

Hello JC Schools Team,

District leaders have been closely monitoring the COVID-19 pandemic and met this morning to discuss this rapidly-evolving situation. We recognize that our public schools serve an important function for many families in our community beyond just educational learning - they are also sources of comfort, routine, support, and nutrition.

In order to do our part to proactively mitigate the spread of COVID-19 in our community, the Jefferson City School District is announcing an extended closure of our schools to begin on Wednesday, March 18th and continue through Friday, April 3rd (this closure includes the district's Spring Break, which was already scheduled for March 23rd-27th).

JC Schools staff will work on Wednesday and Thursday of this week. Building principals will work on Friday as well. Your direct supervisor will notify you if you are needed on Friday. These work days are important to ensure we can prepare to provide supplemental learning solutions to send home with students this week.

We will observe our previously scheduled Spring Break over March 23rd-27th. Districts may determine staff members are needed during the week of March 30th-April 3rd. If that is the case we will communicate with you as we get closer to that time. The district will care for our staff by ensuring that their pay continues during the extended closure.

Schools will reopen no earlier than Monday, April 6th, and we will share information as soon as decisions are made should we determine it is necessary to extend the closure beyond the determined date.

Our goal in enacting this closure is to assist our community with slowing any transmission of the virus by limiting contact among individuals for this length of time. According to health officials, the practice of social distancing can significantly decrease the ability of a virus to spread and keep those who may be more vulnerable to the illness safe.

In order to protect the health and safety of our staff and students when we return from Spring Break, we are implementing the following travel guidelines for employee personal travel:

- Employees with plans to travel outside of your county of residence must log their travel plans with the district no later than Thursday, 3/19 at 3:00pm. [LOG TRAVEL HERE](#). This information will help us prepare for possible absences due to potential quarantine and assist us as we plan for continued learning for our students.
- Employees who travel to any of the countries designated by the CDC as having widespread or ongoing community spread will be required to self-quarantine for 14 days upon return. [SEE CDC LIST HERE](#).
- Employees who travel to any US locations with sustained community transmission may be required to self-quarantine, monitor temperature, or stay home if symptoms develop.
  - [CDC guidelines for travel within the US can be found here](#)
  - Symptoms of COVID-19 are defined by the CDC ([see list of symptoms here](#)).

As a JC Schools staff member, we urge you to take basic health precautions if you travel and stay informed about any changes to travel guidance and restrictions for your destination. Please review available travel information about your destinations before you leave, during your trip and upon your return. Travel restrictions and areas experiencing community spread can expand with very little notice, so please be aware of those that might affect you.

We know that these uncertain times can create stress and anxiety for employees, parent/guardians, and students. We encourage you to rely on the factual information provided by the CDC and the Missouri Department of Health & Senior Services. Misinformation spreads much more quickly than factual information, and we thank you for helping us maintain a state of calm and continued commitment to learning for our students.

Thank you,  
*Jefferson City School District*