

## STAFF LETTER

Dear (INSERT DISTRICT) Staff,

There are a lot of COVID-19, or Coronavirus, updates occurring globally, and we want to assure you that we are monitoring the situation closely and making preparations in coordination with our partners at the *(INSERT COUNTY)* Health and Human Services Department. As of this morning, not much has changed locally - there are currently no confirmed cases in *(INSERT COUNTY, IF APPLICABLE)*.

While we do not have imminent plans at this time to cancel classes at individual school sites or for the entire district, we advise that you begin preparing ahead with items like substitute or work plans and digital back-ups available offsite in the case an employee becomes suddenly ill, is placed under isolation protocol, or the district needs to alter current practices or schedules. Teachers may consider ways that learning, or test-prep materials could be made available digitally to students and families in the event of a prolonged cancellation of school.

As with students, we advise you to practice self-care and not to report to work if ill. We also would like team members to exercise good judgement with the use of personal and/or vacation leave over the coming months. We may experience a period of lower attendance of our fellow team members and substitutes and will have to manage accordingly.

While such conditions need attention, we are also asking that you exercise good judgement with requests for personal and/or vacation leave over the next few months.

Thank you for all your support and efforts.

Sincerely,  
(INSERT NAME)