

March 12, 2020

Dear School District of Monroe and St. Victor's Elementary School Staff and Families:

Things have moved very quickly this week regarding the spread of COVID-19 (Coronavirus). The State of Wisconsin has declared a State of Emergency and I want to explain where things currently stand for all schools, public and private, within the district boundaries.

Here is our current plan to address the spread of COVID-19:

Prevention:

- We continue to remind students, staff, and families to follow the recommendations of the Centers for Disease Control (CDC) to reduce the spread of germs:
  - Wash hands often with soap and water for at least 20 seconds and/or frequently use hand sanitizer
  - Avoid touching your (or other people's) eyes, nose, or mouth with unwashed hands
  - Avoid close contact with people who are sick
  - Stay home when you are sick
  - Cover your mouth with your elbow or sneeze into a tissue and then throw the tissue in the trash
  - Do not sneeze on your hands or other people
  - Clean and disinfect frequently touched surfaces
- We value the importance of school attendance. However, your health is most important. Nobody should be at school (students or staff) if they have not been fever-free for at least 24 hours.
- We are monitoring absence patterns to determine if a school, or the district, needs to be closed.
- Students and staff that become sick at school (fever over 100.4 F) will be sent home immediately.
- Our custodial staff is performing extra surface cleaning, they have expanded their hours, and we have employed additional temporary cleaning staff.
- We will work to limit large group gatherings to a maximum of 250 people outside of the school day (most of our schools have more than 250 people)
- We will follow the advice of Governor Evers, the Wisconsin Department of Public Instruction, and the Green County Health Department. When their recommendations do not align, we will act in the manner we feel is in the best interests of our students and families.

Contingency Planning:

- At this time, we will have school on Friday, March 13th and future decisions will be made as new information is available to us.
- As a district, we are cancelling all non-essential student trips and all out-of-district staff development.

- Some events scheduled during and outside of the school day will be postponed or cancelled. Please refer to the district website ([www.monroeschools.com](http://www.monroeschools.com)) or the School District of Monroe Facebook page for information.
- If we close at some point, we will not provide virtual learning opportunities for students because we cannot ensure equity for all students because some families do not have reliable wifi access. However, we will provide educational resources to students so that they can maintain academic readiness during the time they would be out of school.
- We urge families to plan for COVID-19 as if it were severe weather. Make a plan, modify the plan as new information is shared, and talk as a family about how you will support one another.

Spring Break:

- Our spring break is later this year than most years (April 4-12). The Wisconsin Department of Health Services (<https://www.dhs.wisconsin.gov/>) will continue to update travel information and warnings. Please refer to this website as you consider travel during spring break.

The Badger Conference Superintendents are meeting on Friday (tomorrow) to discuss our district's plans over the next few days and weeks. It is possible that there may be collaborative decision-making among this group that occurs as a result of that meeting. If anything stated in this letter changes, we will inform you by email. We will also use Facebook as the primary social media communication tool.

The safety of our students, staff, and families is our number one concern. The speed at which things have changed over the last three days has been unprecedented in my lifetime so I cannot make any assurances of what is ahead. All I can tell you is that the district cares deeply for everyone in our school community and we will make decisions that we feel are in the best interest of those we serve. We will keep you updated as conditions evolve, and we ask for your patience as we progress through this pandemic as a local, state, and global community.

Sincerely,

Rick Waski  
District Administrator  
School District of Monroe