



Central Jersey College Prep Charter School

101 Mettlers Road Somerset NJ 08873

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Central Jersey College Prep Charter School **INFLUENZA / PANDEMIC PREPAREDNESS PLAN**

March 2020

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BACKGROUND

Coronaviruses, COVID-19, and Pandemics

From the NJ Department of Health Memo - March 2, 2020

Many childcare centers, school administrators, teachers and parents within New Jersey are concerned about how the current outbreak of the 2019 Novel Coronavirus (COVID-19) will impact their communities and wish to take appropriate steps to mitigate any risks. The word “novel” means new. The Centers for Disease Control and Prevention (CDC) is working hard to learn as much as possible about this new virus so that they can better understand how it spreads and its associated illness. The New Jersey Department of Health is also working hard by developing guidance and education materials should this new virus impact our residents.

Though the CDC considers COVID-19 to be a serious public health concern based on current information, the immediate health risk to the general U.S. public is considered low at this time. The CDC and the World Health Organization are closely monitoring the national and global situation and providing ongoing guidance. At this time, the CDC recommends avoiding nonessential travel to China, Iran, Italy, and South Korea. There are additional countries with travel alerts. Updated travel information specific to COVID-19 can be found at <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>.

What is the difference between seasonal and novel coronavirus? Coronaviruses are a family of viruses and there are different types of coronavirus within that family, much like there are different types of influenza viruses. Coronaviruses in general are not new and are a frequent cause of respiratory illnesses such as the common cold. Coronaviruses tend to circulate in the fall and winter months, similar to influenza. Most people get infected with these viruses at some point in their lives. The type of coronavirus that has recently emerged in Wuhan, China **is a new type** of coronavirus and is infecting people for the first time (which means that people do not have any immunity to it). This newly discovered virus is called SARS-CoV-2 and is causing a disease named COVID-19.

What are common symptoms of COVID-19? Information to date suggests this virus is causing symptoms consistent with a respiratory illness such as cough, fever, and shortness of breath.

How is COVID-19 spread? At this time, it's unclear how easily or sustainably this virus is spreading between people. Typically, with most respiratory viruses, people are thought to be most contagious when they are most symptomatic (the sickest). Chinese officials report that sustained person-to-person spread in the community is occurring in China. Similar spread has been reported in other countries. Person-to-person spread in the United States has been detected but the risk to the general public remains low. Cases in healthcare settings, like hospitals, may also occur.

What measures can be taken to prevent COVID-19? There is currently no vaccine to prevent COVID-



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19 infection. The best way to prevent infection is to avoid being exposed to this virus. However, as a reminder, CDC always recommends everyday preventive actions to help prevent the spread of respiratory viruses.

How is COVID-19 treated? Currently, there is no specific antiviral treatment recommended for the coronavirus. There is no vaccine to prevent this virus, and the CDC advises that the best way to prevent infection is to avoid being exposed to this virus.

How should schools prepare for the potential of a coronavirus outbreak in their community? To prepare for possible community transmission of COVID-19, the most important thing for schools to do now is **plan** and **prepare**. Interim Guidance for Administrators of US Childcare Programs and K-12 Schools to Plan, Prepare, and Respond to Coronavirus Disease 2019 (COVID-19) can be found at <https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/guidance-for-schools.html>.

- Review and update or develop your outbreak response/pandemic plan and share with stakeholders before an outbreak occurs.
- Establish procedures to ensure students and staff who become sick at school or arrive at school sick are sent home as soon as possible.
- Prepare for the potential of school closures or dismissals or cancellation of school events.
- Prepare to offer home instruction to students.
- Implement flexible attendance and sick leave policies.
- Establish relationships with local public health officials and identify points of contact.
- Create emergency communication plan and maintain up to date contact information for everyone in your communication chain.
- Establish leadership team, identify essential staff functions, assign tasks and responsibilities.
- Plan workshops and training to educate staff on prevention measures.
- Continue to monitor current information from health officials.

What should a school do when a student or staff presents with symptoms of COVID-19?

- COVID-19 presents with signs and symptoms that may be indistinguishable from much more common respiratory viruses. At this time, respiratory illnesses are much more likely to be due to common viruses (e.g., influenza, common cold) than COVID-19. If a community (or more specifically, a school) has cases of COVID-19, local health officials will help identify those individuals and will follow up on next steps. Schools are not expected to screen students or staff to identify cases of COVID-19.
- Students with fever, cough, or difficulty breathing should be placed away from others and asked to wear a facemask until they can be sent home.
- Staff members should be sent home and advised to seek medical advice.
- Notify your local health department with any questions or concern about an ill student www.localhealth.nj.gov



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EMERGENCY RESPONSE TEAM

Phone: 732-649-3954

1. Members of the Emergency Response Team are listed below and may be asked to meet as needed.
2. This plan may be modified based on new information and updates from the CDC, The NJ Health Department, and the NJDOE. Meetings may be held to review, update, and approve the Pandemic Crisis Plan for the upcoming school year and conduct tabletop emergency exercises. ERT committee members will review and understand their roles and responsibilities during a pandemic crisis.

Contact	Title	Contact Information	
Dr. Namik Sercan	Chief Education Officer	nsercan@cjcollegeprep.org	Ext. 1001
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Dr. Joanna Leontaris	Curriculum Supervisor	jleontaris@cjcollegeprep.org	Ext. 1634
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Fatih Kayalar	School Business Administrator	sba@cjcollegeprep.org	Ext. 1509
Wawa Bukong	Head School Nurse	wbukong@cjcollegeprep.org	Ext. 1216
David Master	Director of Facilities	dmaster@cjcollegeprep.org	Ext. 1501
Adrian Taylor	Building/Ground Manager	ataylor@cjcollegeprep.org	Ext. 1001
Mualla Dincer	Human Resources Officer	hr@cjcollegeprep.org	Ext. 1504
Serkan Tayfur	IT Coordinator	it-cjcp@cjcollegeprep.org	Ext. 1424
Kevin Tempalsky	School Resource Officer	ktempalsky@cjcollegeprep.org	Ext. 1101

Roles and Responsibilities of Emergency Response Team

Chief Education Officer of Schools or Designee

- Maintains authority over all pandemic or crisis management plans.

