



**Eric S. Gordon**  
Chief Executive Officer

March 10, 2020

To: Parents & Caregivers of CMSD Students

On Monday, city and county health officials confirmed three cases of COVID-19 in Cuyahoga County, all of whom have been quarantined, along with six other persons with whom they came in contact. During this time of heightened anxiety, we are taking a number of proactive measures to minimize risk to students, employees, and families relating to the spread of COVID-19.

Given the steadily increasing numbers of reported cases both internationally and in the United States, including Cuyahoga County and elsewhere in Ohio, CMSD is cancelling all CMSD-sponsored field trips to international and domestic out-of-state locations until further notice. CMSD staff will work with families on any refunds or credits due for those trips.

At this time, we are not cancelling any in-state field trips, unless advised to do so by local health officials. During this cautionary period, field trips will be reviewed on a case-by-case basis with special attention being placed on trips being held in closed spaces or events with 1,000 or more participants. With safety foremost in our minds, we continue to seek guidance from the CDC, the City of Cleveland Department of Public Health and the Ohio Department of Health to minimize any risk to our students and staff.

Students planning to visit colleges over spring break should know that a number of colleges are suspending tours and information sessions during this time. Be sure to check with admissions offices of the colleges you plan to visit to confirm often whether or not they will be open. Because plans may change quickly, call on the day of your scheduled visit. Students who want to "demonstrate interest" in a college can work with their guidance counselor to find alternate, virtual ways to learn about and engage with colleges they are considering.

These agencies will continue to provide resources and updates to help us monitor any impact of COVID-19 in our region and to take these and other proactive steps to keep our students, staff and families safe from this and all communicable diseases.

As a reminder, the symptoms of COVID-19 are fever, cough and shortness of breath. Keep children who exhibit these symptoms home from school, notify the school of your child's absence and seek medical attention from a healthcare professional. A child must be fever free, without fever-reducing medication, for 24 hours before returning to school. Take simple preventative measures known to minimize the spread of communicable diseases, including:

- Washing your hands with soap and water for at least 20 seconds.
- Avoiding touching your eyes, nose or mouth with unwashed hands
- Covering your mouth and nose with a tissue or upper sleeve when coughing or sneezing
- Avoiding contact with people who are sick
- Staying home if you are sick and contact your healthcare provider

Thank you for entrusting us with the care of your children.  
Visit the CMSD website's [Coronavirus information page](#) for more information.

Sincerely,

Eric S. Gordon  
CEO

**Chief Executive Officer**  
Eric S. Gordon

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