s supervisor of nursing, the City of Paterson’s health officer and the City of Paterson’s Department of Health and Human Services will maintain close communication with each other to provide information and share resources on COVID-19 as guided by NJDOH. Communications will include information on transmission, prevention, and control measures for procedures and guidance regarding COVID-19 illness in school settings, community and in the region.

1.3 Masks

This section will be updated with any changes in Centers for Disease Control and Prevention (CDC) guidance and NJDOE recommendations that are issued before the start of the 2021-2021 school year.

Wearing a mask is an important prevention strategy to help reduce the spread of the COVID-19 virus especially when combined with the other several layers of protection the District is providing in school buildings. While District officials are keeping a watchful eye on changes in CDC and state guidelines regarding masks, students and

staff must wear masks while they are in school buildings. The only times masks may be removed are during meals, outdoor recess, and outdoor physical education classes.

Masks are also required on all school buses.

The following information details the proper use, removal, and washing of masks:

- The most effective fabrics for cloth masks are tightly woven such as cotton and cotton blends, breathable, and in two or three fabric layers. Masks with exhalation valves or vents, masks made with loosely woven fabrics, and masks that do not fit properly are **not recommended**.
- Reusable masks should be washed every day of use or if it is soiled.
- Disposable masks should be changed daily or when visibly soiled, damp, or damaged.
- Students, teachers, and staff will have access to additional disposable or cloth masks in case a backup mask is needed (e.g., a mask is soiled or lost during the day).
- Clear masks that cover the nose and wrap securely around the face may be used in certain circumstances including for the teaching of students with disabilities, young students learning to read, or English language learners.
- Students, teachers, staff members, and visitors will have access to disposable face coverings daily. Students, teachers, and staff members will be provided reusable masks every three months. Principals will disseminate the proper personal protective equipment (PPE) equipment and supplies.

1.4 Maintain Physical Distancing

Physical distancing (a.k.a. social distancing) will be an important part of maintaining a safe environment in the 2021-2022 year. Paterson Public Schools staff will continue to utilize physical distancing strategies to provide at least three feet of space between individuals.

Classrooms: Desks and seats will be arranged to help maintain physical distancing of three feet. Trifold partitions will be used as physical barriers on students' and teachers' desks. Additionally, staff will use strategies to minimize mixing between groups whenever possible. Classrooms will continue to have several layers of protection against the spread of the COVID-19 virus, and be equipped with hand sanitizer, an EPA-approved disinfectant spray and ionizing air purification devices.

Cafeterias: Students will be physically distanced at three feet apart while eating in cafeterias and use their trifold partitions as added layers of protection. Cafeterias will be equipped with Air Blasters for air purification.

Transportation: Students will wear their masks while on school buses.

Traveling Through Buildings: Signs will remain throughout the building regarding social distancing and keeping to the right when walking in the hallways. Staff and students will wear masks while traveling through school buildings.

1.5 Hand Hygiene and Respiratory Protocols

Frequent hand washing and respiratory protocols will continue to be encouraged as the District moves forward into the 2021-2022 school year. Staff and students will be advised to continue to do the following:

- Wash hands with soap and water for at least 20 seconds. If soap is not available, hand sanitizer should be used that contains 60 percent alcohol.
- Cover coughs and sneezes if not wearing a mask.
- Maintain adequate supplies in classrooms, including hand sanitizer, paper towels, tissues and no-touch trash cans.

Hand washing or sanitizing should take place during the following times:

- Upon entering the school building.
- Before and after eating (includes breakfast, lunch and snacks).
- Before entering the bathroom and after going to the bathroom.
- Before leaving the school building for the day.
- After blowing nose, sneezing, coughing or touching unclean items.
- When hands are dirty or soiled from touching surfaces.

District staff should observe young children when hand washing takes place and throw away all used tissues and paper towels.

1.6 Meals

As students will return to school buildings in September, the District's Food Services Department will return to its regular distribution of meals to students.

Grades Pre-K to 8

Breakfast: Meals will be distributed to students in classrooms. Students will eat breakfast in classrooms.

