



# NBPS Newsflash

## April 2020

Greetings Team NBPS,

First, your continued support of our students as we all work through this unprecedented time has been remarkable. Well before Governor Baker extended school closure until at least May 4, our team had been planning for an extended suspension of classes. We have been turning well-thought-out ideas into flexible plans that are being fully implemented thanks to the collective effort of every one of you.

We have about 15 videos recorded of teacher lessons that were done at Cable Access, and countless posts by teachers and staff. The Food Services team have distributed almost 30,000 meals so far – great job!

We have developed a wealth of remote learning opportunities for students via a combination of platforms to ensure that all students can access what they need. We are working to streamline information so staff, students and families are not overwhelmed as we keep “learning alive”.


I am mindful that the impact of COVID-19 will be felt in many ways including financially for many of our families and staff. For weeks, we have been discussing the potential impact of an extended closure and the possible shifting of assignments where necessary and appropriate. I want to emphasize a few points:

- To date NBPS does NOT have any confirmed COVID-19 cases
  - We remain in close communication with the New Bedford Health Department
  - We share all concerns /seek their guidance regarding any situation during this time
- All individuals must self-quarantine for 14 days if they show or inform us that they are exhibiting any symptoms related to COVID-19 or the flu
- Any facility where an individual may have exhibited any related symptoms will be CLOSED for 48-72 hours and disinfected in addition to the now-increased level of attention.
- Public distribution procedures for meals, learning packets and laptops is as follows:
  - 6-ft plus distance when distributing meals, remote learning packets and laptops
  - No students, community members or non-authorized staff are permitted to enter buildings for any reason (principals know the process)
- Offices requiring critical functions are rotating staff to have as few people as possible in the offices at one time
  - We are allowing staff secured remote access where necessary
- NBPS adheres to guidance issued by local, state and federal health agencies

Overall priorities: 1. Promote the health and safety of all students and staff 2. Having continuity of the teaching and learning process 3. Provide meals for New Bedford students during the week. 4. Consistent communication to keep staff and families updated 5. Effective operations to support the above priorities including cleaning, security, business operations and payroll/benefits.

Employee Support: NBPS provides a free Employee Assistance Program (EAP). Employees and their families can access Outlook EAP for confidential consultation/support, day or night, through a secure, HIPPA-compliant online program called [Doxy.me](https://doxy.me).

Thank you,

  
Thomas Anderson  
Superintendent

*I can do  
things you  
cannot, you  
can do  
things I can-  
not; together  
we can do  
great things.*

*Mother Teresa*

## INSIDE THIS ISSUE

Employee Spotlight: 2

NB Eats: 3

Step Challenge: 3

Active Coping Calendar: 4

Health Services: 4

Emotional Health: 5

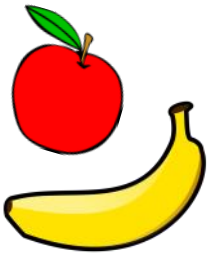
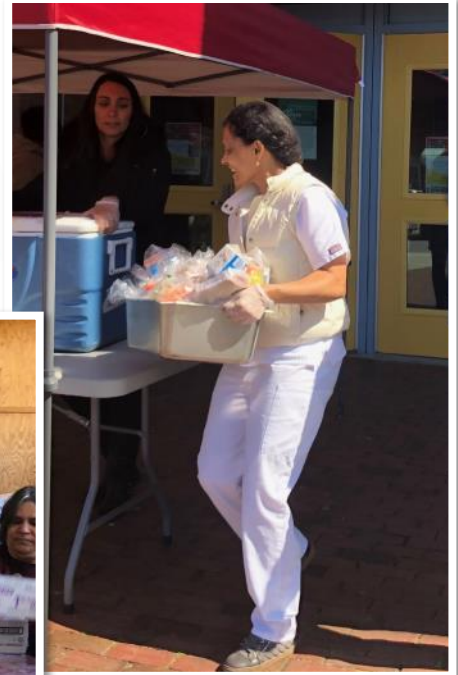
Tech Services Notices: 6

Notices: 7

# Employee Spotlight

## Food Services *Grab n Go* Teams

New Bedford Public Schools



This month we'd like to shine the spotlight on our amazing Food Services Staff! These team members have really stepped up to the plate during these unprecedented times, and we see you! This continues to be a fluid situation with many changes, but one thing that has been consistent is the nutrition provided to our students. Without your dedication many of our students would go without. Whether you're on the front lines or behind the scenes, this wouldn't be possible without YOU!





