

# Ho-Ho-Kus Public School

70 Lloyd Road ~ Ho-Ho-Kus, New Jersey 07423

201-652-4555

Dr. Diane G. Mardy  
*Superintendent*

Dr. Alexis M. Eckert  
*Principal*

Martha Walsh  
*Assistant Principa*

September 1, 2020

Dear Parents:

It is my sincere hope that you all enjoyed the summer, enjoyed time with family and friends, and had a chance to relax.

As we enter the new school year, I would like to inform you of the important health and safety protocols and procedures that will be required of each student and family participating in on-site learning at Ho-Ho-Kus School. Each of these items is **INCREDIBLY IMPORTANT** and will be strictly enforced. Please take time now to read each item and take the actions required. Thank you so much for your cooperation.

1. **HEALTH AND SAFETY CONTRACT:** Each family must sign a Health and Safety Contract *prior to the beginning of the school year*. This will also be required prior to the beginning of each Phase this year. The contract is your agreement to abide by all guidelines and requirements set by both the state and the school district and to perform the daily health check and attestation in a timely manner. In order to keep our school safe and open, we all **MUST** cooperate and act in good faith, even when inconvenient. The most important commitment from every parent is to **KEEP YOUR CHILD HOME** if he/she has **ANY** possible symptoms of COVID-19. **PLEASE** err on the side of caution and keep even a tired child home. That child is welcome to participate remotely for the day. **PLEASE** do not give fever reducing medication before school to try to get your child through the school day. This is dangerous and will not be tolerated. Any family not abiding by the contract will have all children moved to remote learning.
2. **EMERGENCY CONTACTS:** Each child **MUST** have an emergency contact adult who can be at the school within 15 minutes of receiving a call from the Health Office. In order to preserve the health of everyone in school, any symptomatic students must be removed from school without delay. Any ill child will be isolated with a member of the Health Office Staff and will be escorted to their Emergency Contact's car. Any non-parent picking up a child must show ID. **VISITORS WILL NOT BE ADMITTED TO**

SCHOOL TO PICK UP A SICK CHILD. If parents work at a long distance from school, they MUST designate someone local who will be available immediately in an emergency. Parents must also designate TWO ALTERNATE EMERGENCY CONTACTS.

3. **DAILY HEALTH CHECK:** Parents are required to monitor and attest to EACH CHILD's health every day before school. We will be using an app for parents to submit their attestation each day. **Look out for an email later this week from Share 911 to sign up for the app and activate your account.** The attestation must be made for EACH CHILD in a family by 7:30 AM each day for students in the AM cohort and by 11:30 AM for students in the PM cohort. If a child arrives at school without this attestation having been made, that child will not be admitted to school. That child's parent will be called and will be required to immediately pick up the child. **Each family will need a working thermometer for daily AT HOME temperature monitoring.** Temperatures will not be checked at school (unless a child falls ill at school). Please contact Dr. Eckert if this poses a financial hardship. The Daily Health Check will ask if your child has any of the following symptoms:

Fever of 100.4 degrees fahrenheit or greater

Shaking/chills

Cough

Congestion or runny nose

Sore throat

Fatigue

Nausea

Diarrhea

Vomiting

Muscle or body aches

Difficulty breathing/shortness of breath (call 911 immediately)

New loss of taste or smell

Headache

Rash

4. **ILLNESS PROTOCOL:** If your child has *any* of the above symptoms, he/she must remain home. For all absences this year, please call or text the Health Office Attendance HotLine, **201-258-9544**, with your child's name, grade, and symptoms. Please take a moment to enter this Health HotLine number into your phone for easy access. Keep your child home and await contact from the Health Office. You may also be asked to keep other children home. This Health HotLine will be monitored outside of school hours (6:30 AM-8:00 AM, 3:00 PM-9:00 PM) so that the Health Office can notify other families with as much notice as possible if a cohort needs to pause and go to remote learning. Please report child illness ASAP instead of waiting for the morning to call the health office. For example, if your child develops a fever at 6:00 PM, please report that immediately so that we can notify other families with children in your child's cohort that

they will be remote the next day while an illness is investigated. Please understand, though, that if a child in your child's cohort wakes up with a fever, you may be notified at the last minute that your child will be remote for the day. Thank you for your assistance and patience with this system.