Lunch: Meals will be distributed in cafeterias for all students, except for pre-K students who will eat in the classrooms.

Grades 9 to 12

Breakfast: “Grab & Go” meal distribution will be set up for students arriving at school.

Lunch: Meals will be distributed in cafeterias. Students will eat in cafeterias.

To help prevent the spread of COVID-19 in cafeterias and other common eating areas, the following measures will be in place:

- Students will be required to wear masks except when eating.
- Students will be required to use their transparent partitions when eating.
- Cafeteria seating will be arranged to allow students to maintain three feet of social distancing.
- Lunch periods will be staggered and 20 minutes long.
- Sharing of food and utensils will be prohibited.
- Self-serve food stations will be discontinued until further notice.
- Tables and seats will be cleaned and sanitized between lunch periods.
- Staff members will be required to wear masks and gloves and wash their hands often.

1.7 Transportation

- Masks must be worn by all students on buses, regardless of vaccination status per the CDC’s federal order.

- Open windows to increase airflow in buses and other transportation, if possible.
- Bus companies will regularly clean high-touch surfaces on school buses before and after each run.
- Passengers' temperatures will be taken before boarding buses. Students with temperatures of 100.4 degrees or higher will not be permitted to board.

2. Cleaning, Disinfection, And Airflow

2.1 Limit Use Of Shared Supplies And Equipment

- The use and sharing of high-touch materials, supplies, and equipment will be minimized. Such materials will be used by one group of students at a time, and cleaned and disinfected routinely, preferably between uses.
- Students will be encouraged to wash or sanitize their hands after using shared items. Classrooms will have sanitizing stations for students.
- Shared items that cannot be cleaned or disinfected will not be used.
- School supply lists will be provided by the principals prior to the opening of schools via the school website.
- Students will not be permitted to share their personal items such as crayons, pencils, scissors, etc.

2.2 Cleaning And Disinfection

- The District will provide regular in-service training of Facilities Department staff that will include topics on infection control (use of PPE), District regulations to reduce the spread of COVID-19, symptoms of COVID-19, general hygiene, social

distancing, safe work practices, and the use of products to disinfect and sanitize school buildings.

- High-traffic areas and frequently touched surfaces will be cleaned and disinfected regularly, using only EPA-approved disinfectants.
- A procedure has been established and implemented for disinfecting contaminated areas in the event of on-site COVID-19 exposure.
- Vollara Air and Surface Pro air purifiers have been placed in every occupied space. The units are equipped with ActivePure ionic technology that provides continuous surface decontamination and air purification in real-time, using superoxide molecules and hydro-peroxides that destroy contaminants on surfaces and in the air. The ActivePure Technology has been proven to eliminate over 99.9 percent of many common airborne and surface contaminants including viruses like the SAR-CoV-2 coronavirus, swine flu and bacteria, mold, fungi, volatile organic compounds (VOC), smoke, allergens, and odors.

2.3 Improving Airflow

The Maintenance Department will continue servicing HVAC (heating, ventilation, and air-conditioning) systems based on manufacturers' specifications for preventive and routine maintenance. Air filters will be monitored and replaced if required, even ahead of the normal replacement interval. Wherever possible, fresh air circulation will be increased in all occupied spaces by opening windows. The CDC recommends that even a slightly opened window can introduce beneficial outdoor air in rooms. A districtwide standard has been established to have a window remain open when classrooms and offices are occupied and where it does not create an imminent health/safety hazard.

3. Screening, Exclusion & Response To Symptomatic Students And Staff

3.1 Parental Screening

No one knows a child better than his or her parent. That is why Paterson Public Schools strongly encourages all parents and caregivers to monitor their children for signs of illness every day. The District will continue its outreach to parents to maintain their understanding that students who are sick should not attend school, as well as educate them about the symptoms to look for in their children. This information will be posted on the District's website and social media platforms. Schools will continue to provide clear and accessible directions to parents, caregivers, and students for reporting symptoms and reasons for absences. Schools will also strictly enforce exclusion criteria for both students and staff.

