

MIDDLETOWN TOWNSHIP PUBLIC SCHOOLS
Office of the Assistant Superintendent for Student Activities/Services
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William O. George III, Ed.D.
Superintendent of Schools

Mary E. Walker
Assistant Superintendent

March 3, 2020

Dear school community members,

The Novel Coronavirus (COVID-19) that recently surfaced out of China, has been found within the US, but not within our community. Be assured that the virus is being closely monitored by the Center for Disease Control (CDC) and health departments. As student and staff health and safety are top priorities for the District, we will continue to work closely with the state health department regarding updates, directions and protocols.

To prevent the spread of communicable illnesses, including seasonal flu and COVID-19, the district is taking steps to educate students, staff and the school community on prevention measures they can take. Staff will be guiding students on following prevention measures; however, we encourage parents to reinforce these practices.

- Wash your hands with soap and water. Hand sanitizer should be used if soap and water is not available.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Avoid contact with people who are sick.
- Stay home while you are sick and avoid contact with others.
- Cover your mouth and nose with a tissue or sleeve when coughing or sneezing.
- If you are traveling overseas follow the CDC's guidance at [CDC Travel](#).

While regular attendance directly impacts student achievement, it is important for parents to keep children home from school if they are ill with symptoms of any communicable disease. If you choose to keep your child home, please notify the school of the presenting symptoms. The staff will document an internal notation for consideration as an administratively excused absence for students exceeding 16 absences or in loss of credit in one or more courses at the high school level. Please visit the [Letter Regarding Student Attendance](#) on the District website for additional information.

Our custodial staff also plays an essential role in preventing the spread of communicable disease. On a daily basis, our staff uses electrostatic sprayers to disinfect doorknobs, push bars, water fountains, bathroom fixtures, elevator buttons, railings, light switches and other

surfaces frequently touched by students and staff. The disinfectant is effective on coronavirus and other seasonal cold and flu viruses. In addition, desks, cafeteria tables and other flat surfaces are sanitized daily.

Planning for the instructional needs of students when not in school, such as students in quarantine on home instruction or a larger scale need for instruction outside of school, is currently taking place. Our curriculum and technology team is working to develop protocols and provide guidance to staff if the need arises.

This afternoon, the district administration took part in a conference call with the NJ Department of Education. Discussed were updates and guidance on prevention and preparedness. We will continue to monitor information being released from the health agencies and NJDOE as well as maintain our contact with both the Monmouth County Health Department and County Executive Superintendent's Office.

Sincerely,

Mary Ellen Walker
Assistant Superintendent

Additional Information:

[Frequently Asked Questions about Novel Coronavirus](#)

[New Jersey Department of Health COVID-19 Guidance for Child Care and K-12 Schools Mar 3](#)

[Novel Coronavirus 2019 \(2019-nCoV\) Information for K-12 Schools Feb 2](#)

[Novel Coronavirus 2019 \(2019-nCoV\) Information for K-12 Schools Jan 28](#)

[CDC Website](#)

[NJ DOH](#)