



*Serving With Pride The  
Township of Manalapan  
and the  
Borough of Englishtown*

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September 22, 2021

Dear Parents and Guardians,

Over the last two weeks, we have sent you individual letters to inform you of each COVID-19 case in our schools. In order to create a more efficient process, we will no longer be sending individual letters. Instead, schools will be updating this [spreadsheet](#) on a daily basis. A link to this spreadsheet will also be posted on the [COVID-19](#) page of our website. It is important to note that the reported cases do not mean in-school transmission.

Our procedures regarding COVID-19 will not change. The district will continue to work closely with public health officials and follow state and local health department guidance in order to assure the health and safety of our community. If any close contacts are identified, they will be personally notified and placed on quarantine. Additionally, we will continue to clean and disinfect for COVID-19, including desks and touch points.

If at any point in time throughout the school year your child shows signs or symptoms of COVID-19, please consult your child's doctor and notify your school nurse. We encourage parents and students to continue following the Centers for Disease Control & Prevention promoted safeguards, such as:

- staying home when you are sick;
- washing hands often with soap for at least 20 seconds;
- covering coughs and sneezes and properly disposing of tissues;
- limiting close contact with people who are sick and not sharing food, drinks and utensils;
- practicing social distancing (staying at least 6 feet apart);
- wearing a face covering while in school; and
- continuing to monitor your health for symptoms.

As always, we appreciate your support and cooperation. You can assist us by remaining vigilant but sensible in your approach to dealing with this health concern. Should you have any questions, please feel free to contact your building principal.

Sincerely,

Nicole Santora, Ed.D.  
Superintendent of Schools