

Dear CPS Faculty and Staff:

Columbia Public Schools continues to monitor the status of COVID-19 and is actively working on plans related to prevention and alternative instructional options for students should a closure be necessary.

Columbia Public Schools is planning to be in session on Monday. The district will also provide families and employees with another update on plans on Monday. We are in regular contact with lead health agencies and are working directly with city and county officials. We are also following guidance related to school closures from the CDC. Information on school closures from the CDC is available here: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/considerations-for-school-closure.pdf>.

It is important to note that there are currently no confirmed cases of COVID-19 in Boone County.

In an effort to continue to provide you with updates on the district's plans related to COVID-19, we have the following information to share:

- The district is actively working on plans related to alternative instructional methods for students should any closures be necessary. DESE continues to provide districts with updates and guidance on formulating plans. Curriculum and Instruction will be providing guidance related to elementary education. Secondary education is asking teachers to be thinking about how courses may be modified to deliver options electronically. Special education and ELL are gathering additional information on options for students.
- While school remains in session, we are asking all employees who visit buildings other than their home assigned building to sign in at the front office. This includes all facilities, technology services, nutrition services, traveling teachers and staff, and administrators.
- We are suspending professional development meetings, both in-district and out-of-district, through April 12 in order to prioritize keeping teaching staff in classrooms.
- Teachers are being asked to turn their computers off nightly so that custodians can sanitize their keyboards and mice.
- We are putting together information and guidance for employees related to benefits, employee leave and insurance coverage. We will have clear guidance for you on Monday.
- We are asking all employees to verify that their phone and email contact information is up-to-date in Employee Online. In some cases, employees have a primary phone number entered, but do not have a cell phone entered. This means you will not receive text notifications. Instructions on how to access Employee Online and update your contact information is attached.
- The district is receiving information from athletic and activity organizers, including MSHSAA, regarding any changes to athletic events or activities. Those changes are being communicated directly with students and families participating in those activities. If you have a question about a specific activity or event, please talk with your building principal or district organizer prior to communicating changes to families.
- The CDC has a resource for families about coping and talking to your children about COVID-19: <https://www.cdc.gov/coronavirus/2019-ncov/about/coping.html>
- As we approach spring break, we are asking employees to review the CDC travel guidance that has been provided. The district is not a travel monitoring authority. Guidance and monitoring with regard to travel is provided by lead health and government agencies. You can review the

CDC's travel guidance information here: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>

The following items are also being shared with families in today's update:

- District operations and academic department directors are meeting to discuss facility and academic plans should a closure be necessary.
- The district and teachers are working on alternative academic options for students at all levels, including elementary, middle, high school, English Language Learners, and special education should a closure be necessary.
- The district continues to focus on sanitation efforts and reinforce the importance of hand washing. Sanitation efforts are focusing on high-touch areas, including light switches, door knobs, railings, and keyboards among others. Efforts also include school buses after each route.
- Nutrition Services is working to ensure lunch tables and chairs are sanitized. While COVID-19 is not spread through contact with or consumption of food, Nutrition Services is taking additional precautionary measures. The garden bars are being modified to include individually wrapped items and canned fruits and vegetables will no longer be self-serve.
- Nutrition Services is working to gather information from the USDA regarding alternative methods to feed students in need should a closure be necessary.
- The district is receiving information from athletic and activity organizers, including MSHSAA, regarding any changes to athletic events or activities. Those changes are being communicated directly with students and families participating in those activities.
- As a reminder, students who have health needs that make them high-risk or students with family members in the home who are high-risk, may work directly with their school nurse and guidance counselor to determine the best academic and educational plan.
- The CDC has a resource for families about coping and talking to your children about COVID-19: <https://www.cdc.gov/coronavirus/2019-ncov/about/coping.html>
- The district is receiving a number of questions regarding family travel plans. We encourage families to follow the travel guidance being provided by the CDC. You can review travel guidance information here: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>

Resources Available to Employees

TELADOC for CPS Employees: CPS employees and eligible dependents have access to board-certified doctors 24/7/365. You can access the resource by calling 1-800-TELADOC (835-2362); visiting Teladoc.com or downloading the free mobile app via iTunes or GooglePlay.

Employee Assistance Program: <https://www.cpsk12.org/Page/7128>

CDC website: <https://www.cdc.gov/coronavirus/2019-nCoV/summary.html>

The Columbia/Boone County Health Department website:

<https://www.como.gov/health/novel-coronavirus-2019-covid-19/>

The Missouri Department of Health and Senior Services (DHSS) activated a statewide public hotline for citizens or providers needing guidance regarding the novel coronavirus, or COVID-19. The hotline can be

reached at **877-435-8411**. The hotline is being operated by medical professionals and is available 24 hours a day, 7 days a week.

We are grateful for your flexibility, cooperation and support as we ask you to adjust to our changing climate and needs. Staff cooperation and support is essential as we work together through this situation.

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