# Around Our Schools

May 1, 2020

School Lunch Hero Day

May 1, 2020

A Celebration of School Nutrition Professionals



The School Nutrition Association's 8<sup>th</sup> annual [School Lunch Hero Day](#) is on May 1, 2020. Join us in celebrating our school nutrition professionals and thank them for their continued support and contributions to this community-wide effort to ensure children receive meals during this unanticipated school closure!

[School Lunch Hero Day Activity Sheets for Kids - English](#)

[School Lunch Hero Day Activity Sheets for Kids - Spanish](#)



**ENROLL NOW!**  
Enrollment ends April 12

## YOU'RE INVITED! JOIN OUR ANNUAL SPRING STEP CHALLENGE!



Enrollment period for the Spring Step Challenge: March 30, 2020 to April 12, 2020. Challenge will begin April 6, 2020 and will end on May 18, 2020 at 11:59pm.

**Only employees who subscribe to our BCBS health insurance are able to participate.**

Step challenge instructions are available on the district website: <http://www.newbedfordschools.org/cms/one.aspx?portalId=67022&pageId=395911>



To successfully complete this challenge, you will need to log 294,000 steps within 6 weeks, an average of 7,000 steps a day, using a pedometer, **Fitbit**® or other device to keep track of steps. Steps must be entered into [ahealthyme](#), either on the website, through the [HealthyNow app](#), or through a connected **Fitbit**® device, to be counted toward the challenge goal.

**Fitbits** will be available to all employees and spouses who have not received one in the past challenges. Water bottles and Gym bags are also available to all participants while supplies last!

Employees who complete the challenge will be eligible to receive a \$25.00 gift certificate. [Gift certificates will be issued to employees only.](#)



# ACTIVE COPING CALENDAR: APRIL 2020



SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

"Everything can be taken from us but one thing: the freedom to choose our attitude in any given set of circumstances" ~ Viktor Frankl

**1** Make a plan to help you keep calm and stay in contact

**2** Enjoy washing your hands. Remember all they do for you!

**3** Write down ten things you feel grateful for in life and why

**4** Stay hydrated, eat healthy food and boost your immune system

**5** Get active. Even if you're stuck indoors, move & stretch

**6** Contact a neighbour or friend and offer to help them

**7** Share what you are feeling and be willing to ask for help

**8** Take five minutes to sit still and breathe. Repeat regularly

**9** Call a loved one to catch up and really listen to them

**10** Get good sleep. No screens before bed or when waking up

**11** Notice five things that are beautiful in the world around you

**12** Immerse yourself in a new book, TV show or podcast

**13** Respond positively to everyone you interact with

**14** Play a game that you enjoyed when you were younger

**15** Make some progress on a project that matters to you

**16** Rediscover your favourite music that really lifts your spirits

**17** Learn something new or do something creative

**18** Find a fun way to do an extra 15 minutes of physical activity

**19** Do three acts of kindness to help others, however small

**20** Make time for self-care. Do something kind for yourself

**21** Send a letter or message to someone you can't be with

**22** Find positive stories in the news and share these with others

**23** Have a tech-free day. Stop scrolling and turn off the news

**24** Put your worries into perspective and try to let them go

**25** Look for the good in others and notice their strengths

**26** Take a small step towards an important goal

**27** Thank three people you're grateful to and tell them why

**28** Make a plan to meet up with others again later in the year

**29** Connect with nature. Breathe and notice life continuing

**30** Remember that all feelings and situations pass in time



**ACTION FOR HAPPINESS**



[www.actionforhappiness.org](http://www.actionforhappiness.org)

30 actions to look after ourselves and each other as we face this global crisis together

Keep Calm · Stay Wise · Be Kind

From NBPS Health Services..

## *Spread the word, not the virus*

Health Services is sending out letters (in four languages) to NBPS families reminding them how to practice simple safety precautions that will lower the risk of contracting COVID-19.

