

March 12, 2020

Richmond R-XVI Parents and Guardians:

The Richmond R-XVI School District is working closely with the Ray County Health Department and the office of Ray County Emergency Management to monitor all information and events concerning the COVID 19 (Coronavirus). The safety of our students and staff is our top priority. The District will take direction and guidance from the health department on any measures that we need to take, however at this time the District is taking the following actions:

- Each classroom has been issued disinfectant wipes to be used on an hourly/daily basis. At the conclusion of each day, desks are wiped down with the disinfectant wipes by teachers, students and or staff.
- Richmond R-XVI District bus transportation partner, Fowler Bus Co., is wiping down bus seats and handles at the conclusion of their bus routes each day.
- Fourteen days ago our District custodial services department began increasing our daily cleaning of surfaces and items that have high touch points.
- Students and staff are reminded to wash their hands, cough and sneeze into their sleeves, and utilize other methods of controlling the spread of any virus.
- The Missouri Office of Administration has a toll free hotline number that is available to you should you have any questions regarding the COVID 19 (Coronavirus). (877) 435-8411
- To help the District in preventing the spread of any and all viruses we ask that you please follow our District Student Illness Guide:
  - Students should remain home for 24 hours until fever, vomiting, diarrhea have subsided.
  - Students should remain home for 24 hours after taking the FIRST dose of antibiotic for infection.
  - Use and instruct your child(ren) to employ good hygiene practices, such as washing hands for 20 seconds with SOAP and water, cough or sneeze into their sleeves, and avoid drinking or eating after other people.

While there are still no confirmed cases of COVID 19 (Coronavirus) in our school district, please know that we continue to be in close contact with the Ray County Public Health Department, as this is a very fluid situation.

If you have travel plans over the March 20-23 mini break, please be aware of the guidance from the CDC if you are traveling to a country that has a Travel Health Notice.

We will provide updates, as needed, on our Richmond School District Website <https://www.richmondspartans.org/> -or- via Spartan Alert Communications.

As this situation continues to evolve, we will continue to provide you with updates as necessary. We appreciate your cooperation and support as we work together to keep our students and staff safe and healthy.

