

Dear Monroe One BOCES families and staff:

Monroe One BOCES and all Monroe County schools continue to actively monitor the Novel Coronavirus (COVID-19) with guidance from the New York State and Monroe County Departments of Health. The safety of our students and staff is of the utmost importance and we will act out of an abundance of caution to protect everyone's health and well-being.

According to the New York State Department of Health, New Yorkers still have a low risk of contracting COVID-19. Monroe One BOCES is currently operating at a **LEVEL 2** as detailed in the accompanying chart.

This is a rapidly-changing situation. We know that COVID-19 is spreading and there has been the first confirmed case in Monroe County. School districts have been advised to prepare for COVID-19 and to monitor illness among students and staff.

Preventing the spread of illness is a community responsibility and we encourage you and your children to practice the following healthy habits:

- Frequent hand washing with soap and water for at least 20 seconds
- Avoid touching your eyes, nose, and mouth
- Cover coughs or sneezes with your elbow
- Stay home when sick and seek medical attention when necessary
- Avoid close contact with people who are sick
- Clean and disinfect frequently touched objects and surfaces such as counters, phones door knobs and light switches

As recommended by the New York State Department of Health, schools are taking additional precautions now to mitigate illness transmissions. If students or staff develop symptoms that include fever and cough during the day they will be isolated from others and will be triaged according to established protocols. We have also stepped up routine cleaning procedures in classrooms, on buses, and in bathrooms.

In situations like these, rumors may cause unnecessary reactions and panic. Therefore, we encourage you to get information from credible sources. The New York State Department of Health has established a web page with updates, key messages, frequently asked questions, travel advisories. You can find a link to that web page and other resources at **monroe.edu/CoronavirusResources**

LEVEL 1: Monitoring

No cases in Monroe County

- More frequently clean common areas including countertops, door hardware, bus seats, etc.
- Communicate online and to campuses the precautions to avoid spreading COVID-19
- Continue to monitor attendance and communicate with Monroe County Department of Health
- Communicate to families/staff to stay home if sick
- Monitor illness among students and staff
- Review and update emergency plans
- Begin bi-weekly departmental briefings for communication updates
- Potentially limit all unnecessary travel
- Potentially limit large gatherings to only essential events or consider postponing essential events

LEVEL 2: Containment

Case identified in Monroe County

- Ramp up cleaning efforts to expand to cleaning less frequently used areas in addition to common areas
- Potentially limit/restrict outside visitors and guests
- Develop contingency plans and review business continuation plan
- Continue all Level 1 activities

LEVEL 3: Mitigation

Confirmed cases among students/staff

- Affected school(s) will close for 24 hours while the local department of health investigates and sets forth a plan for further precautionary measures that the school must take to limit exposure, which may include additional closure
- Potentially cancel all district events (athletics, fine arts, etc.)
- In the event of extended campus closures, communicate to families about schoolwork accommodations and access points for supports such as supplemental food and supplies
- Communicate to staff about which staff members are to report in order to maintain services and which can work from home
- Perform a deep clean of all areas