

[Date]

Dear Colleagues,

At the time of the writing of this letter, there are numerous cases of Coronavirus 2019 (COVID 19), including multiple cases in [County Name or School District Name]. As a result, and in an abundance of caution, we are closing all district schools, programs and offices for [insert time period].

We realize the burden that this places on our families and our staff. However, we do not take this action lightly. With so much still left unknown about how the Coronavirus spreads or it's mortality rate, we want to do as much as possible to ensure the health and well-being of our students, our staff and their families.

Staff and family members who believe that they have been exposed to COVID 19 should self-quarantine for 14 days, and monitor themselves for the following Coronavirus symptoms, including: fever, cough, headaches, body aches, shortness of breath, and/or lung infection. Anyone exhibiting these symptoms, should contact their healthcare provider immediately.

We are working closely with the Department of Health to ensure that when students and staff return to our facilities that it is safe to do so.

Thank you for your understanding during this very difficult time. Please visit our website at [insert web address] for up-to-date, accurate information, 24 hours a day.

Stay healthy and be well.

Sincerely,

Superintendent of Schools