5. **EXPOSURE PROTOCOL:** Please contact me if any member of your family may have been exposed to COVID-19. If you get a call from a contact tracer, please call me. If you hear of someone suspected of having COVID-19 and you think someone in your family might have been in close contact with that person, call me.
  
6. **TRAVEL:** Please contact me if any member of your family travels to any area on the NJ quarantine list. Compliance with the 14 day quarantine is mandatory.  
[.https://covid19.nj.gov/faqs/nj-information/travel-and-transportation/which-states-are-on-the-travel-advisory-list-are-there-travel-restrictions-to-or-from-new-jersey](https://covid19.nj.gov/faqs/nj-information/travel-and-transportation/which-states-are-on-the-travel-advisory-list-are-there-travel-restrictions-to-or-from-new-jersey)
  
7. **FACE COVERINGS ARE MANDATORY ON SCHOOL GROUNDS:** Prepare your child now for this requirement. Face coverings are required FOR EVERYONE outside and inside while at school. This means from the time any person steps onto school property. Please do not walk up to line up areas without face coverings. Supervised "Mask Breaks" will be provided for students in an organized way outside with strict social distance enforcement for brief periods each day, weather permitting. If it is unsafe to be outside, however, your child should be able to keep his/her face covering on for the entire 3 hour session. Please also require your child to wear his/her face covering while walking to school in a group or carpooling. We will follow the recommendations of the CDC as to what is acceptable as a face covering:  
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>. Currently, those guidelines permit masks WITHOUT VENTS OR VALVES as acceptable face coverings. **Neither neck gaiters nor face shields nor bandanas are currently CDC approved** as effective, therefore, they will not be permitted face coverings for school. Please review the CDC guidelines when choosing, fitting and cleaning a face covering for your child. Consider clips or croakies or other devices to keep masks from falling on the floor. Please teach your child not to touch the face covering and to wash/sanitize hands when/if your child does touch it. Face coverings must be washed or changed each day. These guidelines could change at any time and all members of the school community must comply with any such changes. PLEASE send your child to school with spare face coverings in a sealed plastic bag marked with his/her name each day. We have some spare masks for emergency situations. Please contact Dr. Eckert if providing face coverings poses a financial hardship.
  
8. **ARRIVE TO SCHOOL ON TIME EVERY DAY:** Make every effort to have your child arrive at school on time. Late arrivals would necessitate students unnecessarily traveling through hallways to reach classrooms. This is something we want to avoid.

9. **SCHEDULE DOCTOR AND DENTIST APPOINTMENTS OUTSIDE OF SCHOOL**

**HOURS:** No early pickups will be permitted except for true emergencies.

10. **GET A FLU SHOT FOR EACH MEMBER OF YOUR FAMILY NOW:** This year it is more important than ever that we reduce all illness in the school community. Each time that a child is ill with symptoms on the COVID-19 list could impact the ability of the class cohort or possibly the entire school to remain open.

11. **PRACTICE FREQUENT, THOROUGH HAND WASHING AT HOME:** Good hygiene habits are important at all times.

12. **DEPARTMENT OF HEALTH PROTOCOLS:** The school will work with the Department of Health and follow its guidelines in dealing with any cases of COVID-19 in the school community. Parents should familiarize themselves with these guidelines, which include circumstances that could warrant a full school closure. Just 2 positive unrelated cases could constitute an outbreak, which could force us to close school for a period of time, so staying healthy is extremely important. It is also very important that parents cooperate with contact tracers working with the school so that we can stop any spread as quickly as possible. The guidelines can be found at:

[New Jersey Department of Health COVID-19 Public Health Recommendations for Local Health Departments for K-12 Schools](#)

This is a different beginning of a school year for all of us, but I believe our school community has come together to make it the safest for our students and staff as possible at this time. When we work together, anything is possible.

Please contact me directly with any questions at 201-652-3236 or email me at [kcinquegrana@hohokus.org](mailto:kcinquegrana@hohokus.org)

With warmest regards,

Kate Cinquegrana, RN, CSN