All students and staff will be required to complete a certification form at the beginning of the school year, acknowledging that they will self-monitor for COVID-19 symptoms daily and will not enter any District facility while experiencing symptoms. Students and staff will receive daily email reminders listing COVID-19 symptoms. All others must complete a health screening questionnaire daily upon arrival to any District facility.

3.2 Response to Symptomatic Students and Staff

Students or staff are not to report to school with COVID-19 symptoms. Each school has a designated Medical Sick Room that is away from others and separate from the Nurse's Office to isolate students and staff members who become ill with COVID-19 symptoms while at school or upon arrival to school. The Medical Sick Room is clearly identified with signage and is equipped with clear partitions, hand

sanitizer (60 percent alcohol), disinfectant spray, and paper towels, ionizing air purifiers, and socially distanced desks with chairs. At least two windows in the Medical Sick Room must be open regardless of the weather. Medical Sick Rooms with no windows are equipped with air scrubbers and air purifiers to maintain healthy air quality.

Non-healthcare staff will be assigned to supervise students in the Medical Sick Room. They will be provided PPE that may include a mask, a face shield, gloves, and gowns. School nurses are to be notified of students who are sent to the Medical Sick Room.

3.3.1 Definition Of COVID-19 Compatible Symptoms

Parents should not send students who are sick to school. In compliance with the NJDOH's recommendations, students with the following symptoms will be promptly isolated from others and excluded from school:

- **At least two of the following symptoms:** fever (measure or subjective), chills, rigors (shivers), myalgia (muscle aches), headache, sore throat, nausea or vomiting, diarrhea, fatigue, congestion, or runny nose; OR
- **At least one of the following symptoms:** cough, shortness of breath, difficulty breathing, new olfactory (smelling) disorder, or new taste disorder.

For students with chronic illness, only new symptoms or symptoms worse than baseline should be used to fulfill symptom-based exclusion criteria.

3.3.2 When Illness Occurs In The School Setting

Children and staff with COVID-19 symptoms will be separated away from others in the Medical Sick Room (see Section 3.2 Response to Symptomatic Students and Staff) until they can be sent home. If the ill student or staff member has symptoms that make it difficult to wear a mask (e.g., breathing difficulties), other students and staff members must be masked and physical distanced. Schools will then take the following steps.

- The ill student or staff member will be asked to confirm that they are not aware of any potential exposure to COVID-19 in the past 14 days.
- Individuals will be sent home and referred to a healthcare provider. Persons with COVID-19 compatible symptoms will undergo COVID-19 testing. On-site testing will be available and a referral to an outside testing provider will be made if necessary.
- The District's nursing supervisor or the designee will notify the Paterson Health Department when:
 - there is an increase in the number of persons who are COVID-19 positive.
 - the District is notified that a student or staff member tested positive for COVID-19.

The District will seek to provide the following information when consulting with the Paterson Health Department:

- contact information for the ill person.
- the date the ill person developed symptoms, tested positive for COVID-19 (if known), and was last in the building.

- the ill person's close contacts.
- names, addresses, and telephone numbers for ill person's close contacts.
- vaccination status, if known.
- any other information requested to assist with the determination of next steps.

Regardless of vaccination status, if a student or staff member experiences COVID-19 compatible symptoms, the person should be isolated from others and tested for COVID-19.

3.3.3 Exclusion

COVID-19 Exclusion Criteria for Persons Who Have COVID-19 Compatible

Symptoms or Who Test Positive for COVID-19:

- Ill individuals with COVID-19 compatible symptoms who have not been tested are required to stay home for 14 days after the onset of symptoms and at least 24 hours after resolution of fever without fever-reducing medications and improvement in symptoms.
- Individuals who tested positive for COVID-19 are required to remain home for 10 days and present a negative COVID-19 test result or medical clearance from a health care provider to return to school or work.
- Persons who test positive for COVID-19 but who are asymptomatic are required to stay home for 10 days and are required to submit a negative COVID-19 test result or medical clearance from a health care provider.
- An alternate diagnosis (including a positive strep test or influenza swab) without a negative COVID-19 test is not acceptable for individuals who meet COVID-19 exclusion criteria to return to school or work earlier than the timeframes above.

