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## Educational Services Building

25345 Taft Road, Novi, Michigan 48374  
(248) 449-1204 • Fax (248) 449-1219

March 11, 2020

Dear Novi Community School District Stakeholder,

On Tuesday, March 10, the State of Michigan alerted everyone that there are now two confirmed cases of coronavirus – COVID-19 – in the State of Michigan, one of them in Oakland County.

Working together, the Novi Community School District can take steps to keep students and staff safe. We continue to be in contact with the Oakland County Health Department, the Michigan Department of Health and Human Services, the Michigan Department of Education, and the Center for Disease Control (CDC). We continue to follow their guidance and recommendations regarding this outbreak.

At this time, no restrictions have been placed on schools or large group gatherings. We will continue to create safe environments in our schools and on our buses. We are, and will continue, to prioritize disinfecting hard surfaces – door knobs, desks, lunch tables. We will disinfect buses. We will encourage hand washing.

We are also practicing these effective strategies:

- Remain at home if you are sick and avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are unavailable.
- Cover cough with a tissue or sleeve. Provide adequate supplies within easy reach, including tissues and no-touch trash cans.

As a district, we have begun to plan for an escalation of the crisis – if it occurs. We have the capacity to support student learning remotely if the crisis escalates.

However, it is important to remain calm right now. Practicing proven strategies to prevent the spread of germs is our best option.

If we get further guidance from the various agencies monitoring the situation, we will communicate once again our plan.

We have added a [Coronavirus webpage](#) to our [School Health webpage](#). There are links to the CDC and the Oakland County Health Department for more timely updates.

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*Students who are passionate, empowered, and prepared for their world and their future.*

Dr. Steve M. Matthews, Superintendent of Schools • [steven.matthews@novik12.org](mailto:steven.matthews@novik12.org)  
<https://www.novi.k12.mi.us/>



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We will continue working with our school nurse, the Oakland County Health Department, and the Michigan Department of Health and Human Services to ensure that we stay up-to-date, to keep you up-to-date, and engage in best practice.

Together we will navigate through this concern. If this issue escalates, we will continue to communicate clearly on the Novi Community School District response, so that we can keep all of our students and staff safe.

Sincerely,

A handwritten signature in black ink, appearing to read "Steve M. Matthews".

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Steve M. Matthews, Ed.D.  
Superintendent  
Novi Community School District

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