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*Michelle Dutrow, Superintendent*

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Subject: COVID-19 Coronavirus Information and Preparedness

Dear Parents and Guardians:

As the COVID-19 coronavirus leads many news broadcasts and information is being widely disseminated, we wanted to share how this virus relates to our district and what we are doing to be prepared. The Centers for Disease Control and Prevention has advised school districts to review their emergency preparedness plans, which includes responding to potential pandemic outbreaks, and we are undertaking this action.

All school districts are required to have an emergency preparedness plan. An important component of our plan is to keep parents and guardians informed of what could potentially happen. Please know that the district has been in ongoing communication and consultation with the following organizations that are experts in emergency preparedness and crisis management:

- [Centers for Disease Control and Prevention \(CDC\)](#)
- [PA Department of Health resource page](#)
- [PA Department of Education](#)

We receive advice and possible direction from them when it comes to taking district-related actions. At this time, there have been no confirmed cases in PA, but we are preparing should this pandemic affect our local area. This could result in the closing of schools, so we ask that you please consider alternative childcare plans. In addition, the CDC website has [some recommendations](#) related to getting your household ready for COVID-19.

As always during the school year we encourage our students to utilize proper handwashing procedures. We also use disinfectant cleaner that is effective against the coronavirus to clean our facilities on a regular basis. Additional cleaning and disinfectant routines are utilized when it appears that a classroom, or part of a building, has had greater illness than other areas.  
So, what do we need from you at this point?

1. **Remember that this is planning only.** There have been no cases confirmed in **our region** at the time of this letter. Additionally, our attendance rate at our schools is consistent with this time of year and the seasonal colds and flus that occur.
2. **Plan for childcare needs if schools are directed to close.**
3. **Keep it Simple.** Remember the importance of frequent hand washing, healthy eating, and the proper use and disposal of tissues at all times.

Thank you,

*Michelle Dutrow*

Superintendent of Schools