Subject: Keeping our DISTRICT community safe during this time

Dear DISTRICT Staff,

Though we are not together every day, we at DISTRICT continue to support each other as a community, and right now we must work together to fight COVID-19.  In order to help prevent the spread of COVID-19, DISTRICT will be reaching out to you via email, text message, and social media over the next two weeks to share vitally important public health guidance. This public health guidance is based on what scientists know about how to prevent the spread of COVID-19, and it is our hope that you will do what you can to follow these practices and share them with your friends and family.

When essential staff must come into our buildings, we will also be implementing protocols at our schools based on the best science for preventing the spread of COVID-19. These include:

* Asking all individuals to keep at least six feet of distance when working near other staff
* Encouraging everyone to wash their hands with soap frequently for at least 20 seconds
* Working with our custodial staff to ensure that we are thoroughly disinfecting all the surfaces that staff come into contact with regularly when in the building

Again, this guidance is based on what public health experts know about the ways in which coronavirus spreads. If we follow these practices, we will be able to keep our community safe while still fulfilling our mission to educate students.

Thank you for all you are doing to support our DISTRICT students through your work.

Signed,

Superintendent