

# ***Lincoln County Department of Education***

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**March 13, 2020**

**Dear Lincoln County School System Families and Employees:**

I want to start by thanking our families, staff, and the Lincoln County community for your patience as we address the rapidly changing situation with COVID-19 (coronavirus). This message is intended to provide you with an update on COVID-19 and the potential impact on our district. We are constantly monitoring the situation and are relying on guidance and additional information provided by our county and state public health offices. Given the recent and elevated attention to COVID-19 across the state and nation, I want to reach out and share with you information and important health tips.

As of 3/5/20, there have been reported cases of COVID-19 in Tennessee. While there are currently no reports of this virus occurring in our region, we are executing plans to increase prevention strategies and prepare a response if an outbreak occurs in our area. We are using the resources provided by the U.S. Centers for Disease Control (CDC) and our local Emergency Management network to develop these procedures. We also are staying in close contact with the Tennessee Department of Health and the Tennessee Department of Education.

In addition to our routine cleaning procedures in the system and on our school buses, extra attention is being given to the following steps:

- Daily sanitization of classroom high-touch areas
- Daily sanitization of bus seating and high-touch areas
- Communication of factual information regarding the COVID-19 virus
- Education to all students regarding proper handwashing techniques and other methods to reduce the spread of germs
- Continued monitoring of student and staff absenteeism
- Additional tracking of students' symptoms as evident during nurse visits

While we hope this virus will not impact our area, we must be prepared in case of emergency. In the event our county is impacted by the COVID-19 virus, our Crisis Management Team has developed procedures to make sure we are able to:

- Continue providing healthy school lunches
- Thoroughly sanitize and disinfect school buildings
- Continue instruction in the event of an extended closure
- As we normally do during school breaks like the upcoming spring break, our custodial staff will be completing a deep cleaning at each campus
- Our Crisis Management Team is scheduled to meet at the end of the upcoming spring break to evaluate the conditions and make any updates or adjustments to our plans

Below are some general helpful tips from the CDC that we can utilize to help ensure personal health:

- Remember, it's not too late for a flu vaccination (see your health provider for additional information)
- Wash your hands often with soap and water for 20 seconds
- If you are sick with flu symptoms; the CDC recommends that you stay home for at least 24 hours after your fever is gone, except to get medical care or for other necessities (your fever should be gone for 24 hours without the use of a fever-reducing medicine)
- Avoid touching your eyes, nose, and mouth
- Cough into the sleeve of your shirt or use tissues that are then properly disposed of after use

For additional information regarding COVID-19 (Coronavirus), please access <https://www.cdc.gov/coronavirus/2019-ncov/about/share-facts.html>.

**Sincerely,**

**Bill Heath**  
**Director of Schools**