



Hope Community Charter School
Pandemic Crisis Plan
March, 2020
Revised May 2020

Background

From the NJ Department of Health Memo - March 2, 2020

Many childcare centers, school administrators, teachers and parents within New Jersey are concerned about how the current outbreak of the 2019 Novel Coronavirus (COVID-19) will impact their communities and wish to take appropriate steps to mitigate any risks. The word “novel” means new. The Centers for Disease Control and Prevention (CDC) is working hard to learn as much as possible about this new virus so that they can better understand how it spreads and its associated illness. The New Jersey Department of Health is also working hard by developing guidance and Education materials should this new virus impact our residents.

Though the CDC considers COVID-19 to be a serious public health concern based on current information, the immediate health risk to the general U.S. public is considered **low** at this time. The CDC and the World Health Organization are closely monitoring the national and global situation and providing ongoing guidance. At this time, the CDC recommends avoiding nonessential travel to China, Iran, Italy and South Korea. There are additional countries with travel alerts. Updated travel information specific to COVID-19 can be found at <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>.

What is the difference between seasonal and novel coronavirus? Coronaviruses are a family of viruses and there are different types of coronavirus within that family, much like there are different types of influenza viruses. Coronaviruses in general are not new and are a frequent cause of respiratory illnesses such as the common cold. Coronaviruses tend to circulate in the fall and winter months, similar to influenza. Most people get infected with these viruses at some point in their lives. The type of coronavirus that has recently emerged in Wuhan, China **is a new type** of coronavirus and is infecting people for the first time (which means that people do not have any immunity to it). This newly discovered virus is called SARS-CoV-2 and is causing a disease named COVID-19.

What are common symptoms of COVID-19? Information to date suggests this virus is causing symptoms consistent with a respiratory illness such as cough, fever, and shortness of breath.

How is COVID-19 spread? At this time, it’s unclear how easily or sustainably this virus is spreading between people. Typically, with most respiratory viruses, people are thought to be most contagious when they are most symptomatic (the sickest). Chinese officials report that sustained person-to-person spread in the community is occurring in China. Similar spread has been reported in other countries. Person-to-person spread in the United States has been detected but the risk to the general public remains low. Cases in healthcare settings, like hospitals, may also occur.

What measures can be taken to prevent COVID-19? There is currently no vaccine to prevent COVID-19 infection. The best way to prevent infection is to avoid being exposed to this virus. However, as a reminder, CDC always recommends everyday preventive actions to help prevent the spread of respiratory viruses.

How is COVID-19 treated? Currently, there is no specific antiviral treatment recommended for the coronavirus. There is no vaccine to prevent this virus, and the CDC advises that the best way to prevent infection is to avoid being exposed to this virus.

How should schools prepare for the potential of a coronavirus outbreak in their community?

To prepare for possible community transmission of COVID-19, the most important thing for schools to do now is **plan** and **prepare**. Interim Guidance for Administrators of US Childcare Programs and K-12 Schools to Plan, Prepare, and Respond to Coronavirus Disease 2019 (COVID-19) can be found at <https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/guidance-for-schools.html>.

- Review and update or develop your outbreak response/pandemic plan and share with stakeholders before an outbreak occurs.
- Establish procedures to ensure students and staff who become sick at school or arrive at school sick are sent home as soon as possible.
- Prepare for the potential of school closures or dismissals or cancellation of school events.
- Prepare to offer home instruction to students.
- Implement flexible attendance and sick leave policies.
- Establish relationships with local public health officials and identify points of contact.
- Create emergency communication plan and maintain up to date contact information for everyone in your communication chain.
- Establish leadership team, identify essential staff functions, assign tasks and responsibilities.
- Plan workshops and training to educate staff on prevention measures.
- Continue to monitor current information from health officials.

What should a school do when a student or staff presents with symptoms of COVID-19?

- COVID-19 presents with signs and symptoms that may be indistinguishable from much more common respiratory viruses. At this time, respiratory illnesses are much more likely to be due to common viruses (e.g., influenza, common cold) than COVID-19. If a community (or more specifically, a school) has cases of COVID-19, local health officials will help identify those individuals and will follow up on next steps. Schools are not expected to screen students or staff to identify cases of COVID-19.
- Students with fever, cough, or difficulty breathing should be placed away from others and asked to wear a face mask until they can be sent home.
- Staff members should be sent home and advised to seek medical advice.

