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Subject: Recent school guidance from the CDC preventing COVID-19 Community Spread

Good afternoon,

As the COVID-19 has evolved in the United States, the CDC has posted recent **Information for Specific Groups,** including schools, on how to prepare and take action for COVID-19. Guidance outlines specific steps for:

- Schools which do not have COVID-19, and
- Schools with identified cases of COVID-19 in their community

In addition, a CDC resource for Employer Planning for COVID-19 response has been made available.

Please reach out to the safety specialist assigned to your school district if you have questions regarding the guidance, preparedness planning, etc.

Best regards,

Hilary

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Subject: COVID-19 Guidance and Supporting Documents
Importance: High

Good morning,

In order to provide you with guidance regarding situation surrounding COVID-19, the Capital Region BOCES Health-Safety-Risk Management and Communications Services collaborated on the attached guidance document and sample parent letter. Contact information for NYS local county Department of Health agencies is also attached. The information provided outlines action steps and communications strategies including:

COVID-19 Response Planning

- General guidance
- Cleaning and disinfection practices
- Department of Health Guidance and Communication
- Revision Checklist for Emergency Response Plans
- Overall considerations for COVID-19 Communications Guidance
- COVID-19 and Response Planning Resources

COVID-19 Communications Guidance

- Overall Considerations
- Talking Points for District Leaders
    - Key District Messages
    - Communicating with Staff
    - Preparing for Media Inquiries

Please reach out to the safety specialist assigned to your school district with any questions you may have. We look forward to helping you with your planning and response.

Regards,

Hilary

Hilary Hofstein
Managing Program Coordinator I
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