Dear WUES Families,

As Houston faces an increase in the number of confirmed COVID-19 cases, the health and safety of our students and staff has been, and continues to be, our number one priority. HISD Interim Superintendent, Dr. Lathan, sent communication last night outlining steps the district is taking in response to COVID-19. The updates from Dr. Lathan are italicized, with specifics pertaining to WUES bulleted below.

**Travel Reporting** - All HISD employees, students, and families who have traveled or are planning to must register their travel plans using the [HISD Travel Reporting Form](http://www.houstonisd.org/HealthAlerts). (A printable form is available at [www.houstonisd.org/HealthAlerts](http://www.houstonisd.org/HealthAlerts).) All HISD students, families, and employees should take extra precautions when traveling and follow travel guidelines provided by the Centers for Disease Control and Prevention at [Coronavirus Disease 2019 Information for Travel website](https://www.cdc.gov/coronavirus/2019-ncov/travel/index.html).

- I am asking every family fill out this form by Friday, March 20, whether or not someone in your household is traveling or has recently traveled.

**Campus Visitation Policy** - Beginning Monday, March 23 through Friday, April 3, HISD will temporarily limit ALL campus visitors, including parents and volunteers.

- **Arrival** – With this new policy, we will temporarily adjust our arrival and dismissal procedures. Parents will be able to drop off their child at any of the exterior doors but not at the classroom door. However, the courtyard gate at the front of the school will be locked. Ancillary teachers and administrators will be positioned at each door to welcome students into the building. Teachers will be outside their classroom door to welcome students to class.
- **Lunch** – Parents and relatives will not be able to have lunch with students during this period.
- **Dismissal** – Please coordinate a meeting place with your child outside the building before returning to school.
- **Accelerated Reader (AR)** – After-school AR will not be held in the computer labs or library after school for this two-week period.
- **After-school Library** – After-school library will not be held during this time period.
If a parent meeting is scheduled, they will be required to complete check in and check out at the office or campus clinic. Parent participation in Admission Review Dismissal (ARD) and Intervention Assistance Team (IAT) meetings will continue on campus as usual, but they will be subject to screening. Screening will include mandatory temperature screening and response to questions regarding recent travel and health-related symptoms.

- Face-to-face parent meetings will be very limited during this time period, but phone conferences will be scheduled when necessary.
- The main office staff and Nurse Paula will conduct any necessary screenings.

Please note that after-school childcare will remain open.

- iKids – iKids will continue when we return from the break. Any volunteer or employee with iKids will be subject to the same screening process.

Tutoring will continue as scheduled. However, all tutors, student teachers, substitutes, hourly lecturers, vendors, contract employees, and other visitors must be screened by an HISD nurse before they can be allowed access to the campus.

- After-school Tutorials – All WUES after school tutorials held on campus will continue.

Campus-related Events - Beginning Monday, March 23 through Friday, April 3, all after-school activities and large campus gatherings will be CANCELED. Parent University scheduled for March 24 has been cancelled.

- At this moment, this does not impact after-school events; however, the first grade field trip to Main Street Theatre and third grade trip to NASA have been postponed. Teachers are working on rescheduling and will communicate details to parents.
Spring Break - HISD Spring Break camps will be limited to three days — Monday, Tuesday and Wednesday to allow time for thorough cleaning. UIL-sponsored events will continue after spring break as scheduled.

- WUES is not hosting any camps over spring break. Mr. Collins and the custodians will clean the building and classrooms in preparation for our return to campus.

Absence Policy - HISD will continue to accept a written excuse from parents for student absences that may be related to precautions taken around COVID-19.

- Please email all absence notes to Edna Kallus (edna.kallus@houstonisd.org).

If the decision is made that we are unable to return to school on Monday, March 23, teachers and the district are taking steps for students to continue learning. Our teachers will be sending home materials with students that include textbooks, handouts, and workbooks; online materials will also be available. Again, this is just in case we do not return on March 23 and should not be completed over the break.

HISD will be in constant contact with local, state, and national health departments, and if new information leads to changes in the current plan, that information will be shared. Further communication will be shared via email, phone messages, and the PTO e-blast. Please visit HoustonISD.org/HealthAlerts for additional information and updates. Have a safe and healthy spring break, and do not hesitate to reach out to me if you have any questions or concerns.

Sincerely,

Scott C. Disch