












March 12, 2020

SCM staff, students, and families,

Many of you may be wondering about how we are making decisions in response to the Coronavirus (COVID-19) situation. We want to be transparent about the intentionality of our decision making process.

The graphic below clarifies our priorities that continue to guide our planning and preparation as things continue to develop.

 <b>Coronavirus Disease (COVID-19)</b>	 <b>Coronavirus Disease (COVID-19)</b>	 <b>Coronavirus Disease (COVID-19)</b>
<b>District Status: Level 1</b>	<b>District Status: Level 2</b>	<b>District Status: Level 3</b>
<b>Level 1</b> <b>Actively Monitoring</b>	<b>Level 2</b> <b>Reported cases in St. Joseph County/local areas</b>	<b>Level 3</b> <b>Community Spread Cases in St. Joseph County</b>
<ul style="list-style-type: none"><li>• More frequently clean common areas including door hardware, bus seats, etc.</li><li>• Communicate online and to schools the precautions to avoid spreading COVID-19</li><li>• Continue to monitor attendance and communicate with the St. Joseph County Health Department</li><li>• Communicate to families to keep sick children home</li><li>• Communicate to staff to stay home if sick</li><li>• Daily departmental briefings for communication updates</li></ul>	<ul style="list-style-type: none"><li>• Continue to monitor attendance and communicate with the St. Joseph County Health Department</li><li>• Ramp up cleaning efforts to expand to cleaning less frequently used areas in addition to common areas</li><li>• Potentially limit all unnecessary travel</li><li>• Potentially limit large gatherings to only essential events or consider postponing essential events</li><li>• Potentially limit/restrict outside visitors and guests</li><li>• Potentially restrict outside food deliveries to facilities</li><li>• Communicate to families to keep sick children home</li><li>• Communicate to staff to stay home if sick</li><li>• Develop contingency plans</li></ul>	<ul style="list-style-type: none"><li>• Potentially cancel all school events and building rentals</li><li>• Potentially cancel all school-related student and staff travel</li><li>• Potentially cancel all events (athletics, fine arts, etc.)</li><li>• Potentially close schools, feeder areas (families of schools), or entire district in consultation with the St. Joseph County Health Department</li><li>• Evaluate the ability to continue to provide school services</li><li>• Communicate to families the extent of closures, length, and school work accommodations</li><li>• In the event of school closures, communicate to staff which staff members are to report to duty to maintain services</li><li>• Perform a deep clean of all areas</li></ul>
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Up to this point we have been in Level 1. Based on recommendations from the St. Joseph County Department of Health, as of March 12, 2020, we have moved to Level 2 and are acting accordingly. We will continue to monitor the situation and communicate essential information.

At this time, we are still planning for a normal staff and student attendance day Friday, March 13, 2020. On Friday, we will direct all students to take home the following materials so we are prepared for any changes and have the ability to provide learning opportunities in the event of students not being at school:

- All elementary students should be directed to take home their HMH myBook and their Ready Practice and Problem Solving Book.
- All JYMS should be directed to take home their chromebook and their HMH Into Literature myBook.
- All MHS should be directed to take home their chromebook.

More details to come for respective staff groups and families. Please be patient with us as we work through these details.

For the latest news, updates, and information, visit [MishawakaSchools.com](https://www.mishawaka.k12.mi.us/). As always, the safety of our students, staff, and families remains a top priority, and we will act out of an abundance of caution to protect everyone's health and wellbeing.

Sincerely,

Wayne Barker  
Superintendent of Schools  
School City of Mishawaka