

Sample Message to Families: Cancellation of Classes

REVISED 9/15/20

Dear Parents and Community Members:

As a school district, we have been closely monitoring local, state and federal public health guidance and data regarding the spread of the coronavirus disease (COVID-19). After consultation with the <NAME OF LOCAL HEALTH DEPARTMENT> we have decided to cancel in-person classes in the <GRADE, SCHOOL OR SCHOOLS> and move to remote learning for the next <TIMEFRAME/NUMBER OF SCHOOL DAYS>. This change will take effect immediately.

The closure affects all school programming, including before- and after-school activities, all athletic and extracurricular practices and competitions, and all weekend events.

Please Note: Meals for students will continue to be available for pick-up at the following locations and times: <SCHOOL/LOCATION NAME and PICK-UP TIMES>

District teachers and staff have been preparing remote learning plans for our students. Your teachers will be providing more information soon. If you have any questions, please contact your child's school principal.

COVID-19 is spread mainly via person-to-person contact through contaminated air droplets from coughing and sneezing by an infected person. As with controlling the spread of other viruses, we urge everyone to take and speak to your children about the following preventive measures:

- Wash your hands frequently, but especially after using the restroom and before preparing or consuming food. Using soap and hot water, wash for about 20 seconds. Be sure to also wash your fingertips. When soap and water are not available, use hand sanitizer.
- Avoid coughing or sneezing into your hands or in the air. Always try to cough or sneeze into a tissue, then throw the tissue away. If you don't have a tissue, cough/sneeze inside the elbow of your arm.
- As much as you can, avoid touching your eyes, mouth, and nose.
- Wear a face covering (mask) whenever there is a likelihood that you or your family members will be in the presence of others.
- Maintain social distancing (at least 6 feet) between yourself and others when outside of your home.

Below is the list of COVID-19 symptoms for which everyone should monitor in their family members:

- Fever (100.4° Fahrenheit or higher)
- Chills or shaking chills
- Uncontrolled new cough (not due to other known cause, such as chronic cough)
- Difficulty breathing or shortness of breath
- New loss of taste or smell

For additional information on COVID-19 symptoms, please see:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Staff and students exhibiting any of the above symptoms, or feeling ill, should remain home, call their medical provider to report their symptoms and ask about testing prior to seeking in-person care at a clinic, physician's office, or hospital.

For more information on what to do if you or a family member has possible symptoms, a diagnosis, or exposure to COVID-19, please see *Addendum 5: Interim Guidance for Responding to COVID-19 Scenarios in Connecticut School Districts*, available here:

<https://portal.ct.gov/SDE/COVID19/COVID-19-Resources-for-Families-and-Educators/Addendums-and-FAQs>

We are closely monitoring this situation and working with <NAME OF LOCAL HEALTH DEPARTMENT> and will provide you with updates as we know more. If you have questions, please do not hesitate to contact me.

Sincerely,

<NAME OF SUPERINTENDENT>, Superintendent