Director of Curriculum and Instruction

- Maintains academics and student learning.
- Instructional materials for each New Jersey Student Learning Standard is suggested to be made available and designed to support student learning for up to three weeks.
- Google Classroom, email, Genesis and our School Messenger phone system will be used to deliver necessary instruction.
- Teaching staff members will be expected to continue to develop and deliver instruction and assessments.
- We will be mindful of families who are not connected to internet service at home.
- Hard copies of material will be available.

School Business Administrator



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- Monitors and maintains the following departments prior to and during any emergency: Facilities (Buildings and Grounds), Transportation, and Food Service.
- Work with the supervisor in each area to ensure proper responses to any emergency.

Director of Human Resources

- Maintains protocol for personnel policies appropriate for both possible long and short term duration of pandemic absences.
- Will promote faculty/staff physical and mental well-being
- **Plans for cross-training for "core" and "essential" jobs.**

Facilities Manager

Takes appropriate measures to minimize, to the greatest extent possible, the risk of viral transmission in the school facilities with vigorous cleaning policies and practices which include (but are not limited to) on a daily basis:

- Filling of soap and hand sanitizers
- Ensuring all paper towel holders are filled and functioning at all times
- Sweeping and wet mopping of all floors
- Vacuuming of rugs
- Cleaning and sanitizing of hard surfaces including fountains, door knobs, work areas, computer keyboards, counter tops, railings, stairwells, and writing tools
- Cleaning and sanitizing of bathrooms -toilets, sinks, walls, floors
- Cleaning and sanitizing of cafeterias - tables, chairs, food lines
- Cleaning of vents
- The facilities manager with the assistance from the Business Administrator, assures the provision of power, heat and ventilation, water, sewer, and janitorial service.

Supervisor of Health Services

- Coordinates with the Director of Pupil Services to assure necessary medical supplies and assistance are available.
- Communicate as necessary with the Chief Education Officer of the school, the school physician, and the County and State health officials.
- Monitor both student and staff absences.
- Communicate with all school nurses and assist the district in altering their reaction plan as necessary.

Food Service Director

- Maintains the food service environment including serving stations, food storage areas, and food preparation areas.
- Ensures servers are free from illness.
- Provides a contingency for the continued provision of food for free and reduced lunch students.



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DEMOGRAPHIC PROFILE

	Total Students	
Student Characteristics	# of Students	% of Total
Total Students	1020	100.0%
Grade Level		
Kindergarten	96	9.4%
Grade 1	96	9.4%
Grade 2	96	9.4%
Grade 3	96	9.4%
Grade 4	71	7.0%
Grade 5	49	4.8%
Grade 6	136	13.3%
Grade 7	113	11.1%
Grade 8	82	8.0%
Grade 9	50	4.9%
Grade 10	45	4.4%
Grade 11	43	4.2%
Grade 12	47	4.6%

Race/Ethnicity		
American Indian or Alaskan Native	1	0.1%
Asian	492	48.2%
Black	237	23.2%
Hispanic	138	13.5%
White	123	12.1%
Multi	29	2.8%
Lunch Status		
Free Lunch	181	17.7%
Reduced Rate Lunch	47	4.6%
Not Eligible	792	77.6%
Special Education		
Special Education	60	5.9%
Not Special Education	960	94.1%
English Language Learner		
ELL	26	2.5%
Not ELL	994	97.5%



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CONTINUITY OF OPERATIONS

A. Protocol - Schools Open

When necessary, the Chief Education Officer will initiate the response process:

Main Office

- The CEO will send out a message via School Messenger and the school's website informing parents that some students are sick but schools remain open, encouraging the school community to refer to handbooks, the school calendar, and school website for additional information.
- The CEO will provide updates and the latest research information to staff, students, and parents via School Messenger and the school's website.

School Nurse

- The school nurse will continue with surveillance reporting procedures, conduct student as well as staff assessments and provide updates to the administration.
- The school nurse will serve as the primary authority for sending home sick staff and students. Students and staff deemed ill and having pandemic related symptoms will not remain at school and should return only after their symptoms resolve and they are physically ready to return to school; they will be required to remain at home for the infectious period.
- Student absences will be counted as excused and staff absences will be counted as sick days.
- Students and staff not reporting to school due to pandemic related symptoms and illness are only required to call once during the illness period to report absences.

Teachers

- Reinforce student infection control procedures.
- Send students to the school nurse who appear ill.

Custodial Staff

- Ensure an ample supply of sanitizing supplies and daily sanitizations.
- Take appropriate actions to minimize the risk of viral transmission in school facilities to the greatest extent possible.
- Prepare all facilities for reliable functioning as part of community response efforts (e.g., a building used as an isolation facility).
- Prepare to restore facilities to their normal use.
- Assure the provision of power, telecommunications, heat and ventilation, water, sewer, janitorial services, etc. appropriate to facilities based on their classification during an event.

Secretarial/Security Staff

- Utilize absentee questionnaires and forward all attendance information to the building nurse immediately.
- Reinforce student infection control procedures.
- Send students who appear ill to the school nurse.



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School Counselors/ Child Study Team

- Promote students, faculty, and staff mental well-being during the event via in-services, individual and group counseling sessions.

Addressing Stigma

Stigma can affect people, places, or things. It occurs when people associate a risk with something specific—like a minority population group—and there is no evidence that the risk is greater in that group than in the general population. Stigmatization is especially common in disease outbreaks.

Example: A 2002 outbreak of severe acute respiratory syndrome (SARS) in China caused global concern. Unfortunately, fear also led to a great deal of stigma. Although there were no associated cases of SARS in America, many citizens began to avoid Chinatowns and other Asian-American communities—including Japanese, Korean, and Vietnamese peoples—throughout the United States because they believed those groups were at greater risk for spreading SARS.

Stigmatized groups may suffer psychologically and economically. They may be subjected to:

- Social avoidance or rejection
- Denial of healthcare, education, housing, or employment
- Physical violence

Stigmatizing minority groups may also distract people from focusing on the real risks in a crisis situation. When only part of a population is perceived as being affected, others may incorrectly believe they are not at risk. By assuming they are safe, the majority population groups may not take important public health precautions, unintentionally compromising their own health and well-being.

