



STATE OF NEW JERSEY

DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: August 30, 2021

To: Chief School Administrators, Charter School and Renaissance School Project Leads, Administrators of Approved Private Schools for Students with Disabilities, Nonpublic School Administrators

Route To: School Business Administrators

From: Jordan Schiff, Assistant Commissioner
Division of Field Services

Distribution of KN-95/Surgical Face Masks to New Jersey Schools

The New Jersey Office of Emergency Management (NJOEM) has identified a supply of approximately 6 million protective face masks (KN-95 and surgical) to support continued school reopening. Both KN-95 and surgical masks are one standard size, one-time use, and disposable. Schools may use this supply of face masks to provide to students and staff on an as-needed basis for those that might forget, damage, or misplace their masks.

This supply of face masks has been made available at no cost to New Jersey school districts, charter schools, renaissance schools, public receiving schools, Approved Private Schools for Students with Disabilities (collectively "school districts") and nonpublic schools to help mitigate transmission of COVID-19 as full-time in-person instruction resumes. In addition, NJOEM has procured approximately 500,000 child-size surgical masks for younger students that will also be available to school districts and nonpublic schools upon request.

Key steps/actions

The NJOEM will coordinate delivery of protective face masks to each of the 21 county offices of emergency management (OEM), where they will be made available for pick-up by school districts and nonpublic schools requesting a portion of the supply. School districts and nonpublic schools may place a request for face masks based upon their anticipated need at their respective [county OEM site](#). School districts and nonpublic schools are encouraged to base any requests on estimates of need and to submit one request on behalf of the entire school district or nonpublic school. Approximately one week after requests have been processed, school districts and nonpublic schools will receive instructions including information regarding pick-up location, date, and time to retrieve their allotments from the county OEMs.

The deadline for chief school administrators, charter school and renaissance school project leads, administrators of approved private schools for students with disabilities, and nonpublic school administrators to place orders for a portion of this supply is **September 7, 2021**.

Contact information

Questions can be directed to the New Jersey Department of Education, Office of School Preparedness and Emergency Planning at school.security@doe.nj.gov or (609) 376-3574.

c: Members, State Board of Education
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Garden State Coalition of Schools
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