

COVID-19 Closing Announcement

For parents and students:

Good morning, this is [Name, Title and District]. Due to a confirmed diagnosis of Coronavirus of a district (student/staff) at (insert school name), the following district offices, building and programs will be closed until [insert date if known]: [list offices schools, programs, buildings.]

Students, and their families, in [list programs], are advised to self-quarantine for 14 days. Parents of students in these programs, should contact their employer and make them aware that their child has been in a school in which a person has contracted Coronavirus. Please be aware that you may also be contacted by a member of the Department of Health, who will conduct an exposure assessment of your family.

If you or your children or anyone in your household is experiencing flu-like symptoms, please seek medical attention immediately. The safety and health of our students and our staff is our primary concern. Please take care of yourselves and your family.”

Please visit our website at [insert web address] for up-to-date, accurate information, 24 hours a day.

For staff:

Good morning, this this is [Name, Title and District]. Due to a confirmed diagnosis of Coronavirus of a district (student/staff) at (insert campus/program), the following offices, building and programs will be closed until [insert date if known]: [list offices schools, programs, buildings.]

Staff in [list programs], are advised to self-quarantine for 14 days. Please be aware that you may also be contacted by a member of the Department of Health, who will conduct an exposure assessment.

If you or your children or anyone in your household is experiencing flu-like symptoms, please seek medical attention immediately. The safety and health of our students and our staff is our primary concern. Please take care of yourselves and your family.”

Please visit our website at [insert web address] for up-to-date, accurate information, 24 hours a day.