Crisis communicators must work to counter stigmatization during a disaster. Messages should reinforce real risks through accurate information and awareness. Images should reflect all people who are susceptible to getting sick. Ideally, public health messages will proactively address possible stigma before it begins. However, prepared communicators should be ready to challenge any negative stigmatizing behaviors that do emerge.

B. Protocol - Schools Closed

When necessary, the CEO will activate the response plan.

Main Office

- CEO informs administrators directing them to close some or all schools identified by the state; any non-academic events will be canceled as well.
- Send out messages via School Messenger and the school's website informing parents that schools are closed; encourage the school community to refer to handbooks, the school calendar, and school website for additional information.
- The CEO will provide updates and the latest research information to staff, students, and parents via School Messenger and the school's website
- School Nurse
- Check, monitor, and respond to voicemail and email messages on a daily basis.



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- Provide health updates to the administration for posting via School Messenger and the school's website

Teachers

- Check, monitor, and respond to voicemail and email messages on a daily basis.
- Grade work submitted through the continuation of the learning process.
- Log pupil, parent, staff contacts.
- Prepare lesson plans for the recovery phase.
- Complete reports as necessary.

Administration/Supervisors

- Implement their continuity of education services plan.
- Check, monitor, and respond to voicemail and email messages on a daily basis.
- Monitor staff health and work performance.
- Complete reports as necessary.

Custodial Staff

- Restock ample supply of sanitizing supplies.
- Take appropriate actions to minimize the risk of viral transmission in school facilities to the greatest extent possible.
- Prepare all facilities for reliable functioning as part of community response efforts (e.g., a building used as an isolation facility).
- Prepare to restore facilities to their normal use.
- Assure the provision of power, telecommunications, heat and ventilation, water, sewer, janitorial services, etc. appropriate to facilities based on their classification during an event.

School Counselors/ Child Study Team

- Counselors and child study team members will check, monitor, and respond to voicemail and email messages on a daily basis.
- Psychological first aid will be provided as necessary.

Other Core Operations

Payroll

- The Business Office will continue regular functioning from an outside location if necessary.

Food Service

- (Policy #'s - 3542 Food Service; 3542.1E Wellness and Nutrition; 3542.2 School Meal Program Arrears; 3542.31 Free or Reduced-Price Lunches/Milk)



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CLASSROOM TIPS AND STAFF RESOURCES

COVID-19 Classroom Tips

Coronaviruses are a large family of viruses that cause illness ranging from the common cold to more severe diseases. COVID-19 is caused by a novel coronavirus; this means it is a new strain that has not been previously identified in humans. COVID-19 is a respiratory disease that is mainly spread person-to-person. Currently, there is no available vaccine or curative treatment, so the best preventative strategy is to avoid exposure. To reduce the spread of the virus, a variety of approaches will be used, including keeping those who are sick away from others and promoting healthy hygiene strategies. As a reminder, the CDC always recommends everyday preventive actions to help prevent the spread of respiratory diseases.

The CDC recommended checklist that follows provides steps you can take as school leaders to plan for a possible disease outbreak.

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60 percent alcohol. Always wash hands with soap and water if hands are visibly dirty.
- Perform routine environmental cleaning.
- Clean and disinfect frequently touched objects and surfaces (e.g., doorknobs, light switches, countertops) with the cleaners typically used. Use all cleaning products according to the directions on the label.
- Provide disposable wipes so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down by students and staff before each use.

WHO TO CONTACT WHEN:

- A staff member or student has the following symptoms - fever, cough, shortness of breath:
School Nurse
- Classroom or section in building needs to be cleaned: School Principal
- Parents ask questions regarding COVID-19: School Secretary/School Nurse/School Principal



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For All Staff

Precautionary Measures in Response to COVID-19

According to the CDC, patients with COVID-19 have reportedly had mild to severe respiratory illness. Symptoms may appear 2- 14 days after exposure and include fever, cough, and shortness of breath. Call your healthcare professional if you develop symptoms and have been in close contact with a person known to have the disease or if you recently traveled from an area with widespread or ongoing community spread of the disease.

The school is taking the following proactive measures in response to guidance information received regarding COVID-19:

- Appropriate measures are being taken to minimize, to the greatest extent possible, the risk of transmission in school facilities with vigorous cleaning practices. This includes, but is not limited to, cleaning and sanitizing hard surfaces, bathrooms, and the cafeterias.
- Emergency Operations Plans are being reviewed and updated. These include facilities, transportation and food services.
- Nursing services will continue to monitor students and staff whom my exhibit respiratory symptoms. They will adhere to exclusion recommendations from public health. For acute respiratory illness, fever free for 24 hours without fever-reducing medication.
- As always, if a student in your class is exhibiting signs of illness, including signs of the flu, they should be immediately referred to the school nurse for assessment.

There are common steps that you can take to prevent the spread of any respiratory virus, including the Coronavirus:

- Get your flu vaccine.
- Cover your coughs and sneezes with a tissue or into your sleeve, not your hands .
- Avoid touching your eyes, nose and mouth.
- Wash hands often for at least 20 seconds, especially after coughing or sneezing. Use alcohol based hand sanitizer (60% alcohol) if soap and water are not available.
- Stay home if you're sick, especially with a fever.
- Avoid close contact with people who are sick.
- Avoid shaking hands. An elbow bump is recommended as an alternative.
- Use a closed fist or hip to open and close doors whenever possible. Use a knuckle rather than the pad of your finger to turn on light switches.
- Practice other good health habits. Get plenty of sleep, be physically active, manage your stress, drink plenty of fluids, and eat nutritious food.
- Follow the CDC's recommendations for using a face mask.

The **NJDOH** has established a hotline (**800-222-1222**) to answer questions about COVID-19. Operated by the Poison Information and Education System, the 24-hour public hotline is staffed with trained healthcare professionals and can accommodate callers in multiple languages.