We urge teachers when communicating with students remotely to start by reminding them to 1) wash hands often and thoroughly, 2) staying at least 6 feet apart, 3) clean common use surfaces often with disinfectant, and 4) wear a face mask when in public.

When you have the opportunity... Please inform parents to discourage children's play-dates, sleepovers, and "get-togethers" until state and local health authorities lift restrictions.

ALSO — We can all be easily overwhelmed by large amounts of information through the media and social media which can be sometimes inaccurate. It is important to remind parents to monitor the amount of media exposure children receive.

- Eat a balanced diet
- Get at least 8 hours of sleep each night
- Maintain routine exercise
- Keep a "virtual connection" with friends and family
- Exercise and go outside, weather permitting, for fresh air

**Wanda Nunes,**  
NBPS Health Services Department Manager

# Taking Care of Your Emotional Health

Courtesy of: cdc.gov

*It is natural to feel stress, anxiety, grief, and worry during and after a disaster. Everyone reacts differently, and your own feelings will change over time. Notice and accept how you feel. Taking care of your emotional health during an emergency will help you think clearly and react to the urgent needs to protect yourself and your family. Self-care during an emergency will help your long-term healing.*

## **Take the following steps to cope with a disaster:**

- **Take care of your body**– Try to eat healthy well-balanced meals, exercise regularly, and get plenty of sleep. Avoid alcohol, tobacco, and other drugs. Learn more about [wellness strategies](#) for mental health.
- **Connect with others**– Share your concerns and how you are feeling with a friend or family member. Maintain healthy relationships, and build a strong support system.
- **Take breaks**– Make time to unwind and remind yourself that strong feelings will fade. Try taking in deep breaths. Try to do activities you usually enjoy.
- **Stay informed**– When you feel that you are missing information, you may become more stressed or nervous. Watch, listen to, or read the news for updates from officials. Be aware that there may be rumors during a crisis, especially on social media. Always check your sources and turn to reliable sources of information like your local government authorities.
- **Avoid too much exposure to news**– Take breaks from watching, reading, or listening to news stories. It can be upsetting to hear about the crisis and see images repeatedly. Try to do enjoyable activities and return to normal life as much as possible and check for updates between breaks.
- **Seek help when needed**– If distress impacts activities of your daily life for several days or weeks, talk to a clergy member, counselor, or doctor, or contact the SAMHSA helpline at **1-800-985-5990**.

## **Look out for these common signs of distress:**

- Feelings of numbness, disbelief, anxiety or fear.
- Changes in appetite, energy, and activity levels.
- Difficulty concentrating.
- Difficulty sleeping or nightmares and upsetting thoughts and images.
- Physical reactions, such as headaches, body pains, stomach problems, and skin rashes.
- Worsening of chronic health problems.
- Anger or short-temper.
- Increased use of alcohol, tobacco, or other drugs.



# Social Engineering Red Flags

## FROM

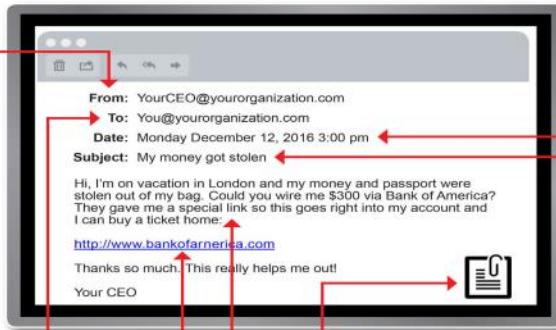
- I don't recognize the sender's email address as someone I **ordinarily communicate with**.
- This email is from **someone outside my organization and it's not related to my job responsibilities**.
- This email was sent from **someone inside the organization** or from a customer, vendor, or partner and is **very unusual or out of character**.
- Is the sender's email address from a **suspicious domain** (like micorsoft-support.com)?
- I **don't know the sender personally** and they **were not vouched for** by someone I trust.
- I **don't have a business relationship** nor any past communications with the sender.
- This is an **unexpected or unusual email** with an **embedded hyperlink or an attachment** from someone I haven't communicated with recently.

## TO

- I was cc'd on an email sent to one or more people, but I **don't personally know** the other people it was sent to.
- I received an email that was also sent to an **unusual mix of people**. For instance, it might be sent to a random group of people at my organization whose last names start with the same letter, or a whole list of unrelated addresses.

