

PORT JEFFERSON SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT OF SCHOOLS
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Jessica Schmettan
Superintendent of Schools

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March 6, 2020

Dear Port Jefferson Families,

On behalf of the Board of Education and myself, I am updating you with the latest information regarding the COVID-19 (coronavirus) and the preparations we have in place in the Port Jefferson School District.

Our primary focus is the health, safety and well-being of our students, faculty, staff and community. We have been closely monitoring information from the Centers for Disease Control and Prevention (CDC) and Suffolk County Department of Health. In addition to those online resources, we have maintained updated information through the following venues:

- On Tuesday, March 3rd, I attended a workshop with New York State Department of Health in Albany where the focus was the COVID-19.
- On Wednesday, March 4th, a few of my staff members attended with me a Suffolk County School Superintendents Association meeting on the COVID-19. Present at this meeting were the Suffolk County Department of Health, the Police Department, and Fire, Rescue and Emergency Services. Guidance was given on best practices and resources to address the concerns and issues associated with this virus.
- On Thursday March 5th, I met with my Administrative team to update them with all current information and addressed the procedures and protocols for the staff.
- On Thursday, I also met with the School District Safety Committee which is made up of staff and our community partners (Village of Port Jefferson & Fire Department).

Principals will hold faculty meetings in all three schools to update the staff. These meetings will discuss the signs and symptoms of the COVID-19 virus and basic procedures to stop the spread of germs. Our nursing staff has already been instructed on protocol should a student or staff member appear symptomatic.

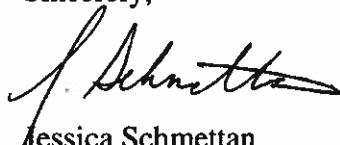
All classrooms have hand-sanitizing stations or handwashing sinks. In addition to our regular custodial cleaning protocols, the following additional precautionary steps are being taken:

- Desktops are being disinfected nightly.
- Computers and keyboards are being disinfected multiple times a day.
- All common touch surfaces such as door handles, bathroom faucets, and stairwell handrails are being wiped down multiple times a day.
- Athletic equipment will be sterilized each day.
- High touch areas on buses on are being disinfected by Suffolk Transportation Drivers.

Although at this time we do not have any confirmed cases in our area, arrangements are being made in the event we are forced to close schools. Should the District receive word of any cases, or additional guidance from county, state and federal health professionals, we will certainly share that with our staff, students, parents and residents. Please know the District takes direction regarding health matters from local health departments and the CDC, and will continue to keep communication lines open as we monitor the situation.

We remain sensitive to implicit biases that may be associated with the virus. All members of our school community have the right to be safe, valued, educated and respected. Should you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read 'J. Schmettan', with a stylized flourish at the end.

Jessica Schmettan
Superintendent of Schools