



Florham Park Public Schools

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March 6, 2020

Dear Florham Park Parents/Guardians and Staff,

RE: Coronavirus "COVID-19" District Update

Since my last letter to you on February 28, 2020, District officials and I have participated in meetings and conference calls with local and county Office of Emergency Management (OEM), county and state officials, Superintendents and health department officials, and participated in the recent Coronavirus Preparedness Briefing for Educational Stakeholders conducted by Governor Murphy.

Based upon these conversations, and the most recent communication from the NJDOE, the following items have been implemented:

1. **Possible School Closing** - Last evening (3/5/20), the New Jersey Department of Education released guidance regarding public health-related school closures from the Department of Health. The guidance provided indicated:
 - a. *"Schools may be asked to close preemptively or reactively, therefore schools should be making plans for what to do if there are recommendations for closing schools or cancelling events."*
 - b. Should schools close, provision of home instruction services may include online instruction (*Distance Learning*) or any other means developed to meet the needs of its students. Any day in which students are impacted by a public health-related closure and students have access to home instruction services provided under the guidance mentioned by the NJDOE, will count towards the NJDOE 180-day school year requirement.

Being proactive, the Florham Park staff has already been working to plan for a potential closure of schools prior to yesterday evening's NJDOE guidance release. Through the use of Genesis, Google Classroom, and/or online assignments sent via email to parents, teachers will be able to communicate with students and parents in a remote-fashion using personal devices from home.

IMPORTANT SURVEY - If you **DO NOT** have access to an internet enabled electronic device for student educational use (computer, Chromebook, tablet, etc.), please complete this [Internet Enabled Device for Educational Purposes Survey](#) immediately in order to provide the District an opportunity to plan accordingly. Please prepare for the possibility that schools could close in a sudden fashion. Please understand that if there is a closure, the District may not be able to bring students or staff into the buildings to retrieve personal belongings.

2. **District Protocol** - Our custodial staff continues to disinfect and sanitize on a regular basis as per protocol, and has increased these efforts for flu season and due to this most recent COVID-19 concern. Our staff is being provided with additional disinfectant products for the classrooms and they have been vigilant with reminding students to wash their hands and to follow proper hygiene. I have already met with the Grade level Team Leaders, the FPEA President, and the Administrative Team to discuss standard operating procedures and to create Distance Learning opportunities for each grade level to meet the needs of our general and special education students.

3. **Field Trips / Facility Use** - We will continue to monitor field trips and building facility usage which take place over the next few months and will make determinations about them as the situation evolves.
4. **Communication** – The District has recently created an online [COVID-19](#) informational page for you to reference. This link will be posted on the *Health Updates* page under the *Parents Tab*, as well each school nurse’s website. The site also contains a link to [Talking to Children About COVID-19: A Parent Resource](#) for guidance at home.
5. **Reminders** - We will remain in close contact with our local officials in developing procedures. Our health officials continue to emphasize the importance of healthy habits to reduce the transmission of illnesses. They include:
 - a. Cover coughs and sneezes with a tissue or with your sleeve, not your hands.
 - b. Avoid touching eyes, nose and mouth.
 - c. Wash hands often, with soap and water for at least 20 seconds, especially after coughing or sneezing.
 - d. Keep your children home when they are sick. Children should not return to school unless they have been fever-free without medication for 24 hours.
 - e. Avoid people who are sick.
 - f. Clean and disinfect frequently touched surfaces and objects.
 - g. If your child or family member does not feel well, see your doctor.
 - h. See additional CDC [guidelines](#).

The purpose of these updates is not to cause alarm or panic, but to communicate and prepare as best we can. The District will continue to provide updates and information as appropriate and necessary. Thank you for taking the time to review this information and your continued cooperation in keeping our school community safe and healthy.

Sincerely,

Steven Caponegro

Dr. Steven Caponegro
Superintendent of Schools