

Nikolaos C. Koutsogiannis
Superintendent of Schools



Frances C. Adler
Business Administrator

March 10, 2020

Dear Clayton School Community:

In light of recent concerns regarding the Coronavirus (Covid-19), I would like to inform you of our plans and preparations in the event that our school district is forced to close.

The Department of Education has recently released guidelines regarding how on-line learning days are to be implemented. We have formed a Covid-19 Task Force that will monitor events, make recommendations, develop procedures, and implement plans if a closure becomes necessary. The district website will be the main source of information for updates. If a closure becomes necessary, you will receive an emergency call from me with details to follow.

In addition, March 19, 2020 will be changed to an early dismissal day for students. Sports and activities will occur at the normal times in the afternoon. The change to an early dismissal day for students is to allow time for our staff to create lesson plans for potential on-line learning days or “cyber school days” should we be required to close for health concerns. Should school closure be required, “cyber school days” will count towards the 180-day school year requirement.

As a reminder, the New Jersey Department of Health reminds everyone that the best protection from contracting influenza or coronavirus (COVID-19) is to practice good hygiene. Practicing good hygiene includes the following:

- Stay home if you are sick, especially with a fever, cough, or difficulty breathing. Children should be fever free without the use of fever-reducing medications for at least 24 hours before returning to school.
- 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 if soap and water are not available.
- Avoid people who are sick.
- Clean and disinfect frequently touched surfaces and objects.

For more information on coronavirus (COVID-19), visit the New Jersey Department of Health website at www.nj.gov/health or the CDC website [at www.cdc.gov/coronavirus/2019-ncov](http://www.cdc.gov/coronavirus/2019-ncov)

We appreciate your cooperation as we continue to monitor the spread of coronavirus (COVID-19) in New Jersey.

Sincerely yours,

Nikolaos C. Koutsogiannis
Superintendent of Schools