



March 13, 2020

Dear BRICK Education Network Families:

We continue to monitor the latest information on the coronavirus (COVID-19). With multiple confirmed cases in New Jersey, we want all families to be prepared should the virus be detected in our school community. We are staying in close contact with local health officials and will rely on their guidance and advice in any decision we make in the event of a confirmed case locally.

What to Expect if Schools Close

If COVID-19 continues to spread, our schools may close for an extended period of time (days or weeks). If schools close children must remain at home and families should prepare for the following:

- **Childcare in your home for up to two weeks.** Unlike winter weather-related closures, school districts in other states that have closed for COVID-19 have shut down for one to two weeks.
- **Home Instruction.** Learning will continue and students will be expected to complete an at-home learning resource package.
 - **Your scholar has received their learning resource package today with clear instructions on how and when assignments should be completed. Please ensure it is located in a safe place that is easily accessible should a school closure be announced.**
 - Staff contact information will be shared, and all staff will be available between 8 a.m. to 4 p.m. Monday through Friday to offer support and to respond to any questions regarding the learning resource package. All staff is required to follow up with students and parents within 2 hours (or the next business day if calls are received after 3 p.m.).
- **Access to Food.** All schools will offer a “grab and go” lunch and breakfast at our schools during the extent of the school closure. If school closure occurs while in session, food will be distributed to students in bundles of ten (10) days worth of shelf stable items. Parents can sign up for this option using the contact form attached. In the event of closure while school is not in session (weekend), lunch stations will be located on each school’s grounds (you will not be allowed to enter the building). Parents will have the option of visiting these stations throughout the school closure during designated times. Additional information regarding hours will be communicated via email and/or phone.
- **Travel Warning.** With spring break only a few weeks away, we strongly discourage families from traveling to high risk destinations, for the health and safety of your own family as well as others — as we have also advised our staff. International travel, and even certain domestic travel, poses significant risk at this time. The **Centers for Disease Control** has warned travelers not to visit the following destinations: South Korea, China, Italy, Iran, and Japan. There is the possibility of being quarantined upon return, or even being unable to return. *If you plan to travel please notify the school nurse immediately.*
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Additional Precautions

Please know, we will continue to adhere to the prevention methods we shared with you in our earlier communication and we ask that you reinforce your children to constantly wash their hands, refrain from touching their face and sneeze and cough inside their elbow or use tissue and promptly throw it away. We have also adopted the following recommended procedures:

- To limit the exposure of our scholars, staff, and BEN community to COVID-19 we are following the recommendations of our internal medical authority and **postponing/cancelling all field trips, special events, or assemblies immediately.**
- To ensure the health of all students and staff, our school nurses are required to monitor the symptoms of students and staff who are absent due to an illness. Therefore, please expect a call from a staff member who will make inquiries about your child's symptoms.
- To stop the transmission of disease in the school setting, any child or staff member exhibiting symptoms of a virus (fever, constant coughing and sneezing) will be sent to the nurse who will determine if he/she should be sent home (NOTE: We are strongly encouraging parents to keep children home if they are sick).

We will continue to share updated information with you through emails, texts, our websites (brickededucation.org and mptcs.org), and Facebook pages. Our websites will serve as your primary source of information for updated plans for supporting schools and students, including learning resources (please check the family resources tab).

Attached is an emergency contact form, it is imperative that we have your current contact information to keep you informed during this sensitive period. Please return the form no later than Monday, 3/16.

Parents, please know that our COVID-19 Task Force is diligently working to remain abreast of information related to the virus and its impact on our schools. All decisions regarding this heightened health concern will be made in the best interest of the health of our students, staff and community. Thank you for your cooperation as we work together to keep everyone healthy and safe.

Please contact school personnel if you have any questions or concerns.

Regards,

Dominique Lee

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CEO

Chaleeta N. Hines

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Interim Chief School Administrator

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Information Form

To ensure parents and guardians can stay abreast of all school communications during this sensitive time we are requesting you complete the following information and return to your campus. In the event schools are closed, please email your response to your school's email address below.

School _____

Student Name _____ Grade _____

Parent/Guardian Name _____

Parent/Guardian Name _____

Cellphone Number _____

Home Phone Number _____

Email Address _____

Do you have any scholars in another school outside of BRICK Education Network?

Yes _____ No _____

Which school do they attend? _____

Do you have access to the internet at home? Yes _____ No _____

Would you like to receive a food package during a school closure? Yes _____ No _____
(packages will have to be picked up from school location. Rations will be enough for 10 days per BEN student.)

Please email information to your school if you are unable to return the form:

Achieve Clinton Hill Charter School : Achieveinfo@accs.org

MPTCS PAC Academy: Pacinfo@mptcs.org

MPTCS STEAM Academy: Steaminfo@mptcs.org

MPTCS High School: HSinfo@mptcs.org