



KIMBERLY J. SCHNEIDER, Ed.D.
Superintendent

March 10, 2020

Dear Staff, Parents and Guardians,

Mercer County Technical Schools (MCTS) is committed to the health and safety of our staff and students. We are following recommendations from the New Jersey Department of Health, the New Jersey Department of Education, and Centers for Disease Control (CDC) regarding the Coronavirus (COVID-19) and will continue to communicate with you as we learn more.

Currently we are asking for everyone's cooperation to prevent the spread of the disease in the school and in our community.

As with any illness, please take the proper precautions to stop the spread. This includes frequent hand washing with soap and water, using an alcohol-based hand sanitizer that contains at least 60% alcohol (if soap and water are not available), avoid touching the eyes, nose and mouth, covering coughs and sneezes with a tissue or sleeve (hands should not be used to cover a cough or sneeze), and refraining from sharing personal items such as utensils and drinks.

If a staff member or student is sick the recommendation is that they remain home from school or work. Staff or students presenting symptoms of a fever, cough or difficulty breathing while at the school will be sent home.

Before returning to the District, staff member/student should be **fever free for 24 hours without fever-reducing medication like Acetaminophen or Ibuprofen.** **If the staff member/student has been absent with a fever-related illness, please be prepared to provide a note from a doctor authorizing your return to work/school.**

If a staff member or student knows that they have been exposed to COVID-19 please notify the District and follow public health recommendations. If you plan to travel to high-risk locations during the upcoming Spring Break, please advise your student's building principal. This may require imposing a 14-day self-quarantine. Please consult the [CDC website about foreign travel](#) particularly as you plan for future trips including any over Spring Break.

The District is in the process of creating a remote learning plan so students can continue their schoolwork from home in the event that we are forced to close schools. Further communication will follow.



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Also, as a reminder, if your student is on medication during the school day please plan ahead to ensure the continuity of your student's medical needs.

In addition to our normal cleaning routines, MCTS custodial staff are now disinfecting touch points and surfaces daily with *Brutabs 6S*, a safe alternative to bleach, using a spray bottle and wiping down with a microfiber cloth that is laundered daily or using a Victory Electrostatic Sprayer.

Examples of touch points in schools include:

- Classroom desks
- Lunchroom tables
- Door handles and push plates
- Handrails
- Kitchen and bathroom faucets
- Light switches
- Athletic Equipment
- Buttons on vending machines and elevators
- Telephone handsets
- Shared computer keyboards and mice
- District bus seats and handrails

Disinfecting is the responsibility of school custodial staff. They are trained to use disinfectants in a safe and effective manner. Any concerns with daily cleaning/disinfecting or to request additional cleaning that is deemed necessary can be entered via a "SchoolDude" work order by District staff.

If you have further inquiries, please contact your school principal.

As always, we appreciate and thank you for your cooperation and patience during this time.

Sincerely,

A handwritten signature in blue ink that reads "Kimberly J. Schneider".

Kimberly J. Schneider, Ed.D.
Superintendent of Schools

Office of the Superintendent

1085 Old Trenton Road, Trenton, New Jersey 08690

T: 609.586.2129 F: 609.586.8966

www.mcts.edu