

EVERETT V. OLSEN, Jr., M.B.A.
Superintendent of Schools

KERRY CLERY, Ed.D.
Assistant Superintendent of
Curriculum & Instruction



COURTNEY L. MORAN, M.Ed.
Director of Pupil Services

INGRID M. NILSSON, M.B.A.
Director of School Finance

Westford Public Schools Administrative Offices

23 Depot St. • Westford, Massachusetts 01886
www.westfordk12.us • (978) 692-5560 • FAX (978) 392-4497

March 6, 2020

Good afternoon,

As Superintendent of Schools I want to continue to update you on the latest information regarding the Coronavirus (COVID-19) and any impact it has on our school operations. Earlier this week I attended a meeting conducted by the Westford Health Department, and this afternoon I participated in a statewide conference call with the Massachusetts Departments of Education and Public Health. The guidelines presented below are derived from both the Westford Health Department meeting and the statewide conference call.

1. Until further notice, there will be no school-sponsored international travel by students or staff in our school system.
2. There is currently no ban on domestic travel or events involving large groups of people.
3. American citizens who have been in China, Iran, South Korea or Italy in the past 14 days will be directed to one of 11 U.S. airports and screened for fever, cough, or respiratory difficulties. Travelers returning from these countries may have some restrictions placed on their movement for a period of 14 days.
4. We will be altering our custodial daily and nightly cleaning routines to disinfect high-touch surfaces such as door handles light switches, tables, etc. To this end we have ordered additional disinfectant with a pump sprayer for every building. Additionally, we have ordered a cordless electrostatic backpack sprayer for each building that will allow faster and more effective application of a disinfectant. Unfortunately, due to global demand, these are currently on backorder.
5. We are in the process of developing sustainability of operations plans (Distance Learning, etc.) if needed in the future.

Health Department Director Jeff Stephens has developed an informational website on COVID-19. He will be posting and revising guidance information from the Center For Disease Control, and the Massachusetts Department of Public Health as new information becomes available. Therefore I encourage you to visit this website periodically. You may find information on both the Health Department website at <https://www.westfordma.gov/1277/COVID-19> and the School website (which includes both the link to the Board of Health site and additional School related information) at <https://www.westfordk12.us/district/news/covid-19-coronavirus>.

This a time for us to be strategically planning, in a caring, thoughtful, respectful manner, for all possibilities in order to keep our students, staff and residents as safe as possible.

With kind regards,

Everett V. Olsen, Jr.

Superintendent of Schools