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For Nursing Staff

Precautionary Measures in Response to COVID-19

What are common symptoms of COVID-19?

Information to date suggests this virus is causing symptoms consistent with a respiratory illness such as cough, fever, and shortness of breath.

How is COVID-19 spread?

At this time, it's unclear how easily or sustainably this virus is spreading between people. Typically, with most respiratory viruses, people are thought to be most contagious when they are most symptomatic (the sickest). Chinese officials report that sustained person-to-person spread in the community is occurring in China. Similar spread has been reported in other countries. Person-to-person spread in the United States has been detected but the risk to the general public remains low. Cases in healthcare settings, like hospitals, may also occur.

What measures can be taken to prevent COVID-19?

There is currently no vaccine to prevent COVID-19 infection. The best way to prevent infection is to avoid being exposed to this virus. However, as a reminder, CDC always recommends everyday preventive actions to help prevent the spread of respiratory viruses. (*see below*)

How is COVID-19 treated?

Currently, there is no specific antiviral treatment recommended for the coronavirus. There is no vaccine to prevent this virus, and the CDC advises that the best way to prevent infection is to avoid being exposed to this virus.

How will school nurses receive communication on COVID-19?

To date, Dr. Dawson has provided nurses with all information that she has received on COVID-19. You will continue to be updated as new information becomes available.

What should you do when a student or staff presents with symptoms of COVID-19?

- COVID-19 presents with signs and symptoms that may be indistinguishable from much more common respiratory viruses. At this time, respiratory illnesses are much more likely to be due to common viruses (e.g., influenza, common cold) than COVID-19. If a community (or more specifically, a school) has cases of COVID-19, local health officials will help identify those individuals and will follow up on next steps. You are not expected to screen students or staff to identify cases of COVID-19.



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- Students with fever, cough, or difficulty breathing should be placed away from others and asked to wear a face mask until they can be sent home.
- Staff members should be sent home and advised to seek medical advice.

What else can you do?

Instruct and encourage staff, students, and families to follow the common steps that everyone can take to prevent the spread of any respiratory virus, including COVID-19:

- Get your flu vaccine.
- Cover your coughs and sneezes with a tissue or into your sleeve, not your hands .
- Avoid touching your eyes, nose and mouth.
- Wash hands often for at least 20 seconds, especially after coughing or sneezing. Use alcohol based hand sanitizer (60% alcohol) if soap and water are not available.
- Stay home if you're sick, especially with a fever.
- Avoid close contact with people who are sick.
- Avoid shaking hands. An elbow bump is recommended as an alternative.
- Use a closed fist or hip to open and close doors whenever possible. Use a knuckle rather than the pad of your finger to turn on light switches.
- Practice other good health habits. Get plenty of sleep, be physically active, manage your stress, drink plenty of fluids, and eat nutritious food.
- Follow the CDC's recommendations for using a face mask.

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Coronavirus Secretary Response to Parent Inquiries

Directions:

1. Parent phone calls that are received by clerical staff will respond by using the *Phone Script* below. If the parent requires more support, please ask the caller the child's name. Look up the child's information in Genesis to ensure caller is the guardian of the child. Once information is verified, please transfer the call to the child's school nurse.

2. If the media contacts your school or your office, take a message and inform your immediate supervisor.

Phone Script

Thank you for your phone call, we have information for parents about the Coronavirus that is located on our school websites.

Coronavirus- Parent Resources

If you have a more specific question, I can transfer you to the principal or the school nurse who can provide you with more assistance.

The following processes and procedures are to be practiced within the school to continually report the absentee rates for staff and students in collaboration with local health departments once a pandemic has been confirmed as present in New Jersey or once such information has been requested by the Health Department and/or County Superintendent's Office:

- The school nurse will authorize individual student and staff dismissal due to identified and pandemic related symptoms; any students and/or staff members with these symptoms will be sent home immediately and required to remain at home for the infectious period or clearance from a physician. Students awaiting parents/guardians due to illness will be held in a separate area in the Nurse's Office or another designated location until pick up.
- The secretary responsible for attendance reporting will forward, on a daily basis, the names of **students** who are absent due to pandemic related symptoms to the school nurse; the school nurse will document and monitor medically-based absentee rates internally looking for increased reports of absence due to pandemic related illness. Absentee rates will not be reported to the Health Department unless greater than 15% of the population or unless requested by the Health Department and/or County Superintendent's Office.
- The main office will forward the names of **staff** who are absent due to pandemic related illness to the appropriate school nurse on a daily basis; the school nurse will document and track medically-based absentee rates internally looking for increased reports of absence due to pandemic related illness.
- Staff will be reminded to send sick students to the Nurse's Office.



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EMERGENCY PREPAREDNESS CURRICULUM AND INSTRUCTION

In order to ensure educational continuity in the event of an extended emergency, the following steps will be implemented by the teaching staff with the assistance of district and school-based administration in conjunction with the coaches:

Grades	Instructional Resources	Logistics
K-2	Paper/consumable based assignments for Language Arts, Math, Science, Social Studies, and Specials	<ul style="list-style-type: none"> • Assignments sent via Class Dojo and posted on the school’s website. • Parents will be able to pick up assignments from a drop box in the school. <p>Students can submit work:</p> <ol style="list-style-type: none"> 1. via corresponding platform. 2. dropping it off at the school. 3. returning in stamped envelope to the school.
3-5	<p>Lessons and assignments will be delivered in two options:</p> <ol style="list-style-type: none"> 1. posted via the following platforms: Google Classroom/Dojo/Remind. 2. paper-based assignments will be available for students without internet. 	<ul style="list-style-type: none"> • Assignments sent via Google Classroom/Dojo/Remind and posted on the school’s website. • Parents will be able to pick up copies of the assignments from a drop box in the school. <p>Students can submit work:</p> <ol style="list-style-type: none"> 1. via corresponding platform. 2. dropping it off at the school. 3. returning in stamped envelope to the school.
6-12	<p>Lessons and assignments will be delivered in two options:</p> <ol style="list-style-type: none"> 1. posted via Google Classroom/Dojo/Remind. 2. synchronous sessions with class during regularly scheduled time. 3. paper-based assignments will be available for students without internet. 	<ul style="list-style-type: none"> • Assignments sent via Google Classroom/Dojo/Remind and posted on the school’s website. • Parents will be able to pick up copies of the assignments from a drop box in the school. <p>Students can submit work:</p> <ol style="list-style-type: none"> 1. via corresponding platform. 2. dropping it off at the school. 3. returning in stamped envelope to the school.



