



**Deborah Donnelly**  
*Business Administrator/Board Secretary*  
*School Safety Specialist*  
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March 6, 2020

Dear Parents / Guardians:

The health of our students and staff is a priority at MCTS. Please know that 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). There is one case of COVID-19 being investigated in NJ at this time, but none in our immediate area. We will continue to take precautionary measures to ensure the well-being of our learning community.

The district will continue to be guided by Policy and Regulation 8451: Control of Communicable Disease which outlines specific procedures to be followed when dealing with the possibility of communicable disease. In an effort to maintain a healthy environment, the district continues to follow standard facility procedures which includes normal sanitizing and cleaning. In addition, we are also disinfecting touch points district-wide. We are also placing hand sanitizer throughout the district as needed.

We continue to encourage our students and staff to practice proper hygienic practices, such as frequent hand washing and seek proper medical attention, if necessary. It is important to note that local and federal health authorities indicate the best ways to prevent the spread of the COVID-19 are the same recommendations to prevent the spread of the flu virus, including simple and effective habits of frequent hand washing, covering every cough or sneeze, and cleaning classroom tables/surfaces frequently.

While there is no immediate risk to our community, we are prepared for the possibility that the spread of COVID-19 could affect our local region.

As this health situation continues to evolve, we will work closely with local, state and national health agencies to mitigate the effects of a possible spread to our school community and will communicate any necessary updates to our procedures, operations, and/or educational programming that may be necessary. For additional information on safe practices and prevention, please visit:

- New Jersey Department of Health@ <https://www.nj.gov/health/cd/topics/ncov.shtml> or
- Centers for Disease Control and [Prevention@htnJs://www.cdc.gov/coronavirus/2019-ncov/index.html](http://www.cdc.gov/coronavirus/2019-ncov/index.html)

For further inquiries, please contact your school Building Principal.

A handwritten signature in blue ink that reads "Deborah Donnelly".

Deborah Donnelly  
School Safety Specialist