- Notify your local health department with any questions or concern about an ill student www.localhealth.nj.gov.

A. Ongoing Review and Enhancement of Policies, Procedures and Pandemic Crisis Plan

1. Members of the committee to review policies and procedures are listed below and may be asked to meet as needed.
2. This plan may be modified based on new information and updates from the CDC, The NJ Health Department, and the NJDOE. Meetings may be held to review, update, and approve the Pandemic Crisis Plan for the upcoming school year and conduct tabletop emergency exercises. PPC committee members will review and understand their roles and responsibilities during a pandemic crisis.

Contact	Title	Contact Information	Alternate Contact	Email
Robin Ruiz	Executive Director, Chief School Administrator	856 379-3448		ruiz@hopecommunitycharter.org
Patricia Johnston	School Business Administrator, Building & Grounds Supervisor	856 379-3448		johnston@hopecommunitycharter.org
Tracy Foedisch	Hiring & Support Manager, Food Service Supervisor	856 379-3448		foedisch@hopecommunitycharter.org
Maya Worlds	Enrollment and Student Records Director	856 379-3448		worlds@hopecommunitycharter.org

B. Communications System

1. The Executive Director will serve as the contact person for addressing questions and concerns related to the topic of pandemic planning; the primary contact phone number will be 856 379-3448.
2. Staff and student contact details will be continuously updated in the Oncourse student data management system for the purpose of accurate communication.
3. Blackboard, email and Class DoJo, electronic systems, as well as the phone and US mail will be used to communicate updates and information to all stakeholders in various formats (text, email, call, letters etc.) Communication will be in the language the parent speaks.

4. Building administration will arrange for a letter to go out to parents and guardians on the following topics. Communication will be in the language the parent speaks.

- Prevention
- Preparation
- Pandemic Symptom Recognition and Action
- Communication

C. Prevention

1. The school nurse and physical education teacher will disseminate messages about preventive hygiene and conduct respiratory etiquette programs (cough in your sleeve). Dissemination techniques may include, but not be limited to, classroom presentations, press releases, school-wide posters, videos and training to staff via in-services or faculty meetings, hand washing signs in all bathrooms.
2. The Head Custodian will ensure that all building bathrooms are continually stocked with soap and paper towels.
3. The Head Custodian will ensure that all student contact spaces are sanitized on a frequent and regular basis.
4. The Building & Ground Supervisor will ensure the school undergoes a deep cleaning monthly and as needed between monthly deep cleanings.
5. The Building & Ground Supervisor will ensure hand washing signs will be posted.
6. Teachers, building staff, and administrators will be required to wear mask in the building.

D. Monitoring Illness/Attendance

The following processes and procedures will be used to report the absentee rates for staff and students in collaboration with local health departments once a pandemic has been confirmed as present in New Jersey or once such information has been requested by the Health Department and/or County Superintendent's Office:

- The school nurse will authorize individual student and staff dismissal due to identified and pandemic related symptoms; any students and/or staff members with these symptoms will be sent home immediately and required to remain at home for the infectious period or clearance from a physician. Students awaiting parents/guardians due to illness will be held in a separate area in the Nurse's Office or another designated location until pick up.
- The building receptionist responsible for attendance reporting will forward, on a daily basis, the names of **students** who are absent to the school nurse. The school nurse will reach out to all families to identify the nature of the absence and document medically based absentee rates internally looking for increased reports of absence due to pandemic related illness. Absentee rates will not be reported to the Health Department unless greater than 15% of the population or unless requested by the Health Department and/or County Superintendent's Office.

- The Hiring & Support Manager will forward the names of **staff** who are absent due to pandemic related illness to the school nurse on a daily basis; the school nurse will document and track medically based absentee rates internally looking for increased reports of absence due to pandemic related illness. Absentee rates will not be reported to the Health Department unless greater than 15% of the population or unless requested by the Health Department and/or County Superintendent's Office.
- Staff will be reminded to send sick students to the Nurse's Office.

E. Updates

1. The Executive Director will provide updates and the latest research information to staff, students, and parents. Communication will be in the language the parent speaks.
2. The Executive Director will cancel and announce cancellation of all group activities if directed to do so by the NJ Health Department and/or County Superintendent's office.
3. Student seating will reflect social distancing to the fullest extent possible; student desks will be separated if directed to do so by the NJ Health Department and/or County Superintendent's office.
4. Building administration will arrange for a standard informational mailing to go out to parents and guardians to communicate new information.