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Additional services		
Counseling	By request of parent for grades K-5 or students/parents for grades 6-12.	Via Google Hangouts
Extra help for academics	Office hours for teachers will be posted for all subjects. Students can make appointments.	Via Google Hangouts or Google Classroom.
Parent Meetings	By request	Via Google Hangouts

Communication: All staff members will be available via email throughout school closures. Arrangements can be made by request for a phone conference or video conference (via online platforms). Communication will also be available in the parent's native language when necessary through translators on staff.

Related Services:

Section 504/Special Education: Assignments will be modified according to individual student's needs. School Social Workers will be available to address individual needs via email. Meetings can be held via phone or video conference by request.

ELL: Work will be given to students in the same manner above (see chart for corresponding grade level assignment protocol).

Occupational Therapy/Speech Therapy/Physical Therapy: Compensatory services will be provided as necessary upon return to school.

Emergency Readiness for Special Education and Related Services

IEP Meetings

All IEP meetings that do not require additional evaluations will occur remotely during closure. School Social Workers will secure consent from parents for the remote meeting prior to the meeting date. Remote meetings will take place via Zoom and all Child Study Team members, parents, and teachers will be in attendance. Signature pages will be emailed and documented for verification purposes.

IEP Evaluations

During school closure, evaluations will be delayed for safety reasons. School social workers will communicate with families and document the specific reason(s) for any deadlines that are not met as a result.

Compensatory Services

Students will receive compensatory services upon their return to school. This will be done in collaboration with parents to ensure that appropriate plans to make up sessions is executed to take into account both regression and FAPE guidelines.



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Equitable Access

EMERGENCY REPAREDNESS FOR CURRICULUM AND INSTRUCTION/STUDENTS WITHOUT INTERNET CONNECTIVITY

In order for all students to have access to curriculum during an extended absence, the actions below will be taken for those without access to a technology device and/or an internet connection. Centralized locations within the district will be made available and will entail the following:

- The locations and hours of operation will be announced by the school district via a School Messenger phone message.
- A limited amount of hard copies (printed assignments with directions) will be available for each grade level and the appropriate subject areas outlined in the K-12 Preparedness Plan.
- Computers and printers will be available for parents to print out the appropriate assignments for their children.
- Opportunities will be made available for parents to email their child's teacher and/or principal if necessary.
- The locations will be for curriculum resources **only** and not for student drop-off and/or instruction.

CONTINUING NUTRITION PLAN

Influenza/Pandemic School Closure Continued Nutrition Plan

In the case of any school closure due to a pandemic situation, the following plan will address continuing the nutrition for those students who are on a free or reduced meal plan.

Franklin Township Public Schools will provide breakfast and lunch to those students who reside in Franklin Township and qualify for free/reduced lunch services. CJCP will provide "grab and go" type of food packages to students who reside in other townships and qualify for free/reduced lunch services. The distribution will take place CJCP's New Brunswick location.

Communication

All information will be communicated with families as needed via School Messenger and school website.



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FEDERAL, STATE, AND LOCAL RESOURCES AND GUIDANCE

Sample Key Messages for School Officials-Outbreak

- We know this is an anxious time for our community and our hearts go out to those who are ill. We are working closely with local health officials to deal with the situation and will keep parents updated with any important information.
- At this time, under the guidance of the county Health Department, we believe students can safely attend classes and schools will remain open. Our thoughts are with all of our families and children who are affected.
- If the pandemic continues to spread and more students become ill, health officials may need to close schools for an extended period of time (for example, up to 6 weeks).
- The purpose of closing schools will be to decrease contact among children in order to decrease their risk of getting sick and to limit the spread of infection. If schools are closed, children should stay at home.
- We urge parents to plan now for the possibility of schools closing. Arrange day care, and homeschooling.
- Parents can help protect their children and prevent the spread of a pandemic as they would colds and other flu by taking the following precautions:
- Teach your children to wash hands frequently with soap and water for 20 seconds. Be sure to set a good example by doing this yourself.
- Teach your children to cover coughs and sneezes with tissues or by coughing into the inside of the elbow.
- Teach your children to stay away from people who are sick and stay home from work or school if you are sick.



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School Closure Sample Press Release

- Somerset County health officials have ordered the closure of schools as a result of a pandemic outbreak in our county.
- Schools may be closed for an extended period of time (for example, up to 6 weeks).
- We know this is a difficult time for our community and our hearts go out to those who are ill. We are working closely with health officials to deal with the situation and will keep parents updated with any important information.
- Because a pandemic is easily spread from person-to-person, it is unsafe for large groups of people to gather and children should stay home. The purpose of closing schools is to decrease contact among children in order to decrease their risk of getting sick and to limit the spread of infection.
- During this time, children and adults should stay away from other people and groups, as much as possible. Health officials also advise people should not gather in other locations such as homes, shopping malls, movie theaters or community centers.
- Parents can help protect their children and prevent the spread of a pandemic as they would colds and other flu by taking the following precautions:
 - Teach your children to wash hands frequently with soap and water for 20 seconds. Be sure to set a good example by doing this yourself.
 - Teach your children to cover coughs and sneezes with tissues or by coughing into the inside of the elbow.
 - Teach your children to stay at least three feet from people who are sick and stay home from work or school if you are sick.



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SAMPLE LETTERS

SAMPLE READY

Dear Parents and Community Members:

Somerset Counties health officials have ordered all schools in Somerset County to close due to an outbreak of coronavirus. All schools are immediately closed until further notice. Children should stay home. The closures affect all programming at the school, including before- and after-school activities, all athletic and extracurricular practices and competitions, and weekend events.

Many students and families are sick. This is a hard time for our community and we wish a speedy recovery for all who are ill.

