



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

*John J. Marciante, Jr., Ph.D.
Superintendent*

OFFICE OF SCHOOL SAFETY &
SECURITY

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Dear Parent(s)/Guardian(s):

**BOARD OF EDUCATION MEETING PUBLIC ATTENDANCE PROTOCOL
CONCERNING ROOM CAPACITY LIMITS OF EXECUTIVE ORDER 183**

Executive Order 183, issued by Governor Murphy on September 1, 2020 limits the number of people at indoor gatherings to 25% of a room's capacity or a maximum of 25 people. The MERS Board of Education has decided to begin conducting in-person meetings. At each meeting, before members of the public are admitted, 14 people will be present, which includes Board members and District Administration. This will allow for only 11 people from the community to be present at one time. In order to provide everyone with a chance to see the meeting and have the ability to comment if they choose to do so, the following protocols will be put into place.

1. The first 11 people from the community to arrive will be granted admittance into the MEMS auditorium, where the meeting will be held. They will be required to complete a COVID-19 questionnaire, have their temperature taken, wear a mask and maintain social distancing protocols.
2. The next 25 community members to arrive will be granted admittance to the MEMS cafeteria, where the meeting will be broadcast live. They will be required to complete a COVID-19 questionnaire, have their temperature taken, wear a mask and maintain social distancing protocols.
3. The next 50 people will be divided into two sets of 25 in the main gym. The gym will be divided into two separate areas. The meeting will be broadcast here as well. They will be required to complete a COVID-19 questionnaire, have their temperature taken, wear a mask and maintain social distancing protocols.
4. If any of the 11 community members in the auditorium wish to comment during the public comment portion of the meeting, they will be allowed to do so. After they have finished speaking, they will be asked to leave the auditorium (door D-16) and make their way to the gym or the cafeteria, depending on the occupancy number in the cafeteria.
5. A person from the cafeteria wishing to speak will then make their way to the auditorium to await their opportunity to speak.

6. The next person in line from the gym wishing to speak will be granted access to the cafeteria, to await their turn to speak.
7. This process will continue until all of those wishing to be heard have spoken, or the time limit of the meeting has been met.
8. At no time will there be more than 11 community members present in the auditorium or 25 community members in the cafeteria or the two rooms in the gym, in order to comply with the Governor's executive order.
9. Failure to comply with any of the safety protocols may result in the offender being denied access to the building and or being asked to leave.
10. All members of the community who are attending should park in the main parking lot. Parking at the entrance directly in front of the building will be reserved for Board members and the Administrative team. The doors will open at 7:20 pm. If you are in line at the main entrance (door A-1) to MEMS and there are already 11 people in line, you should go to the cafeteria door (door D-6).

As the Director of School Safety & Security I realize this is far from the ideal situation. However, we must comply with the Governor's order. I believe this system will allow us to comply with the Governor's order and still allow everyone their right to address the members of the Board of Education and Administrative team. I appreciate your anticipated cooperation as we work together to ensure everyone's health, safety and rights are maintained.

Respectfully,

Richard Oppegaard

Richard Oppegaard
Director of School Safety & Security

Attachment

Visitor COVID-19 Screening Questionnaire

Name: _____ Date: _____

1. Do you have a fever (temperature of 100.4°F or greater) without having taken any fever reducing medications within the last 24 hours?

- Yes
 No

Current temperature _____ To be taken upon arrival at school

2. Do you have any of the following symptoms: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, or diarrhea?

- Yes
 No

3. Within the last 14 days, have you had close contact (within 6 feet of an infected person for at least 10 minutes) with a person with confirmed COVID-19?

- Yes
 No

4. Have you traveled internationally or to any state with a travel advisory in the last 14 days?

- Yes
 No

If you reply YES to ANY of the questions above, you will be denied access to the building.