

Good Morning UP Staff members,

I wish I was writing with more exciting and uplifting news, but due to the outbreak of Coronavirus (COVID-19), we need to make sure we are taking as proactive as possible measures in our planning. We have been in touch with both LPS and BPS about their planning and what precautions each district is taking and will work collaboratively with them on all efforts, including the possibility of school closures. You can find information for each district here:

- [LPS Information](#)
- [BPS Information](#)

We are in the process of creating more specific contingency plans in the event that schools close in the future due to COVID-19, and will send out guidance on that once we have it more fully developed. However, in the meantime, we are giving the following guidance to staff:

- Any PD that is planned that requires travel out of Massachusetts from now through April 17th, we ask that you do not attend in order to be cautious (we will give further guidance after that). UP network PD is still planned to go as scheduled until further notice.
- Any personal travel planned to places that may be at risk or subject to risk, we ask that you consider changing those plans. You can reference the [CDC website](#) for more information about places that are at risk. Travel to these places may require quarantine or other related restrictions upon entering the United States.
- All field trips from now until April 17th in Boston will be postponed - we are still working with LPS on specific guidance

We are hopeful that this current spread will be contained soon and we can go back to business as usual, but in the meantime, we will continue to serve our students and families as we always do. That said, please ensure you are following the standard practices to avoid spread of any potential virus should be taken:

- Washing hands thoroughly and ensuring students and fellow staff members are doing the same
- Avoid physical touch where possible
- If you are sick and getting any symptoms, stay home

We will update you with more information as we receive it. Mike Bower, our COO will continue to follow up with any updates and future plans as the situation develops.

Thanks and please let us know if you have any major challenges or questions about this.

Best,

**Veronica Conforme**

Chief Executive Officer

UP Education Network