The coronavirus is thought to be spread via person-to-person contact through contaminated air droplets from coughing and sneezing by an infected person. The symptoms of coronavirus are similar to the regular seasonal influenza and include fever, lethargy, lack of appetite, and coughing. Some people with coronavirus have reported additional symptoms, such as a runny nose, sore throat, nausea, vomiting, and diarrhea. In some situations, the virus can develop into pneumonia.

As with controlling the spread of other viruses, we urge you to stay away from large groups of people as much as possible. Avoid shopping malls, movie theaters, community centers, and other locations where large groups gather. Additionally, speak to your child about the following prevention measures:

- Wash your hands regularly, especially after using the restroom and before preparing or consuming food. Use soap and hot water, wash for 20 seconds, including fingertips.
- Always cough or sneeze into a tissue, then throw the tissue away. If you don't have a tissue, cough/sneeze into your arm.
- Avoid touching your eyes, mouth and nose.

Individuals who need medical care should call their medical provider to report their illness prior to seeking care at a clinic, physician's office, or hospital.

Parents of students exhibiting flu-like symptoms or staff exhibiting flu-like symptoms are asked to contact the <NAME_OF_COUNTY> County Health Department at <TELEPHONE_NUMBER>.

The reverse side offers tips to help those who are sick with coronavirus. We will continue to update you on the status of our schools as soon as information is available.

Sincerely,

Dr. Namik Sercan
Chief Education Officer



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SAMPLEREADY

Dear Parents/Guardians and Staff:

While cases of coronavirus have been found in Somerset County the New Jersey Department of Health does not see an immediate threat to CJCP students, families, and staff. Schools will remain open for instruction. <Add after school activity info here>. We will continually update you with any important information.

If coronavirus continues to spread, schools may close for days or weeks. If schools close, children must stay at home. We ask that you begin to plan for childcare in your home now.

The coronavirus is thought to be spread via person-to-person contact through contaminated air droplets from coughing and sneezing by an infected person. As with controlling the spread of other viruses, we urge you to speak to your child about the following prevention measures:

- Wash hands regularly, especially after using the restroom and before preparing or consuming food.
- Use soap and hot water, wash for 20 seconds, including fingertips.
- Cough or sneeze into a tissue, then throw the tissue away. If you don't have a tissue, cough/sneeze into your arm.
- Avoid touching your eyes, mouth and nose.
- Stay at least three feet away from people who are sick.
- If you are sick, stay home from work and school and avoid others until you are fever free for 24 hours and symptoms have dramatically improved.
- Avoid shopping malls, movie theaters, or other places where large groups of people convene.

Individuals who need medical care should call their medical provider to report their illness prior to seeking care at a clinic, physician's office, or hospital. Any students or staff member with an influenza-like illness should stay at home for <# HOURS/DAYS> after the onset of the illness, or for at least <AMOUNT_OF_TIME> after the symptoms have disappeared.

On the reverse side is important information and suggestions to assist in caring for someone who is ill. If you have questions, please do not hesitate to contact your school nurse.

Sincerely,

Dr. Namik Sercan
Chief Education Officer



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SAMPLE READY

Dear Parents/Guardians and Staff:

Somerset County Health Officials have declared the coronavirus outbreak is under control and Schools will reopen on <Date>. At that time, students may return to class.

Even though schools are reopening, there are still school community members who are sick from the coronavirus. Health officials have told us that pandemic outbreaks sometimes happen in waves. This means that more people could become sick with the second wave.

Because coronavirus can still be spread from person-to-person, children and those who are sick need to remain at home and not come to school.

Should more people become ill with coronavirus, schools may need to close again. We will continue to provide updated info as we receive it.

With wishes for health. Sincerely,

Dr. Namik Sercan
Chief Education Officer



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SAMPLE READY

Dear Parents and Community Members:

On <DATE>, Central Jersey College Prep Charter School was notified by the Somerset County Department of Health that a <NAME_OF_SCHOOL> student has a probable, presumptive case related to the coronavirus disease.

As a result of this identification, the health department has ordered the school immediately closed as a precautionary measure against transmission of the coronavirus. The school will remain closed until further notice.

The closures affect all programming at the school, including before- and after-school activities, all athletic and extracurricular practices and competitions, and weekend events.

The coronavirus is thought to be spread via person-to-person contact through contaminated air droplets from coughing and sneezing by an infected person. As with controlling the spread of other viruses, we urge you to speak to your child about the following prevention measures:

- Wash your hands regularly, especially after using the restroom and before preparing or consuming food.
- Use soap and hot water, wash for 20 seconds, including fingertips.
- Always cough or sneeze into a tissue, then throw the tissue away. If you don't have a tissue, cough/sneeze into your arm.
- Avoid touching your eyes, mouth and nose.

Individuals who need medical care should call their medical provider to report their illness prior to seeking care at a clinic, physician's office, or hospital.

Parents of students exhibiting flu-like symptoms or staff exhibiting flu-like symptoms are asked to contact the Somerset County Health Department at <TELEPHONE_NUMBER>.

The reverse side offers tips to help those who are sick with coronavirus. We will continue to update you on the status of our schools as soon as information is available.

Sincerely,

-

Dr. Namik Sercan
Chief Education Officer



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INFORMATION/SUGGESTIONS FOR PARENTS

Limit the Spread of Germs and Prevent Infection

There are common sense steps we can all take to prevent the spread of any respiratory virus:

- Follow physicians advice for getting your flu vaccine.
- Avoid close contact with people who are sick.
- Stay home when you are sick.
- Cover your mouth and nose with a tissue when coughing or sneezing. It may prevent those around you from getting sick.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing or sneezing. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.
- Avoid touching your eyes, nose or mouth.
- Practice other good health habits. Get plenty of sleep, be physically active, manage your stress, drink plenty of fluids and eat nutritious food.
- Disinfect doorknobs, switches, handles, computers, telephones, bedside tables, bathroom sinks, toilets, counters, toys and other surfaces that are commonly touched around the home or workplace.
- Follow the CDC's recommendations for using a facemask.

Get Your Household Ready

There are things you can do right now to be ready for any emergency, and many of these same tips will help you prepare for any influenza situation.