F. Continuity of Student Learning

Hope's Population/Demographics:

Demographic	Student Percentage
African American	40%
Hispanic	60%
Homeless	
Migrant LSE	0%
Students with Disabilities	25%
Homeless	4%
ELL	6%

Understanding Technology Challenges:

Hope will survey all families repeatedly regarding their access to technology. In this survey, parents will be asked if they have home Internet access and what type of devices their child has access to. Teachers will work closely with families to identify changes in student's access to technology and change the form of instruction provided based on access. Technology support will be available to families through phone calls and no contact in-school technology support.

Educational Program:

In order to ensure educational continuity in the event of an extended emergency, the following steps will be implemented by the teaching staff with the assistance of administration:

Grade Groups	Instructional Resource	Comments
K-5 Literacy & Math	Direct Instruction by a certified teacher via Skype and Google Classroom using a tablet, computer or Smartphone. The Literacy schedule is Monday – Friday 9:30 a.m. – 11:30 a.m. and Math is	Google Classroom/Skype schedule will be communicated to all students. Additional resources/resources will be sent through the school notification system, emails and Class DoJo.

	<p>Monday – Friday 1:30 p.m. – 3:30 p.m. Teachers will schedule individual calls with students who need help or additional support for students without access to technology.</p> <p>Paper assignments packets will be available for pick up. For families who are unable to come to school to pick up assignment packets, Hope will mail the assignments packets. ALL students will receive a copy of all assignment packets regardless of their access to technology. Individual student assignment packets will be differentiated based on individual student needs, goals and IEPs. The special education teacher will work with the classroom teacher to modify work assignments.</p> <p>Teachers are recording and tracking assignments given and providing documentation of differentiation.</p> <p>Class Link – academic sites YouTube channel for mini lessons and read aloud</p> <p>Reading bags to go home with books</p>	<p>Communication will be in the language the parent speaks.</p> <p>Teachers will keep track of student communication, participation and form of instruction on a spreadsheet, which will be updated weekly.</p>
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<p>K-5 Special Education Resource Room Students Literacy & Math</p>	<p>Direct Instruction by a certified teacher via Skype and Google Classroom using a tablet, computer or Smartphone. The Literacy schedule is Monday – Friday 9:30 a.m. – 11:30 a.m. and Math is Monday – Friday 1:30 p.m. – 3:30 p.m. Teachers will schedule individual calls with students who need help or additional support for students without access to technology.</p> <p>Paper assignments packets will be available for pick up. For families who are unable to come to school to pick up assignment packets, Hope will mail the assignments packets. ALL students will receive a copy of all assignment packets regardless of their access to technology. Individual student assignment packets will be differentiated based on individual student needs, goals and IEPs. Teachers are recording and tracking assignments given provide documentation of differentiation.</p> <p>Class Link – academic sites YouTube channel for mini lessons and read aloud</p> <p>Reading bags to go home with books</p>	<p>Google Classroom/Skype schedule will be communicated to all students. Additional resources/information will be sent through the school notification system, emails and Class DoJo. Communication will be in the language the parent speaks.</p> <p>Teachers will keep track of student communication, participation and form of instruction on a spreadsheet, which will be updated weekly.</p>
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K-5 Physical Education	Physical Education YouTube videos are created and posted for students to view and participate in the gym activity. Health assignments are included periodically in the paper assignment packets. Paper assignments packets will be available for pick up. For families who are unable to come to school to pick up assignment packets, Hope will mail the assignments packets. ALL students will receive a copy of all assignment packets regardless of their access to technology.	Google Classroom/Skype schedule will be sent home with all students. Additional resources sent school notification system, emails and Class DoJo.
ELL	ELL assignments are mailed with paper assignment packets. Assignments are based on individual student needs. Hope's ELL teacher will communicate with families on a regular basis and schedule individual calls/Google Meet sessions with students who need help. Paper assignments packets will be available for pick up. For families who are unable to come to school to pick up assignment packets, Hope will mail the assignments packets. ALL students will receive a copy of all assignment packets regardless of their access to technology.	Teachers will keep track of student communication, participation and form of instruction on a spreadsheet, which will be updated weekly. Additional resources/information will be sent through the school notification system, emails and Class DoJo. Communication will be in the language the parent speaks.

