



# Saddle Brook Public Schools

355 Mayhill Street  
Saddle Brook, NJ 07663

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

- Please see COVID-19 Regional Risk Matrix located on page 3 of this document
  - This matrix contains active links to:
    - COVID-19 Exclusion Criteria (also on page 13)
    - cleaning and disinfection
    - NJDOS School Exclusion Criteria
    - COVID-19 symptom list
    - Sample parent letter (School Notification Template of Positive Case in School) - page 18
    - Sample parent letter (School Notification Template of Close Contact of Case in School) - page 19

## **EMPLOYEE**

### **Symptomatic:**

- If an employee has symptoms of COVID-19 and the symptoms are life-threatening, he/she is to immediately dial 911.
  - The employee is to immediately report this information to their direct administrator.
  - If in the building, the employee is to immediately isolate him/herself. (See below chart for isolation areas in each building.)
    - Cleaning and disinfecting procedures will be followed regarding all areas where the employee was present.
  - If unable to drive him/herself home, the school will contact a family member to pick up the employee.
  - Employee should contact their primary care physician.
  - Employee is to get tested for COVID-19 and share results with the school nurse and/or building and/or building administrator.
  - The District or School COVID liaison will follow up with employee to share instructions on next steps and complete the Contact Tracing process.

### **Positive COVID-19 test result:**

- If an employee is in the building and receives notification of a positive test result from COVID-19, they are to immediately isolate him/herself and report this information to their direct administrator.
  - Administrator will provide coverage if needed.
  - Employee is to immediately drive him/herself home, and isolate him/herself.
    - Cleaning and disinfecting procedures will be followed regarding all areas where the employee was present.
  - The District or School COVID liaison will contact the employee within 24 hours to review isolation instructions and complete the Contact Tracing process. (See below chart for isolation areas in each building.)
- If an employee receives notification of a positive test result while not present at work, he/she is to immediately contact their direct administrator.



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- The District or School COVID liaison will contact the employee to review isolation instructions and complete the Contact Tracing process.
- The school COVID liaison will notify the Local Health Department and notify them of the following information, when available:
  - Contact information for the person(s) who tested positive for COVID-19'
  - The date the COVID-19 positive person developed symptoms (if applicable), tested positive for COVID-19 (if known), and was last in the building;
  - Types of interactions (close contacts, length of contact) the person may have had with other persons in the buildings or in other locations;
  - Names, addresses, and telephone numbers for ill person's close contacts in the school;
  - Any other information to assist with the determination of the next steps.
  - Notify the school community as per school protocol.

## **Prolonged exposure or resides with someone who has tested positive for COVID-19:**

- Employee is to immediately notify his/her direct administrator upon finding out this information.
- If in the building, the employee is to go directly home. The administrator will find coverage, if needed.
  - Areas where the employee was present for a prolonged period of time (10 minutes or more) will be vacated and immediately closed off. Outside doors and windows will be opened to increase air circulation. After 24 hours, we will proceed with cleaning and disinfecting all areas.
  - Cleaning and disinfecting procedures will be followed regarding all areas where the employee was present - office, classrooms, bathrooms, common areas, shared electronic equipment, etc (focussing especially on frequently touched surfaces).
- The District or School COVID liaison will contact the employee to review isolation instructions and complete the Contact Tracing process.

## **STUDENT**

### **Symptomatic:**

- If in the building:
  - And a student has symptoms of COVID-19 and the symptoms are life-threatening, the nearest staff member is to immediately dial 911.
  - The student is to immediately report to the directed isolation area.
    - Areas where the student was present for a prolonged period of time (10 minutes or more) will be vacated and immediately closed off. Outside doors and windows will be opened to increase air circulation. After 24 hours, we will proceed with cleaning and disinfecting all areas.
    - Cleaning and disinfecting procedures will be followed regarding all areas where the student was present - classrooms, bathrooms, common areas, shared electronic equipment, etc (focussing especially on frequently touched surfaces).
  - The nurse will contact the student's parent/guardian, who will be directed to immediately come and pick up their child.
  - The parent will be directed to contact their primary care physician.
  - The student is to get tested for COVID-19 and share results with their child's school nurse.



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- District or School COVID liaison will follow up with the parent/guardian of the student to share instructions on next steps and complete the Contact Tracing process.
- If at home:
  - And a student has symptoms of COVID-19, the parent/guardian should immediately contact their primary care physician.
  - The parent/guardian of the student is to call the school nurse to report their child is exhibiting symptoms of COVID-19 and that they made an appointment to get tested for COVID-19.
  - The student is to stay home until results from the testing are received.
  - The School COVID liaison will follow up with the parent/guardian of the student to share instructions on next steps and complete the Contact Tracing process.

## **Positive COVID-19 test result:**

- If a student receives a positive COVID-19 test result, the parent/guardian of the student is to immediately contact the school nurse.
  - The District or School COVID liaison will contact the parent/guardian to review isolation instructions and complete the Contact Tracing process.
  - The school COVID liaison will notify the Local Health Department and notify them of the following information, when available:
    - Contact information for the person(s) who tested positive for COVID-19'
    - The date the COVID-19 positive person developed symptoms (if applicable), tested positive for COVID-19 (if known), and was last in the building;
    - Types of interactions (close contacts, length of contact) the person may have had with other persons in the buildings or in other locations;
    - Names, addresses, and telephone numbers for ill person's close contacts in the school;
    - Any other information to assist with the determination of the next steps.
    - Notify the school community as per school protocol.

## **Prolonged exposure or resides with someone who has tested positive for COVID-19:**

- Parent/Guardian of the student is to immediately notify the school nurse upon finding out this information.
- If in the building, the student is to report directly to the isolation area in the building. The school nurse will contact the parent/guardian and arrange for pick-up of the student.
  - Areas where the student was present for a prolonged period of time (10 minutes or more) will be vacated.
  - Cleaning and disinfecting procedures will be followed regarding all areas where the student was present.
- The District or School COVID liaison will contact the parent/guardian to review isolation instructions and complete the Contact Tracing process.



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| Building:                          | School COVID Liaison: | Isolation Area One:            | Isolation Area Two:                                  |
|------------------------------------|-----------------------|--------------------------------|--|
| <b>MSHS:</b>                       | Carol Rabe            | Two rooms inside Nurses office | Main office conference room (repurposed for phase I) |
| <b>Franklin Elementary School:</b> | Marianne DeAlessi     | Nurse's Office - Back Room     | Nurse's Office - Main Room                           |
| <b>Helen I. Smith School:</b>      | Ellen Ciceri          | Split the nurse's office       |  |
| <b>Long Memorial School:</b>       | Kelly Fontana         |                                |  |
| <b>Washington School:</b>          | TBD                   | Nurse's Office                 |  |