- Have a supply of food staples and household supplies like laundry detergent and bathroom items, and diapers if you have small children.
- Check to make sure you have health supplies on hand.
- Know how your local public health agency will share information.
- People with elderly parents or relatives should have a plan in place for caring for them if they fall ill.
- Help family members and neighbors get prepared and share the safety messaging with those who may not have access to it.
- Have a child care contingency plan if your child is sick and cannot attend school.



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According to the CDC, patients with COVID-19 have reportedly had mild to severe respiratory illness. Symptoms may appear 2-14 days after exposure and include fever, cough and shortness of breath. Call your healthcare professional if you develop symptoms and have been in close contact with a person known to have the disease or if you have recently traveled from an area with widespread or ongoing community spread of the disease.

Differences Between Seasonal Influenza and Pandemic Influenza

Seasonal Influenza	Pandemic Influenza
Happens annually and peaks between December and February	Rarely happens: 3 times in 20th century
Usually there is some immunity from previous exposures and influenza vaccines Certain people are at risk for flu complications - elderly, infants, people with chronic health conditions	Most people have little or no immunity because they have no previous exposure to the virus or similar viruses Even healthy people are at risk for serious complications
Health care providers can meet the needs of patients easily	Health care providers and hospitals are overwhelmed and it is very difficult to meet the needs of the exposed public
Vaccines are updated annually and one dose is sufficient	Although the US govt maintains a stockpile of pandemic vaccines, the overwhelming need of vaccines may not be available, and may require 2 doses
Usually cause minor impact on schools and the public. Sick people should stay home	May cause major impact on the general public. May cause travel restrictions, school and business closings
Antiviral drugs are readily available and help within the first 48 hours of presenting symptoms	Antiviral drugs will still be prescribed, but will be less readily available and more difficult to come by. Symptoms will also be more severe and antivirals may not be as helpful

Treatments for pandemic flu include antiviral drugs and non-pharmaceutical interventions (NPIs). These actions do not include medications or vaccinations. NPIs will be the only early intervention tools that will most likely mitigate the quick transmission from person to person. See more about mitigation strategies in the later section, Prepare - Prevent - Protect.

COVID-19 (Coronavirus) - Symptoms of COVID-19 have reportedly had mild to severe respiratory illness accompanied with fever, cough, and shortness of breath. The 2020 outbreak originated in the Wuhan province of China. Symptoms may appear 2-14 days after exposure.

The virus is spread person-to-person between people within close contact (about 6 feet), via respiratory droplets produced when an infected person sneezes or coughs, and these droplets can land in the mouths or



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noses of people who are nearby where the droplets are inhaled into the lungs. Transmission may also be possible through contact with contaminated surfaces, but this is not thought to be the main way of transmission. People at risk are those who have recently traveled to/from China or those in close contact to positively diagnosed individuals.



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Parent/Caregiver Guide to Helping Families Cope With the Coronavirus Disease 2019 (COVID-19)

At this time, information about COVID-19 is rapidly evolving as new details are confirmed and new questions emerge. In the event of an outbreak in your community, as a parent/caregiver, your first concern is about how to protect and take care of your children and family. Knowing important information about the outbreak and learning how to be prepared can reduce your stress and help calm likely anxieties. This resource will help you think about how an infectious disease outbreak might affect your family-both physically and emotionally-and what you can do to help your family cope.

What You Should Know

- Coronaviruses are a large family of viruses that cause illness ranging from the common cold to more severe diseases. COVID-19 is caused by a novel coronavirus; this means it is a new strain that has not been previously identified in humans.
- COVID-19 is a respiratory disease that is mainly spread person-to-person. Currently, there is no available **vaccine or curative treatment, so the best preventative strategy is to avoid exposure.**
- So far, children appear to be much less affected by COVID-19, which was also seen after other coronavirus outbreaks.
- Children with pre-existing illnesses may have different risk, so you should discuss this with your child's medical team.
- To reduce the spread of the virus, a variety of approaches will be used, including keeping those who are sick away from others and promoting healthy hygiene strategies. Additional recommendations for ways to contain the virus's spread could include canceling of events that attract large numbers of people; closing schools, public transit or businesses; and required quarantine, which is the separation and restriction of movement of people who might have been exposed to the virus.



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Readiness

Preparing your Family for a Potential Infectious Disease Outbreak

Being prepared is one of the best ways to lessen the impact of an infectious disease outbreak like COVID-19 on your family. Here are some steps that you can take to be better prepared:

Information & Communication

Identify how you will keep up with the rapidly changing information on COVID-19.

In rapidly changing health events and outbreaks such as COVID-19, there can be large amounts of incorrect or partially correct information that can add to your stress and confusion as a parent/caregiver. Identify a few trusted sources of health information.

The NCTSN relied on the CDC resources to create this document. Get the most up-to-date and accurate information at:

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

<https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/children-faq.html>

<https://healthychildren.org/English/11/health-issues/conditions/chest-lungs/Pages/2019-Novel-Coronavirus.aspx>



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Plan how you want to discuss COVID-19 with your family. Be sure to include:

What the current disease outbreak is?

How it is contracted?

What are the possible dangers?

Protective steps being taken in the community/nation/global community Protective steps everyone In the family can take

- Hold your family discussion in a comfortable place and encourage family members to ask questions. Consider having a separate discussion with young children in order to use language they can understand and to address specific fears or misconceptions they may have.
- Create a list of community resources that will be helpful during an outbreak. Make sure you know their emergency telephone numbers, websites, and official social media accounts. These may include: your family's schools, doctors, public health authorities, social services, community mental health center, and crisis hotlines.
- Develop a plan for maintaining contact with friends and family members via telephone and internet in the **event that isolation or quarantine is recommended.**
- Check in with your children's school about potential homeschool and distance learning opportunities that may be offered during a school closure. Also, if your child receives additional services at school, ask how these will be handled during a closure (e.g., meals, therapeutic services).

