



**MILLBURN TOWNSHIP SCHOOLS**  
434 MILLBURN AVE., MILLBURN, NJ 07041

Christine Burton, Ed.D.  
*Superintendent of Schools*

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## **SUPERINTENDENT'S UPDATE**

March 6, 2020

Dear Millburn Staff and Parents,

I want to update you on our planning for the health and wellness of our staff and students as we continue to focus on the news of the Coronavirus. During the past week, I hosted a meeting with other area Superintendents, participated in conference calls with the Governor, Commissioner of Education, and district administrators. We had a very productive task force meeting yesterday to discuss our Emergency Procedures, especially as they pertain to the Coronavirus epidemic. We were especially glad to hear from our Local Board of Health with first-hand information on the status of the epidemic.

Here are some important notes, procedures and reminders going forward.

### **School Closing Update from the DOE**

- The Department of Education published a notice today with [Guidance Regarding Requirements for Public Health-Related School Closure](#).

**They announced that “Any day in which students impacted by a public health-related closure have access to home instruction services provided consistent with the guidance in this memo will count as a day in which the board of education has provided public school facilities toward its compliance with the 180-day requirement.”**

Assistant Superintendent, Kate Diskin, is coordinating with administrators, technology staff, and Supervisors to facilitate plans for virtual learning in the event of a school closing. These plans are still in the development process at the district level. No school-level plans have been approved.

### **District Health Procedures**

- We will be following the rules from the CDC regarding those countries that have been labeled as Level 3 (widespread, ongoing transmission): **China, Iran, Italy, South Korea:**

Stay home for 14 days from the time you left an area with widespread, ongoing community spread (Level 3 Travel Health Notice countries) and practice social distancing.

Take these steps to monitor your health and practice social distancing:

1. Take your temperature with a thermometer two times a day and monitor for fever. Also watch for cough or trouble breathing.
2. Stay home and avoid contact with others. Do not go to work or school for this 14-day period. Discuss your work situation with your employer before returning to work.
3. Do not take public transportation, taxis, or ride-shares during the time you are practicing social distancing.
4. Avoid crowded places (such as shopping centers and movie theaters) and limit your activities in public.
5. Keep your distance from others (about 6 feet or 2 meters).

- We are asking all families and staff to inform us if anyone in their immediate family has recently traveled to China, South Korea, Iran or Italy. This includes siblings/children who have returned from study abroad.
- For other students/families who have traveled to an area where there have been outbreaks (e.g. Seattle), we cannot require self-quarantine upon return, but we will strongly suggest that the family consider self-quarantine.
- Families that do not self-quarantine, will need to follow the monitoring requirements that we have already put in place:
  - All families with a child or family member who has traveled to an area of the world highly impacted by the Coronavirus should contact their child's principal and/or school nurse prior to sending their child back to school.
  - The Millburn district and school nurses will work with these families to determine the appropriate timeline for reentry to school.

### Monitoring Protocols

- **Passive Monitoring for Asymptomatic students:**
  - The school district will practice Passive Monitoring for those who have traveled to a country/area with a high incidence of Coronavirus and do not present with symptoms:
  - If they have no symptoms, we are requiring that they go to the school nurse 2x daily (upon arrival and at lunch) to have their temperature checked.
  - If, during the school day, they feel ill please report immediately to the school nurse
- **Symptomatic Monitoring At Home:**
  - Stay home
  - Contact your primary care physician and alert your school nurse
  - **A doctor's note will be required to return to school**
- **Self Quarantined**
  - If we have a student who is self-quarantined as a result of travel to an impacted area, they will be marked as a medical absence, and will be provided with homework, as we do with any short-term illness.
  - **A doctor's note will be required to return to school**

- Please only notify the school district about *your own child/children* who have recently traveled to a country impacted by the Coronavirus. We cannot discuss the health concerns of other students due to confidentiality restrictions.

### Local Health Department Updates/Recommendations

- Our Emergency Procedures Task Force (including principals, nurses, Board members and administrators) met yesterday with members of our local Health Department who gave us first hand information about the status of the Coronavirus epidemic.
- **They verified that there are no confirmed cases in our communities. They will alert us if they do have any confirmed cases**

We also learned:

1. The Health Department receives notification from the Communicable Disease Reporting Surveillance System (CDRSS) about any local residents who have traveled through JFK or Newark Liberty airports.
  - Those travelers are required to report to the Department of Health and follow the recommendations to quarantine and/or be monitored by Health department personnel.
  - These “patients” are required to provide a doctor’s note in order to return from quarantine to work or school.
2. We should expect the numbers of confirmed cases to rise. As more people are tested, those numbers will increase. This should not be a reason for concern. It is going to look worse than it is.
3. The vast majority of people who get infected will be fine, especially if they are young and healthy. They may never show symptoms.
4. The real risk is to the elderly with pre-existing medical conditions, and that is a reason for social distancing.
5. They do not recommend canceling of events at this time.
6. As of now, they do not recommend canceling field trips.