## HYPERLINKS

- I hover my mouse over a hyperlink that's displayed in the email message, but the **link-to address is for a different website**. (This is a **big red flag**.)
- I received an email that only has **long hyperlinks with no further information**, and the rest of the email is completely blank.
- I received an email with a **hyperlink that is a misspelling** of a known web site. For instance, [www.bankofarnerica.com](http://www.bankofarnerica.com) — the "r" is really two characters — "r" and "n."



## DATE

- Did I receive an email that I normally would get during regular business hours, but it was **sent at an unusual time** like 3 a.m.?

## SUBJECT

- Did I get an email with a subject line that is **irrelevant or does not match** the message content?
- Is the email message a reply to something I **never sent or requested**?

## ATTACHMENTS

- The sender included an email attachment that I **was not expecting** or that **makes no sense** in relation to the email message. (This sender doesn't ordinarily send me this type of attachment.)
- I see an attachment with a possibly **dangerous file type**. The only file type that is **always safe to click on is a .txt file**.

## CONTENT

- Is the sender asking me to click on a link or open an attachment to **avoid a negative consequence** or to **gain something of value**?
- Is the email **out of the ordinary**, or does it have **bad grammar or spelling errors**?
- Is the sender asking me to click a link or open up an attachment that **seems odd or illogical**?
- Do I have an **uncomfortable gut feeling** about the sender's request to open an attachment or click a link?
- Is the email asking me to look at a **compromising or embarrassing picture** of myself or someone I know?

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Human error. Conquered.

# 20 Ways to Block Mobile Attacks

Don't let your guard down just because you're on a mobile device. Be just as careful as you would on a desktop!

## WiFi

- Don't allow your device to auto-join unfamiliar networks.
- Always turn off WiFi when you aren't using it or don't need it.
- Never send sensitive information over WiFi unless you're absolutely sure it's a secure network.

## Apps

- Only use apps available in your device's official store - **NEVER** download from a browser.
- Be wary of apps from unknown developers or those with limited/bad reviews.
- Keep them updated to ensure they have the latest security.
- If they're no longer supported by your store, just delete!
- Don't grant administrator, or excessive privileges to apps unless you truly trust them.

## Browser

- Watch out for ads, giveaways and contests that seem too good to be true. Often these lead to phishing sites that appear to be legit.
- Pay close attention to URLs. These are harder to verify on mobile screens but it's worth the effort.
- Never save your login information when you're using a web browser.



## Bluetooth

- Disable automatic Bluetooth pairing.
- Always turn it off when you don't need it.

## Smishing (phishing via SMS)

- Don't trust messages that attempt to get you to reveal any personal information
- Beware of similar tactics in platforms like What's App, Facebook Messenger Instagram, etc.
- Treat messages the same way you would treat email, always think before you click!

## Vishing (voice phishing)

- Do not respond to telephone or email requests for personal financial information. If you are concerned, call the financial institution directly, using the phone number that appears on the back of your credit card or on your monthly statement.
- Never click on a link in an unsolicited commercial email.
- Speak only with live people when providing account information, and **only** when you initiate the call.
- Install software that can tell you whether you are on a secure or fake website.

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Human error. Conquered.

**Reminder!**

## *From Human Capital Services...*

### **RE: COVID-19 Precautions and Reporting Procedures**

*As a reminder...* It is expected that all staff maintain at least 6 feet of physical distance from others at work at all times. This includes break time. Staff should not have break time at the same time in the same space while social/physical distancing is being recommended by the CDC.

If you or someone in your home is sick with COVID-19 symptoms you are not permitted to report to work and must immediately contact:

**Heather Emsley at [hemsley@newbedfordschools.org](mailto:hemsley@newbedfordschools.org)  
or call (508) 997-4511 ext. 14300.**

*We appreciate your cooperation in following all CDC guidelines  
to keep ourselves and each other safe.*



## **CORONAVIRUS DISEASE 2019 (COVID-19)**

**You can help prevent the spread of respiratory illnesses with these actions:**

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose & mouth.
- Practice social distancing by putting space between yourself & others.
- Wash hands often with soap & water for at least 20 seconds.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

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