Reducing Your Family's Risk: Hygiene, Medical Care & Supplies

Have all family members practice preventive behaviors including:

- Regularly washing hands for 20 seconds with soap and water (length of the A-B-C song) or use alcohol-based hand sanitizer that contains at least 60% alcohol.
- Avoiding close contact with people who are sick.
- Staying home when sick.
- Covering the mouth and nose with a tissue or with the bend/crook of the arm when coughing **or sneezing.**
- Keep basic health supplies on hand (e.g., soap, alcohol-based hand sanitizer, tissues, and a thermometer).
- Make sure you have a supply of medications taken regularly.
- If your child takes medication for a chronic condition, talk with your child's medical provider about plans to get a supply at home that will last through any period of home isolation for your family.
- Have your family work together to gather items that might be needed during an outbreak. These include drinking water, nonperishable food, and cash. Be sure to include activities, books, and games for children in case a lengthy time at home is recommended. Remember to include batteries in your item list if those are needed for certain activities and games.



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RESPONSE

Coping with the Stress of an Infectious Disease Outbreak like COVID-19

Even if your family is prepared, an outbreak can be very stressful. To help your family cope with this stress, following these recommendations can help:

Information & Communication

- Keep updated about what is happening with the outbreak and additional recommendations by getting information from credible media outlets, local public health authorities, and updates from public health websites (e.g., CDC).
- Seek support and continued connections from friends and family by talking to them on the telephone, texting, or communicating through email or social media. Schools may have additional ways to stay in contact with educators and classmates.
- Although you need to stay informed, minimize exposure to media outlets or social media that might promote fear or panic. Be particularly aware of (and limit) how much media coverage or social media time your children are exposed to about the outbreak.
- E-mail and texting may be the best ways to stay in contact with others during an outbreak, as the Internet may have the most sensational media coverage and may be spreading rumors. Check in regularly with your children about what they have viewed on the Internet and clarify any misinformation.
- Focus on supporting children by encouraging questions and helping them understand the current situation.

Help them express their feelings through drawing or other activities

Clarify misinformation or misunderstandings about how the virus is spread and that not every respiratory disease is COVID-19

Provide comfort and a bit of extra patience

Check back in with your children on a regular basis or when the situation changes

NOTE: During an outbreak, stigma and rejection can occur against individuals who live in affected communities; against health-care workers, and individuals with other illnesses.



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Scheduling & Activities

- Even if your family is isolated or quarantined, realize this will be temporary.
- Keep your family's schedule consistent when it comes to bedtimes, meals, and exercise.
- Make time to do things at home that have made you and your family feel better in other stressful situations, such as reading, watching movies, listening to music, playing games, exercising, or engaging in religious activities (prayer, participating in services on the Internet).
- Have children participate in distance learning opportunities that may be offered by their schools or other institutions/organizations.
- Recognize that feelings such as loneliness, boredom, fear of contracting disease, anxiety, stress, and panic are normal reactions to a stressful situation such as a disease outbreak.
- Help your family engage in fun and meaningful activities consistent with your family and cultural values.

Hygiene & Medical Care

- Find ways to encourage proper hygiene and health promoting behavior with your children (create drawings to remember family routines; sing a song for length needed to wash hands like the A-B-C or Happy Birthday song, twice). Include them in household jobs or activities so they feel a sense of accomplishment. Provide praise and encouragement for engaging in household jobs and good hygiene.
- Reassure your children that you will take them to the pediatrician and get medical care if needed. Explain, however, that not every cough or sneeze means that they or others have COVID-19.

Self-Care & Coping

- Modify your daily activities to meet the current reality of the situation and focus on what you can accomplish.
- Shift expectations and priorities to focus more on what gives you meaning, purpose, or fulfillment.
- Give yourself small breaks from the stress of the situation.
- Attempt to control self-defeating statements and replace them with more helpful thoughts. Here's a helpful check- list for identifying unhealthy thoughts and coping with them:
- <https://arfamiliesfirst.com/wp-content/uploads/2013/05/Cognitive-Distortions.pdf>.



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- Remember, you are a role model for your children. How you handle this stressful situation can affect how your children manage their worries.
- If your family has experienced a serious illness or the death of a loved one, find ways to support each other, including:
- Reach out to your friends and family, talking to them about the death of your loved one. Use telephone, email, or social media to communicate if necessary.
- Find ways to honor the death of your loved one. Some activities may be done as a family, while additional activities may be done individually.
- Seek religious/spiritual help or professional counseling for support. This may be available online or by telephone during an outbreak.

REACTION TO STRESS

Managing Fears and Anxiety around Coronavirus

As information about Coronavirus unfolds, there can be a wide range of thoughts, feelings and reactions. Below is some helpful information.

Common Reactions: Please recognize that there can be a wide range of reactions and that over the next few days or weeks you may experience periods of:

- Difficulty concentrating and sleeping
- Anger
- Hyper-vigilance to your health and body
- Anxiety, worry, panic
- Feeling helplessness
- Social withdrawal

Ways to Manage Fears & Anxieties:

- Get the facts. Stay informed. For further information, see the dedicated CDC website. <https://www.cdc.gov/coronavirus/2019-ncov/summary.html>
- Keep things in perspective. Limit worry and agitation by lessening the time you spend watching or listening to upsetting media coverage. Although you'll want to keep informed — especially if you have loved ones in affected countries — remember to take a break from watching the news and focus on the things that are positive in your life and things you have control over.
- Be mindful of your assumptions about others. Someone who has a cough or a fever does not necessarily have coronavirus. Self-awareness is important in not stigmatizing others in our community.
- Stay healthy. Adopting healthy hygienic habits such as washing your hands with soap and water or an alcohol-based hand sanitizer, frequently, and certainly after sneezing or before/after touching your face or a sick person. Cover your mouth and nose with a tissue or your sleeve (not your hands) when coughing or sneezing. Avoid touching your eyes, nose and mouth. Avoid contact with others who are sick and stay home while sick.
- Keep connected. Maintaining social networks can help maintain a sense of normalcy, and provide valuable outlets for sharing feelings and relieving stress.



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- Seek additional help. Individuals who feel an overwhelming worry or anxiety can seek additional professional mental health support. You may call your school counselor (who will be available as usual when school is open and via phone and email if school is closed)