Science	Science assignments are included periodically in the paper assignment packets.	
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Identifying, Tracking, and Documenting:

Hope Community Charter School will use a spreadsheet that will identify track special education services/accommodation and modifications based on each child's IEP. The spreadsheet will keep track of differentiated assignments, services, and family/staff communication.

Related Services for students receiving Speech, Occupational Therapy, and Counseling:

Students who are eligible for Speech or Occupational Therapy will receive virtual/remote lessons. Hope staff members will work closely with parents to schedule remote services at the parents/students convenience. A continuously updated spreadsheet will be kept that tracks student eligible services, parent communication, appointment times and dates and times of services provided. Virtual/remote services will meet IEP goals and objectives and be provided by certified personnel.

Counseling: Support will be provided via phone to meet IEP goals and objectives.

Section 504: School Counselors to monitor and provide additional support per individual plans.

IEP Meetings:

With the permission of the parent, virtual IEP Annual Review meetings will be held. After the parent has given permission, a Google Meet invitation will be issued and the meeting will be held virtually. The meeting will follow the traditional IEP Annual Review protocols. Electronic signatures can be used. The process for new evaluations and reevaluations will be similar,

except all testing and in person interactions will be scheduled once it is safe for in-person student interactions at schools.

Homeless Support:

When a teacher does not have regular contact with a student, they inform the administrative team. The administrative team uses all resources available to contact the family.

Communication will be in the language the parent speaks. This process may include calling emergency contact numbers and making home drive-by visits. If it is determined that a family has become homeless, Hope offers services to the family and makes arrangements for academic assignment packets to be mailed/dropped off to their current location.

Attendance:

Teachers are maintaining a spreadsheet that tracks daily interaction with students.

Additionally, teacher have record of paper student assignment packets returned. A student is considered present if they participate in online instruction, submit an electronic assignment, engage in a small group or one-on-one conference call, or return paper based assignment packets. Attendance during the pandemic will not be a factor in promotion/retention, discipline or any other decision that will affect the student besides remediation plans.

If a student has not been participating in online instruction, submitted electronic assignments, engaged in a small group or one-on-one conference call, returned paper based assignment packets or communicated with the teacher after numerous attempts, the administrative team is notified. The administrative team uses all resources available to contact the family.

Communication will be in the language the parent speaks. This process may include calling emergency contact numbers and making home drive-by visits. Once the family is reached, we work with the family to determine how Hope can help meet their child's educational needs. If we are unable to contact a family a wellness check referral is made to Camden City agencies.

Summer Program:

Hope will be running a virtual/remote STEAM Enrichment program for all Hope students from July 6th through July 23rd Monday through Friday from 8:30 a.m. – 2:30 p.m. Teachers will provide remote literacy and math instruction in the morning and STEAM activities in the

afternoon. STEAM supplies will be available for pick up once a week from Hope. This program is fully funded by a grant from New Jersey Juvenile Justice System.

G. Stock

- The Head Custodian along with the Building & Ground Supervisor will ensure ample storage of appropriate and adequate sanitation supplies such as soap, alcohol gel, and tissues in all bathrooms.
- All classrooms will receive hand sanitizing gel for regular use.

H. Protocol – School Open

When necessary, the Chief School Administrator will initiate the response process:

- The Executive Director will send out message Blackboard informing parents when school is open.
- The Executive Director will provide updates and the latest research information to staff, students, and parents via Blackboard and email.

School Nurse

- The school nurse will continue with surveillance reporting procedures, conduct student as well as staff assessments and provide updates to administration.
- The school nurse will serve as the primary authority for sending home sick staff and students. Students and staff deemed ill and having pandemic related symptoms will not remain at school and should return only after their symptoms resolve and they are physically ready to return to school; they will be required to remain at home for the infectious period.
- Students and staff not reporting to school due to pandemic related symptoms and illness are only required to call once during the illness period to report absences.

Teachers

- Reinforce student infection control procedures.
- Send students to the school nurse who appear ill.

Custodial Staff

- Ensure ample supply of sanitizing supplies and daily sanitizations.
- Take appropriate actions to minimize the risk of viral transmission in school facilities to the greatest extent possible.
- Assure the provision of power, telecommunications, heat and ventilation, water, sewer, janitorial services, etc. appropriate to facilities based on their classification during an event.