The COVID-19 Exclusion Table in the [NJDOH guidance for local health departments](#) may be used to determine the need for and the duration of school exclusion based on the level of COVID-19 community transmission in their region.

Schools will remain open unless public health investigation indicates that closure is warranted.

COVID-19 Exclusion Criteria for Close Contacts

Staff or students who are close contacts of a person who tested positive for COVID-19 will be required to self-quarantine for 14 days during periods of high community transmission. When local transmission rates are moderate or low, exposed close contacts will be required to self-quarantine for a reduced period of 10 days. Exposed close contacts who are fully vaccinated and have no COVID-19-like symptoms will not be required to self-quarantine unless a member of their household currently has COVID-19. Staff or students who live with a person who has COVID-19 will be required to self-quarantine for 14 days, regardless of vaccination status.

COVID-19 Travel Exclusion Policy

Regardless of vaccination status, students and staff will be required to self-quarantine after returning from international travel. If a person is not fully vaccinated and did not recover from COVID-19 in the past three months but more than two weeks ago, self-quarantine will also be required after returning from domestic travel to any state that is under a government-issued travel advisory or quarantine recommendation.

Remote Instruction/180-Day Requirement

In order for a district to receive state aid, schools must be in session for 180 days. Should Paterson Public Schools be required to close school buildings for more

than three consecutive days due to a declared state of emergency, declared public health emergency or a directive and/or recommendation by the local health agency to institute a health-related closure, days of remote instruction will count towards the District's 180 day requirement. If a school is required to exclude a student, group of students, a class, or multiple classes as a result of the scenarios above, while the school itself remains open for in-person instruction, the District will be prepared to offer remote instruction to those students in a manner commensurate with in-person instruction to the extent possible.

4. Contact Tracing

In Paterson Public Schools, school nurses provide contact tracing for the District's schools. Contact tracing is a strategy used to determine the source of an infection and how it is spreading. Finding people who are close contacts of a person who has tested positive for COVID-19, and therefore at higher risk of becoming infected themselves, to help prevent further spread of the virus.

School nurses will identify school-based close contacts of positive COVID-19 cases in the school. As with other communicable disease outbreaks, schools will assist in identifying the close contacts within the school and communicate this information to the Supervisor of Nursing who will notify the City of Paterson's Department of Health and Human Services. Schools are responsible for notifying parents and staff of the close contact exposure and exclusion requirements while maintaining confidentiality. See Appendix 2 and Appendix 3 at the end of this publication for sample letters notifying parents of COVID-19 cases and close contacts of cases. The Paterson Health and

Human Services Department's contact tracing team will notify and interview the close contacts identified by the school and reinforce the exclusion requirements.

5. Testing

The District will implement testing combined with key prevention strategies to detect new cases, prevent outbreaks, reduce the risk of further transmission, and protect students, teachers, and staff from COVID-19. On-site testing will be made available through a contracted provider in order to ensure that students and staff members have ready access as needed. The provider will establish operational procedures, provide licensed healthcare personnel to administer tests, obtain consent from patients, supply FDA-approved PCR saliva tests and necessary personal protective equipment, process tests at CLIA-certified labs, and report results to patients and District representatives.

5.1 Diagnostic Testing

On-site diagnostic testing will be available to staff and students who are exhibiting symptoms or who were exposed to someone with COVID-19. Testing will be performed by a contracted provider, at locations designated by the District. Test results will be made available to patients and District representatives online within 24 to 48 hours.

5.2 Screening Testing

During periods of high community transmission, the District may implement screening testing in order to prevent secondary transmission among staff and students without symptoms or known exposure. Screening testing is intended to identify new cases even if there is no reason to suspect infection. If screening becomes necessary,

the District will work closely with its contracted testing provider and with the Paterson Department of Health and Human Services to develop a data-driven testing strategy.

6. Lockers

Students will be able to store books and personal belongings in lockers, although access to lockers will be regulated in order to help maintain safe environments in schools.

