



Kimberly J. Schneider, Ed. D.
Superintendent

June 9, 2020

Dear Staff,

The health and safety of our staff are very important to us. As the governor begins to phase in the re-opening of our state, we remind you to remain vigilant as the COVID-19 virus is still among us. In order to maintain the safety of our offices, we ask you to continue to practice social distancing, wear a mask while you are in the office, wash your hands or use hand sanitizer and avoid touching your face, mouth and eyes. We also ask that you check daily for the following symptoms before your scheduled visit to the office:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

If you, or a member of your family, exhibit any of the listed symptoms, please remain at home for the safety of our staff as we continue to do our part to stop the spread of the virus. If you have visited our buildings and later become ill, please be sure to contact your building administrator so that the proper protocols can be followed to protect others you may have come in contact with during your time in the buildings.

Please also remember that entrance to our buildings is scheduled as authorized by Debbie Donnelly and/or Rick Hillman. If you are not scheduled to be in the building, please do not visit unauthorized as this makes it more difficult for us to protect our staff.

If you have any questions, please feel free to contact your building administrator. Thank you and stay safe!! We will get through this together!!

Sincerely,

A handwritten signature in blue ink that reads "Kimberly J. Schneider".

Kimberly J. Schneider, Ed.D. Superintendent of Schools