Secretarial Staff

- Follow absentee reporting procedures and forward all attendance information to building nurse daily.
- Reinforce student infection control procedures.
- Send students who appear ill to the school nurse.

School Counselors/ Child Study Team

- Promote students, faculty, and staff mental well being during the event via in-services, individual and group counseling sessions.

Addressing Stigma

Stigma can affect people, places, or things. It occurs when people associate a risk with something specific—like a minority population group—and there is no evidence that the risk is greater in that group than in the general population. Stigmatization is especially common in disease outbreaks.

Example: A 2002 outbreak of severe acute respiratory syndrome (SARS) in China caused global concern. Unfortunately, fear also led to a great deal of stigma. Although there were no associated cases of SARS in America, many citizens began to avoid Chinatowns and other Asian-American communities—including Japanese, Korean, and Vietnamese peoples—throughout the United States because they believed those groups were at greater risk for spreading SARS.

Stigmatized groups may suffer psychologically and economically. They may be subjected to:

- Social avoidance or rejection
- Denial of healthcare, Education, housing, or employment
- Physical violence

Stigmatizing minority groups may also distract people from focusing on the real risks in a crisis situation. When only part of a population is perceived as being affected, others may incorrectly believe they are not at risk. By assuming they are safe, majority population groups may not take

important public health precautions, unintentionally compromising their own health and well-being.

Crisis communicators must work to counter stigmatization during a disaster. Messages should reinforce real risks through accurate information and awareness. Images should reflect all people who are susceptible to getting sick. Ideally, public health messages will proactively address possible stigma before it begins. However, prepared communicators should be ready to challenge any negative stigmatizing behaviors that do emerge.

Please note that there will be no transportation home for ill students.

I. Protocol – School Closed

When necessary, the Executive Director will activate the response plan.

Executive Director

- Executive Director closes the school when it is identified by the state; any non-academic events will be cancelled as well.
- Send out Blackboard and Class DoJo messages informing parents that schools are closed.
- The Education Director / CSA will provide updates and the latest research information to staff, students, and parents via Blackboard and email.
- The Executive Director will create an essential employee schedule weekly to meet the needs of the students, staff and building.

School Nurse

- Provide health updates to Executive Director.

Teachers

- Check, monitor, and respond to email messages on a daily basis.
- Provide daily lesson to students through Google Meets, Skype and personalized calls.
- Provide lessons via YouTube links and other electronic platforms.
- Grade work submitted through continuation of learning process.
- Log pupil, parent, staff contacts.
- Prepare lesson plans for the recovery phase.

- Complete reports as necessary.

Administration/Supervisors/Office Staff

- Implement their continuity of Education services plan.
- Check, monitor, and respond to voicemail and email messages on a daily basis.
- Provide support as requested to the Executive Director.
- Monitor staff health and work performance.
- Complete reports as necessary.

Custodial Staff

- Report to the school building as scheduled for essential employees. Monday through Friday, on days essential employees are not required to report, stop by the building for a safety check.
- Restock ample supply of sanitizing supplies.
- Take appropriate actions to minimize the risk of viral transmission in school facilities to the greatest extent possible.
- Prepare to restore facilities to their normal use.
- Assure the provision of power, telecommunications, heat and ventilation, water, sewer, janitorial services, etc. appropriate to facilities based on their classification during an event.

School Counselors/ Child Study Team

- Counselors and child study team members will check, monitor, and respond to voicemail and email messages on a daily basis.
- Psychological first aid will be provided as necessary.

J. Other Core Operations

Payroll

- The Business Office will continue regular functioning from an outside location if necessary.

Food Service

- Hope Community Charter School will be sharing pick up locations and times through out the Camden City where families can pick up breakfast and lunches.
- Five days worth of non-perishable items will be provided to students to store at home and use if school is closed.

K. Recovery

When necessary, the Executive Director - Chief School Administrator, will initiate the recovery process.

Those students who can document illness to self or a member of the immediate family will have one additional month to make up missed work; extenuating circumstances will also be taken into consideration.

Executive Director

- Identify healthy staff to determine the feasibility of reopening schools.
- The Executive Director will provide updates Blackboard and Class DoJo.
- The Executive Director will announce when Hope Community Charter School is to reopen and plans that are in place to maximize safety.

