



St. Augustine of Canterbury School

A National Blue Ribbon School
Member of NCEA & AdvancED Accredited
45 Henderson Road • Kendall Park, New Jersey 08824
(732) 297-6042 • Fax (732) 297-7062



March 10, 2020

Dear Parents and Guardians,

With the constant news cycle focus on coronavirus and the news that schools in our tri-state region are closing because of the virus, we thought you would like to know what we are planning in case of an extended school closing.

First, the decision to close the school will be made in conjunction with the New Jersey Department of Health and the Diocese of Metuchen. If you or someone in your household travels to an affected region, has been exposed to the virus through contact with someone infected, or are diagnosed with COVID-19, please report it to the school office as soon as you become aware of the situation. We will consult the Department of Health for guidance as to quarantine or closing.

Yesterday, the faculty and administration met to discuss our options if the decision is made to close the school and we believe we can “keep the learning going” even if we are closed. At this time, we can report the following:

1. We have decided to use Google Classroom for all students in grades 3 – 8 in order to have a consistent platform for students and parents to receive and submit assignments. Grades Pre- K-Gr. 2 will post through our school website pages
2. While Google Classroom is a great resource, it does not allow for students to discuss material with their teachers ‘face-to-face.’ Therefore, we plan to use an online meeting platform called Google Meet which provides the capability for meetings between the teacher and all students. Google Meet also allows the teacher to share their screen – PowerPoints, examples, a whiteboard – with their students. Our plan is to create a schedule for each teacher to have regular class meetings to provide instruction and answer questions. Will post schedules to Google Classroom for Grades 3-8. Grades Pre-K – Gr. 2 will be posted on the homework pages.
3. The majority of our textbooks are online. In cases where physical textbooks are used, teachers will send home workbooks/packets.

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How can you help?

1. Please update your Honeywell Instant Alert profile to include a mobile phone number and an email.
2. If your contact phone number or email has changed, please communicate that information to the school office and your child(ren)'s teachers.
3. If you do not have use of have use of computing technology at home, you were asked to complete a survey so that the necessary technology can be provided. More information will be sent to you on Friday.
4. If your child is sick, please keep them home and report symptoms to the school office.
5. Help us to stop the spread of respiratory disease:
 - Avoid close contact with people who are sick.
 - Avoid touching your eyes, nose, and mouth.
 - Stay home when you are sick.
 - Sneeze/cough into your elbow or a tissue and throw the tissue away.
 - Clean and disinfect frequently touched objects and surfaces using household cleaning spray or wipe.
 - Wash your hands often with soap and water for at least 20 seconds (say the Our Father and Glory Be!)

We will continue our aggressive cleaning procedures and will continue to encourage healthy habits for the students, teachers, and staff. As this situation continues to evolve, please be assured that we will share information as it comes. We hope you will join us in praying for those who have been afflicted, who are caring for the sick, and who are fighting to stop the spread of this virus.

Sincerely,



Sister Mary L. Shulas, MPF
Principal



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ADDITIONAL PRECAUTIONARY MEASURES IN THE CLASSROOM

- At every work station (groups of 4/groups of 3) in the classroom, teachers were asked to place a box of tissues at each station.
- Students are being advised to cough or sneeze in their hands and use a tissue, not their shirt sleeves. Hands can be easily sanitized.
- Teachers are asked to send their students to the bathroom to wash their hands at least every hour. Handles on bathroom doors use a wipe.
- Teachers are asked to clean their desk, tables, light switch, door knobs, before class begins and at the end of the day.

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