



March 6, 2020

Re: COVID-19

Dear BEN Family,

The safety of our students and staff is a top priority and preparedness is an important aspect to ensure that safety. With this in mind, we wanted to provide you with an update in light of the recent discovery of a confirmed case of the coronavirus in New Jersey. Following are preventative measures we are taking at our schools, as well as guidelines for you and your students:

What we are doing at BRICK Education Network (BEN) Schools:

- We are working with county school and health officials to establish protocols for schools in the event that coronavirus does spread in Newark.
- BEN has formed a taskforce comprised of administration, and our lead Nurse Elizabeth Fendler and we will be meeting regularly.
- Our custodians and instructional staff will increase their frequency of cleaning frequently-touched surfaces such as desks, doorknobs and banisters. Items will be cleaned at least three times per day and more in-depth cleaning will take place after school.
- To ensure our students and staff adhere to the CDC suggestions (to keep their hands and frequently used items clean, and to use tissue for nose care and sneezes), we are stocking up on our supply of hand sanitizers, disinfectant wipes and tissue for each classroom and office.
- We have established procedures to ensure students and staff who become sick at school are sent home as soon as possible.
- Schools are permitted to prevent students from returning to class if they have travelled overseas or visited states with high levels of infection even without a positive test, and all BEN schools will abide by that protocol.
- Our school counselors and social workers are available to speak with students experiencing anxiety over the virus.
- While there have been reports of bullying over fears of the virus, we have not seen that here and staff is making sure no students are singled out.

What can parents do to help:

- If your child is sick for any reason, please keep them home from school. They must be fever-free without the use of medications like Tylenol or Advil for 24 hours in order to return. All absences due to illness are excused.

- Please immediately let your child's school nurse know if you have any severely ill family members for any upcoming travel plans:
 - Nurse Fendler | Achieve Clinton Hill Charter School
 - Nurse Allotey | PAC Academy
 - Nurse Ndichie |STEAM Academy
 - Nurse Foster |High School
- If your student is out sick for 3 days or more, you must get a doctor's note for medical clearance to return to school. The date of clearance to return to school should be clearly written.

What's coming next:

- As we look to how schools in Oregon, Washington and New York are responding to this crisis there is a possibility that school may be disrupted. We encourage everyone to contemplate plans for what to do if BEN Schools are closed for cleaning and/or quarantine for several days.
- Our Academic Leadership Team is currently developing a home instruction plan in the event scholars are quarantined for an extended amount of time.
- For updates about the coronavirus, please refer to the CDC and <https://www.nj.gov/health/> websites.

We thank you for your cooperation as we collectively work together to manage this health concern.

Regards,
BEN Health Care Task Force