6.1. Locker Breaks

Students will be able to go to lockers based on scheduled locker breaks in order to maintain physical distancing in hallways. Principals will develop the schedule of locker breaks that will stagger students' access to lockers.

6.2 Physical Education/Locker Rooms

Students will not be able to access locker rooms to change clothes for physical education classes. Therefore, students should come to school appropriately dressed for physical education class on those days when they are scheduled to have physical education class.

7. In Case Of Changes In CDC/NJDOE Guidance

If and when the CDC and NJDOE in-person instruction guidance changes, one of the following three options will occur in order to keep the District in compliance:

- Transition To Remote Instruction
- Opening With Remote Instruction
- Hybrid Model

7.1 Transition To Remote Instruction

In the fall of 2021, if the District must transition to remote learning after opening with in-person instruction, the District will be prepared according to the following measures:

- Teachers will have established Google Classrooms and provided the link to the students on the first day of class. This is inclusive of all instructional staff.
- Schedules will remain as is for remote learning. Staff and students will follow the same schedule as they did for full-day in-person Monday through Thursday. Fridays will be a 1:00 pm dismissal for students to work on their intervention platforms and staff will be involved in professional development. Modifications will be made as needed.
- Google Meets will take place daily for each instructional period.
- Food distribution sites will reopen as they did last year.
- Remote COVID-19 forms will be completed as positive test results are reported to the District by staff and students.
- Remote logs will be completed by District employees and submitted to their administrators to verify their workdays.
- Back to School Nights will be held remotely.
- Parent resources will be available online for parents to access should they need help.
- Parent University will support parents in continuing to understand Google Classroom.
- The District will ensure that all students have access to technology, inclusive of a hot spot if necessary.
- The District will maintain parent hotlines.

7.2 Opening With Remote Instruction

In the event the District must begin the school year remotely, the District will follow the same guidelines as were followed for the 2020-2021 school year.

- Students will be emailed/contacted by their teachers informing them of their Google Classroom link so that students can join the classroom.
- Schedules will be shared with parents via the Backpack on Infinite Campus and be distributed by the principals at the schools if needed.
- Food distribution sites will continue to operate.
- Technology distribution, inclusive of hot spots if necessary, will occur at the schools to ensure new students have devices and internet access.
- Remote COVID-19 reporting forms will be completed as positive test results are reported to the District by staff and students.
- Remote logs will be completed by District employees and submitted to their administrators to verify their workdays.
- Students will follow a full day, remote schedule. Staff and students will follow the same schedule as they did for full-day, in-person Monday through Thursday. Fridays will be a 1:00 pm dismissal for students to work on their intervention platforms and teachers will be involved in professional development. Modifications will be made as needed.
- Back to School Nights will be held remotely.
- Parent resources will be available online for parents to access should they need help.

- Parent University will support parents in continuing to understand Google Classroom.
- The District will maintain parent hotlines.

7.3 Hybrid Model

- Students will be placed in cohorts.
 - Cohort A students will be in-person on Mondays and Wednesdays and remote on Fridays.
 - Cohort B students will be in-person on Tuesdays and Thursdays and remote on Fridays.
- There will be a full day schedule Monday through Thursday, and a 1:00 p.m. dismissal on Friday. On Fridays, students will work on their intervention platforms and teachers will be involved in professional development. Modifications will be made as needed.
- Students will leave the buildings with breakfast and lunch for the days they are home for remote instruction.
- The District will maintain parent hotlines.

7.4 Classroom Compliance

Classrooms will be in compliance with COVID guidelines.

- Desks will be three feet apart.
- Masks will be required to be worn at all times with exceptions (i.e., eating, drinking, outdoor recess, outdoor physical education classes).
- Trifold partitions will add an additional layer of protection.
- Hand sanitizer will be available in every classroom.

- Two windows will be open at all times.
- Air purifiers, air scrubbers, and air blasters will be in all classrooms and large spaces.
- Teachers and paraprofessionals will all have partitions.
- Personal Protective Equipment (PPE) will be provided to all staff.
- A Medical Sick Room will be identified in each building.
- Temperature scanners will be functional in all buildings.
- Students and staff will be required to complete a certification form at the beginning of the school year acknowledging that they will self-monitor for COVID-19 symptoms daily and will not enter any District facility while experiencing symptoms. All others must complete a health screening questionnaire daily upon arrival to any District facility.
- Signage will be displayed in schools (walk to the right, social distancing, etc.)

