

*In cooperation with the New Jersey Department of Education*

## MEMO

TO: Agriculture Teachers/FFA Advisors

FROM: Erin Noble, *State Program Leader for Food, Agriculture and Natural Resources Education, State FFA Advisor*

DATE: March 16, 2020

RE: COVID-19 Preparedness Plan (as of March 16)

The Office of Food, Agriculture & Natural Resources Education continues to monitor the coronavirus (COVID-19) situation, and we are committed to taking proactive steps to protect the health of our staff, our teachers, our stakeholders and the students we serve.

In accordance with guidance received from multiple agencies and partners, we are taking the following precautionary actions, effective immediately:

- **State Officer Travel** All staff and state officer business travel will be limited beginning Monday, March 16<sup>th</sup> through Tuesday, March 31<sup>st</sup>, except for trips that are approved as necessary and responsible. Travel beyond March 31<sup>st</sup> will be evaluated at a later date.
- **State & American Degree Applications** Deadline (March 15) FIRM with flexibility with signature pages.
- **Proficiency Award Applications** Deadline (March 15) FIRM with flexibility with signature pages.
- **Nominating Committee Applications** Deadline (March 15) FIRM with flexibility with signature pages.
- **Spring CDE Registration** (March 15) FIRM.
- **Winter CDEs** (March 25) POSTPONED with intent to host online April 27-29. (Chapters will select the date and time that works best for them.) Only chapters who submitted registration by March 1 can participate.
- **April 1 Applications** (April 1) EXTENDED to April 15 with signature page flexibility. Signature pages MUST be submitted by May 1.
- **Agriscience Fair Registration** (April 1) FIRM with flexibility with written reports (application).
- **Agriscience Fair Application & Written Report** (April 1) EXTENDED to April 15 with signature page flexibility. Signature pages MUST be submitted by April 29. \*A picture of the Agriscience Display/Poster must be submitted to [ag.ed.registration@ag.nj.gov](mailto:ag.ed.registration@ag.nj.gov) by 4:00 pm on April 28. Please don't email more than five (5) pictures at a time.
- **Horse Evaluation CDE** (April 5) POSTPONED with intent to host online April 27-29. (Chapters will select the date and time that works best for them.) Only chapters who submitted registration by March 1 can participate. As of today (March 16), New Jersey 4-H still has plans to host their event; however, we feel it is in the best interested of our chapters to offer this event online.
- **State FFA Association Meeting** (April 6) No change at this time. Will continue to evaluate as more information becomes available.
- **State FFA Alumni & Supporters Meeting & Retiring Address Workshop** (April 8) No change at this time. Will continue to evaluate as more information becomes available.

- **State FFA Convention Registration** (April 9) FIRM with flexibility with convention materials (manuscript, portfolios, etc.). We ask that ALL chapters register for convention as they would have prior to COVID-19 so we can get a clearer picture of interested participants. Chapters will not be financially responsible for registrations that are submitted on this date. After May 1, we will require chapters to confirm their numbers, and it will be at this time that the cancellation policy will go into effect.
- **State FFA Convention Materials** (April 9) EXTENDED to April 29.
- **State FFA Foundation Meeting** (April 14) No change at this time. Will continue to evaluate as more information becomes available.
- **State FFA Officer Work Session** (April 20) No change at this time. Will continue to evaluate as more information becomes available.
- **Spring CDEs** (April 23) POSTPONED with intent to host online May 5-7. (Chapters will select the date and time that works best for them.) Only chapters who submitted registration by March 15 can participate.
- **Dairy Evaluation CDE** (April 25) POSTPONED with intent to host online April 27-29. (Chapters will select the date and time that works best for them.) Only chapters who submit registration by April 1 can participate. As of today (March 16), New Jersey 4-H still has plans to host their event; however, we feel it is in the best interested of our chapters to offer this event online.
- **Agriscience Fair** (April 29) MODIFIED to be held online utilizing Google Hangouts or similar program. Interview schedules will be posted by Monday, April 27.
- **PA DAY CDEs** (April 30) No change at this time. Will continue to evaluate as more information becomes available.
- **State FFA Officer Application** (May 1) Deadline FIRM.
- **State Association Meeting** (May 4) No change at this time. Will continue to evaluate as more information becomes available.
- **State FFA Officer Work Session** (May 11) No change at this time. Will continue to evaluate as more information becomes available.
- **State FFA Convention** (May 20-22) No change at this time. Will continue to evaluate as more information becomes available.
- **Note: All other calendar dates/deadlines not specifically mentioned in this message remain in effect at this time.**

As you know, the COVID-19 situation continues to be very fluid. Please continue to provide us with school district policy updates that impact your program. This information is extremely valuable to us as we make decisions moving forward. This information coupled with guidance offered by state health organizations, state government, the CDC and others allows us to make decisions for the good of the all. We continue to act in the interest of the health and safety of all involved while maintaining quality and fair educational programming. We ask for your patience, understanding and cooperation as we all work together to make the best of a less than ideal situation. Let's look at this experience as an exciting opportunity to serve our students like never before!

Please contact me if you have additional questions or if our staff can be of assistance to you.

Respectfully,



Erin Noble

State Program Leader for Food, Agriculture & Natural Resources Education/State FFA Advisor