School Nurse

- The school nurse will continue with surveillance reporting procedures, conduct student as well as staff assessments, communicate with parents/guardians as well as provide updates to administration.
- The school nurse will serve as the primary authority for sending home sick staff and students. Students and staff deemed ill and having pandemic related symptoms will not remain at school and should return only after their symptoms resolve and they are physically ready to return to school; they will be required to remain at home for the infectious period.

Teachers

- Reinforce student infection control procedures.
- Send students to the school nurse who appear ill.

- Each classroom teacher should acknowledge the event.

Administration/Supervisors/Office

- Support and endorse nursing decisions.
- Monitor and report absences to Executive Director.
- Maintain contact with parents/guardians as well as school community keeping them abreast of what the building is doing for the reestablishment of a positive school climate.

Custodial Staff

- Ensure ample supply of sanitizing supplies and daily sanitizations.
- Ensure appropriate actions are taken to minimize the risk of viral transmission in school facilities to the greatest extent possible.
- Prepare to restore facilities to their normal use.
- Assure the provision of power, telecommunications, heat and ventilation, water, sewer, janitorial services, etc. appropriate to facilities based on their classification during an event.

School Counselors/ Child Study Team

- Promote students, faculty, and staff mental well being during the event via in-services, individual and group counseling sessions.
- Assessment of functioning and needs of students via referral system.
- Follow up with referrals.
- Follow up with students who called in/made contact during response.
- Stabilization groups will be conducted for students who cannot cope in the classroom setting.
- Coping groups will be conducted for the purpose of preventing post traumatic stress.
- Conduct seminars for parents related to support, information, and referral services.

Essential Staff Members

Contact	Title	Contact Information	Alternate Contact	Email
Robin Ruiz	Executive Director, Chief School Administrator	856 379-3448		ruiz@hopecommunitycharter.org
Patricia Johnston	School Business Administrator, Building & Grounds Supervisor	856 379-3448		johnston@hopecommunitycharter.org
Tracy Foedisch	Hiring & Support Manager, Food Service Supervisor	856 379-3448		foedisch@hopecommunitycharter.org
Maya Worlds	Enrollment and Student Records Director	856 379-3448		worlds@hopecommunitycharter.org
Bourinquin Garcia	Head Custodian	856 379-3448		
Maria Garcia	Paraprofessional / Translator	856 379-3448		garcia@hopecommunitycharter.org
Quason Mayes	Paraprofessional	856 379-3448		mayes@hopecommunitycharter.org
Devon Russaw	Assistant Principal	856 379-3448		russaw@hopecommunitycharter.org
Kimberly Leibovitz	Social Worker	856 379-3448		leibovitz@hopecommunitycharter.org

L. Reactions

Managing Fears and Anxiety around Coronavirus

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March, 2020
Revised May 2020

As information about Coronavirus unfolds, there can be a wide range of thoughts, feelings and reactions. Below is some helpful information.

Common Reactions: Please recognize that there can be a wide range of reactions and that over the next few days or weeks you may experience periods of:

- Difficulty concentrating and sleeping
- Anger
- Hyper-vigilance to your health and body
- Anxiety, worry, panic
- Feeling helplessness
- Social withdrawal

Ways to Manage Fears & Anxieties:

- Get the facts. Stay informed. For further information, see the dedicated CDC website. <https://www.cdc.gov/coronavirus/2019-ncov/summary.html>
- Keep things in perspective. Limit worry and agitation by lessening the time you spend watching or listening to upsetting media coverage. Although you'll want to keep informed — especially if you have loved ones in affected countries — remember to take a break from watching the news and focus on the things that are positive in your life and things you have control over.
- Be mindful of your assumptions about others. Someone who has a cough or a fever does not necessarily have coronavirus. Self-awareness is important in not stigmatizing others in our community.
- Stay healthy. Adopting healthy hygienic habits such as washing your hands with soap and water or an alcohol-based hand sanitizer, frequently, and certainly after sneezing or before/after touching your face or a sick person. Cover your mouth and nose with a tissue or your sleeve (not your hands) when coughing or sneezing. Avoid touching your eyes, nose and mouth. Avoid contact with others who are sick and stay home while sick.
- Keep connected. Maintaining social networks can help maintain a sense of normalcy, and provide valuable outlets for sharing feelings and relieving stress.
- Seek additional help. Individuals who feel an overwhelming worry or anxiety can seek additional professional mental health support. You may call your school counselor (who will be available as usual when school is open and via phone and email if school is closed).

