Dear Employees,

Thank you for being objective and calm as we work through this challenging time together as a community. Last night the Center for Disease Control and Prevention (CDC) confirmed the first case of Novel Coronavirus in ________. This may be alarming to many of our families when making the decision to send your child to school. We have been assured by the California Department of Public Health (CDPH) and _______ County Public Health that at this time the risk to the public remains low in _______ County.

This evening, we were on a conference call with _______ County Public Health along with other local and state agencies to receive updated information regarding the Novel Coronavirus. We were advised by ______ Public Health that it is safe to keep all schools open in ________. All school districts are working together to create a safe environment for education. We are in regular communication with Fire and Police to create a safety plan if administration is asked to close schools.

We are encouraging all students and staff to frequently wash their hands, to cover their nose and mouth when sneezing and coughing, and encouraging staff and students to stay home if they are sick.

We understand the Novel Coronavirus is a concern for many of our parents. We ask that you keep in mind that this is a virus and it is not specific to any single race or ethnicity. Please speak with your children about cultural sensitivity during this challenging time.

We will continue to provide further updates from the CDC and ______ Public Health.