

March 6, 2020

Joseph Zarra, Interim Executive County Superintendent
Essex County Office of Education
Leroy Smith Public Safety Building
60 Nelson Place, 1st floor South
Newark, NJ 07102-1501

VIA Electronic Mail

RE: Coronavirus Response

Dear Mr. Zarra:

The Westbridge Academy administrative team would like to advise you that recently our School Safety Team assembled to review our Crisis Response/School Safety Plan, in order to draft our School Health Related Closure Plan and to develop an Enhanced School Cleanliness/Disinfection Protocol.

In accord with our Crisis Response/School Safety Plan and in an effort to further promote our student's safety and to reduce person to person transmission of this and other viruses, we have limited student activities and programs in which students and staff would typically meet in larger groups. We have sent a letter home asking that parents/guardians notify Westbridge Academy of any travel that is being planned outside of the United States between now and June 30, 2020. We are working closely with local and county health officials to ensure that everything that can be done is being done to protect everyone here at the school.

Our School Health Related Closure Plan - In accord with the home instruction provision designated in NJAC 6A:16-10.1, in the event of a school closing or school dismissal, learning packets will be mailed home with instructions for traditional learning and e-learning opportunities. A home instruction team has been assembled to develop and plan for the delivery of supplemental learning activities for up to a 15-day school closure for each Westbridge Academy student. Lastly, we have instituted a series of in-service opportunities to communicate with our staff on the most up to date Coronavirus information.

Enhanced School Cleanliness/Disinfection Protocol - Our custodial staff is following proper cleanliness and disinfection protocols in accord with EPA guidelines including the cleaning of all areas with Clorox and Lysol products around the clock. Prior to the start of the school day, during the school day and following student dismissal all door knobs, lunch tables, desks, chairs, floors, bathrooms, phones, electronics, classrooms, offices, medical services areas, food distribution areas and common areas are cleaned thoroughly.

Additionally, we have implemented a "hand washing awareness" campaign in which colorful flyers have been posted throughout the school, flyers are placed on student desks, classes are engaged in creating public service announcement posters that stress cleanliness as the best defense and teachers are teaching lessons about hand-washing, covering coughs and sneezes and what to do if flu-like symptoms are being experienced.

Our administrative team continues to closely monitor information and guidance from local, state and federal sources. Please know that Westbridge Academy is committed to doing what is best for everyone at our campus and should you have any questions, please do not hesitate to contact me.

Sincerely,

Dr. Anthony Hadzimichalis
Principal

AH/jb