

SAMPLES AND INFORMATION REGARDING COMMUNICATING COVID-19

Parents and students are hearing a multitude of messages from a variety of sources. Below are some suggestions to make sure your message gets through. Also below are samples of various topics to get you started.

As you navigate these new waters, consider taking the following steps:

1. As soon as decision is made regarding closure, communicate it to your staff and community. Use focused communications (school email, school alerts, etc) as well as social media, local news, school web page. Make sure each has the same information (basic information can link to a full press release with details).
2. Communicate your expectations. What will you request of students and staff who travelled during spring break? Students who are ill, live with immunocompromised family, have concerns regarding returning to school? How will this affect attendance/pay?
3. For schools that are closing, communicate daily so that parents/community are up-to-date. See below for suggestions.

SAMPLES:

For schools that will remain open:

For Social Media/Webpage/School Communication

_____ ISD is continuing to monitor the situation with the Coronavirus (COVID-19) and will follow the guidance from the CDC and local health authorities. Our plan as of now is to resume classes as scheduled on Monday, March 16. If that changes, we will provide notice to parents and the community.

For those beginning spring break, information to parents should include any decisions made regarding students who travel.

_____ ISD will continue to monitor the situation with the Coronavirus (COVID-19) and will follow the guidance from the CDC and local health authorities. As you enjoy your break, please continue the practices discussed regarding handwashing, sneezing and staying home if you are sick. We look forward to everyone's safe return on March 23. If this changes, we will provide notice to parents and the community.

For schools that will close:

For Social Media/Webpage/School Communication

Because safety is our top priority, we have decided to postpone the return from Spring Break out of an abundance of caution to protect everyone's health and wellbeing. In addition, all campus events, field trips, student trips and UIL practices/competitions are postponed effective Friday, March 13, 2020 throughout the closure. We will keep our community informed on whether the temporary closure will need to extend beyond March 22. For details, please see our website.

Detailed Release

FOR IMMEDIATE RELEASE
SUPERINTENDENT'S NAME
____ ISD

The safety and well-being of students, their families and district employees of ____ ISD are our top priority. As we continue to monitor the potential impact of the Coronavirus (COVID-19), ____ ISD has decided to take immediate, proactive measures to mitigate a possible impact on the ____ community and will exercise the Center for Disease Control's practice of social distancing by postponing the return from Spring Break until March 23.

Over the past few weeks, ____ ISD has been actively monitoring the COVID-19 (coronavirus) situation and has remained in constant contact with health officials who have been providing guidance and recommendations. After careful consideration of all the potential impacts, **all classes, campus events, field trips, student trips and UIL practices and competitions are postponed effective Friday, March 13, 2020 through Sunday, March 22, 2020.** All campuses, transportation services, and the ____ ISD Administration Building will be closed. The District will continuously monitor the situation and provide updates as they become available.

We will keep our community informed on whether the temporary closure will need to extend beyond March 22. If the District needs to extend the closure, instruction will resume via online and virtual learning. Teachers will be prepared for online instruction over the next week should that become necessary.

Absences

____ ISD supports our parents' decisions regarding their child's well-being and attendance at school. Absences related to this matter as of _____, will be coded as excused.

Online and Virtual Learning

Information forthcoming if necessary

Exemptions

The absence requirement for final exam exemptions has been waived. The exemption requirements for meeting the semester grade average and discipline requirements remain intact.

Breakfasts & Lunches – FREE during closure

More information on this is forthcoming.

UIL practices and competitions

UIL practices and competitions are postponed beginning Friday March 13, 2020 and throughout the closure.

Makeup Days/Waivers

Information forthcoming

Please continue to refer to our district website for updates, as well as our district Facebook page. Thank you for your support and understanding as we work together to keep everyone safe.

For students/staff who travelled during Spring Break

If you travelled to a Level 3 identified country over Spring Break, you may be asked to stay home for a period of 14 days from the time you left an area with widespread or ongoing community spread (Level 3 Travel Health Notice).

Countries that have a [Level 3 Travel Health Notice](#) (widespread, ongoing transmission):

- China
- Iran
- South Korea
- Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, Switzerland, Monaco, San Marino, Vatican City

Stay home for 14 days from the time you left an area with widespread, ongoing community spread (Level 3 Travel Health Notice countries) and practice social distancing.

Take these steps to monitor your health and practice social distancing:

1. Take your temperature with a thermometer two times a day and monitor for fever. Also watch for cough or trouble breathing.
2. Stay home and avoid contact with others. Do not go to work or school for this 14-day period. Discuss your work situation with your employer before returning to work.
3. Do not take public transportation, taxis, or ride-shares during the time you are practicing social distancing.
4. Avoid crowded places (such as shopping centers and movie theaters) and limit your activities in public.
5. Keep your distance from others (about 6 feet or 2 meters).
(from <https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html>)

Contact the administration office if you travelled to one of the countries listed for guidance.

Ideas for Daily Communications during a Closure

- Up-to-date information regarding the closure. (Start date/time, any special precautions)
- Update on activities happening to prepare the school for the student's/staff return
- Things for children during closure
 - [Fun and Free Educational Websites for Kids](#)
 - [5 Ways to Help Teens Manage Anxiety About the Coronavirus](#) (New York Times)
 - [Virtual Tours of Famous Museums](#)