### Cleaning Protocols

As noted in recent communications, we continue to be extra-vigilant in the cleaning of our schools. The district has incorporated additional disinfecting measures to help reduce the potential spread of any infectious disease, viruses and communicable illnesses. These are in addition to our usual standard procedures during cold and flu season.

Please Note:

- Products used in school must comply with CDC recommendations for adults and children.
- Please continue to follow the best advice from health professionals: **wash your hands** with soap and water frequently for at least 20 seconds each time.

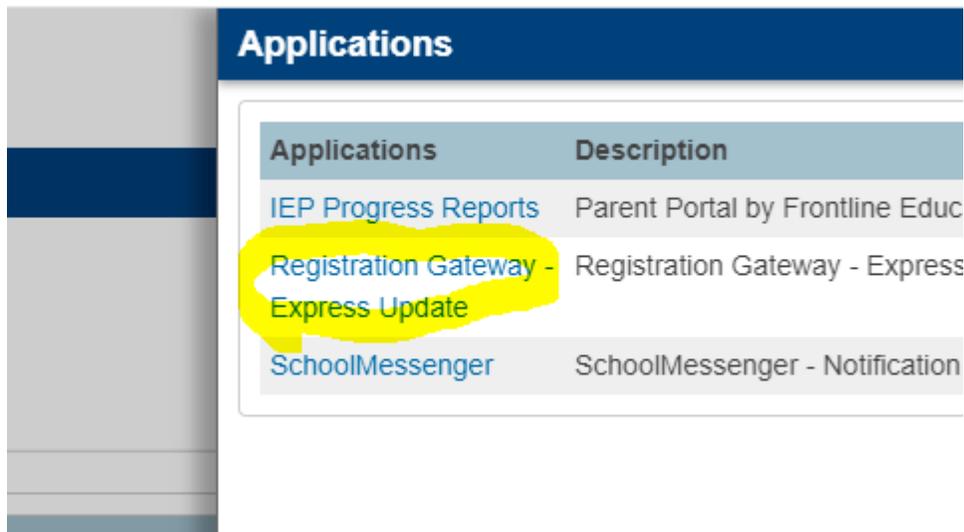
### HOW CAN YOU HELP?

**Parent Technology Survey:** In order to help us plan and prepare for the potential of virtual learning, we ask parents to submit this short survey by Wednesday, March 11, 2020:

**TECHNOLOGY SURVEY**

**Emergency Contact Updates**

- **All parents/guardians must make sure their daytime contact phone numbers are up-to date in PowerSchool, as well as the contact information for your emergency contacts who can pick up your child in an emergency.**
  - Sick students should be picked up within 1 hour of the call from the school nurse.
  - You must list an alternate adult who can get to the school within an hour to pick up your child.
  - Please update that information through the Express Update link in PowerSchool.
  - Follow the instructions here:



Applications	
Applications	Description
<a href="#">IEP Progress Reports</a>	Parent Portal by Frontline Educ
<a href="#">Registration Gateway - Express Update</a>	Registration Gateway - Express
<a href="#">SchoolMessenger</a>	SchoolMessenger - Notification

- **SchoolMessenger** – We will be using SchoolMessenger to contact you with information about school schedules and closings. Please be sure you have updated your contact information. Go to PowerSchool, as above, and click on the SchoolMessenger link to update your phone, text and email contacts. [Get instructions here.](#)
- Download our **School District App** from your app store. Search for Millburn Township Schools.



- **MSH Health Support Group:** A group of more than eighty Millburn/Short Hills residents have volunteered to assist our neighbors who may be going through home-isolation and self-monitoring to prevent the spread of the coronavirus in our community. They will help with grocery shopping, and help with other necessities, throughout the town. If a Millburn/Short Hills resident is seeking assistance or would like to join our volunteer efforts, please send an email to [MSHHealthAssistance@gmail.com](mailto:MSHHealthAssistance@gmail.com). For more information and guidelines, [please click here](#)

Thank you for all you do to support our efforts!

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In non-health-related news:

Please join us for [Monday's Board of Education Meeting](#)

- Get a sneak preview of this year's MMS Musical, "13 the Musical." Performances will be held on March 27, 28 and 29. Tickets are \$15 and are on sale online at [mms.booktix.com](http://mms.booktix.com).
- Dr. Burton will present an overview of the District's Start Time Investigation. Come learn about the work of the Innovation Council and the start time subcommittees, and get an update on possible options.
- Preliminary Budget Update for 2020-2021



Remember to Spring Ahead this weekend!