Appendix 1: School Notification Of A Positive COVID-19 Case In School

The following is a sample of the letter that schools will send to parents in the event there is a positive COVID-19 case in school.

Dear Parents/Guardians:

This letter is to inform you that an individual at [school] has tested positive for the COVID-19 virus. The District is coordinating closely with public health officials and following CDC, state, and local health department guidance in order to assure the health and safety of our community.

Cleaning and disinfecting of all exposed areas has been completed. The school is also taking precautions to prevent the introduction and spread of viruses and other germs and is cleaning frequently touched surfaces daily. [Insert details on any scheduling changes, if applicable.] The status of this situation is fluid, and we are monitoring it closely.

We understand the level of concern regarding COVID-19. We encourage parents and students to continue the Centers for Disease Control and Prevention promoted safeguards, such as:

- Staying at home when you are sick
- Washing hands often with soap for at least 20 seconds
- Covering coughs and sneezes and properly disposing of tissues
- Limiting close contact with people who are sick and not sharing food, drink, and utensils
- Practicing social distancing (staying at least 6 feet apart)
- Wearing a face covering while in school
- Continuing to monitor your health for symptoms

As always, we appreciate your support and cooperation. You can assist us by remaining vigilant but sensible in your approach to dealing with this health concern. Should you have any questions about this situation, please feel free to contact [principal or school nurse] at [phone and email information]. Below are some resources that might be helpful.

RESOURCES

- a. NJDOH COVID-19 webpage: <https://www.nj.gov/health/cd/topics/ncov.shtml>
- b. CDC COVID-19 webpage: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- c. Symptoms of COVID-19: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- d. Testing: <https://www.cdc.gov/coronavirus/2019-ncov/testing/index.html>
- e. How To Protect Yourself: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>
- f. What To Do If You Are Sick: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

Sincerely,

[Principal's name]

Appendix 2: School Notification Of Close Contact Of Case In School

The following is a sample of the letter that schools will send to parents in the event their child is a close contact of a positive COVID-19 case in school.

Dear Parents/Guardians:

This letter is to inform you that your child has been identified as a **close contact** of a confirmed case of COVID-19 that occurred at [school] has tested positive for the COVID-19 virus. A close contact is someone who was within 3 feet of a confirmed case of COVID-19 for at least 10 minutes.

Due to this exposure your child will need to be kept home from school through [14 days from the date of last exposure]. We ask that you be on the lookout for the signs and symptoms of COVID-19 in your child through that date. Symptoms can include but are not limited to fever, cough, shortness of breath, sore throat, headache, diarrhea, vomiting, and abdominal pain. Not everyone will get all of these symptoms. Your local health department will also be in touch with additional information.

If you believe your child may have COVID-19, contact his or her primary care physician for directions. Most people who are mildly or moderately ill with COVID-19 will be able to safely recover at home.

Cleaning and disinfecting of all exposed areas has been completed. The school is also taking precautions to prevent the introduction and spread of viruses and other germs and is cleaning frequently touched surfaces daily. [Insert details on any scheduling changes, if applicable.] The status of this situation is fluid, and we are monitoring it closely.

As always, we appreciate your support and cooperation. You can assist us by remaining vigilant but sensible in your approach to dealing with this health concern. Should you have any questions about this situation, please feel free to contact [principal or school nurse] at [phone and email information]. Below are some resources that might be helpful.

RESOURCES

- a. NJDOH COVID-19 webpage: <https://www.nj.gov/health/cd/topics/ncov.shtml>
- b. CDC COVID-19 webpage: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- c. Symptoms of COVID-19: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- d. Testing: <https://www.cdc.gov/coronavirus/2019-ncov/testing/index.html>
- e. How To Protect Yourself: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>
- f. What To Do If You Are Sick: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

Sincerely,

[Principal's name]