

**Friess Lake Elementary School**  
1750 Highway 164  
Hubertus, WI 53033  
Phone: 262.628.2380  
Facsimile: 262.628.2546



**Richfield Middle School**  
3117 Hwy 167 P.O. Box 127  
Richfield, WI 53076  
Phone: 262.628.1032 ext 1400  
Facsimile: 262.628.3013



Dear Families,

As we continue to learn the latest news about the spread of the Coronavirus (COVID-19), it's important to consider the implications on our school community and the students we serve. In an effort to reassure you that your child(ren)'s needs will continue to be addressed during this heightened time of awareness, we would like to share a few of the actions we've been taking to address the potential spread of COVID-19.

The safety of our students and staff is always our top priority. To help prevent the spread of Coronavirus, or COVID-19, in Wisconsin and the United States that has occurred in other countries such as Italy and China, the Holy Hill Area School District is requesting that families **keep students home from school and contact their physician to ask to be tested for Coronavirus if a student has these symptoms:**

- Fever
- Cough
- Shortness of breath

Please contact your child(ren)'s school (FLES: 262-628-2380 or RMS: 262-628-1032) to report the absence and symptoms. Learn more about the symptoms and treatment of coronavirus at the Center for Disease Control (CDC) website: [cdc.gov/coronavirus](https://www.cdc.gov/coronavirus). Those at highest risk for coronavirus complications are older adults and individuals with compromised immune systems or heart, lung and kidney disease.

We have no known cases of COVID-19 among students or staff in the Holy Hill Area School District. We continue to closely monitor the situation with our School Nurse, Nicole Ford, and the Washington County Health Department, as well as review updates from the Wisconsin Department of Health Services, Department of Public Instruction and the CDC. While exposure has been limited in Wisconsin as of right now, there have been approximately 1,250 confirmed cases nationally and 33 deaths (none in Wisconsin). [John Hopkins University has created a live update map which shows the world and the number of confirmed and recovered cases.](#) We understand that this information can be alarming, and so have included [coping information here](#) and [a parent resource about talking to your child about COVID - 19](#) to help assist with conversations you may have with your children and/or family.

### **Cleaning Practices and Preventative Measures**

Both of our facilities have a routine cleaning regimen in place to help reduce the spread of germs and communicable disease. In addition to our regular cleaning and disinfection, we are increasing the cleaning of high-touch areas and hard and soft surface items throughout the day. Our efforts have further included:

- *Using disinfectant spray that is on the list of approved agents that fight COVID-19. (This is the standard disinfectant that we have used since 2018.)*
- *Displaying proper handwashing information above every sink in both buildings.*

- *Maintaining hand-washing and hand-sanitizing stations that both meet the requirements are checked daily to ensure that soap and sanitizer is plentiful.*
- *Purchasing two Powerful Ultraviolet Light Air Purifiers for use in our buildings.*
- *Adding additional hand-sanitizing stations near building entrances to assist with keeping germs brought into the building at a minimum.*

We will continue to follow all guidelines of the CDC and our local and state health departments. In addition to watching the situation closely, we have also been working to make sure that our emergency plans are in place.

**We all play a role in helping reduce the spread of communicable disease.** We are asking our students, staff and families to practice regular preventive actions (see flyer) including:

- [Wash your hands regularly](#), for 20 seconds, using soap and hot water. Make sure to wash your fingertips. This is especially important after using the restroom, coughing or sneezing into your hands, and before preparing or consuming food.
- If water isn't available, then use hand sanitizer.
- Avoid coughing or sneezing into your hands or in the air. Always try to cough or sneeze into a tissue, and then throw the tissue away. If you don't have a tissue, cough/sneeze into your arm.
- As much as you can, avoid touching your eyes, mouth and nose.
- Avoid close contact with anyone with cold or flu-like symptoms.
- Refrain from shaking hands and enact other kinds of social distancing activities that keep you out of close contact with others.
- If children are feeling sick, please keep them home from school. Families should have a plan in place for keeping your child home, picking up your child if they are sent home sick, and if schools are closed.
  - Keep sick children at home if they have a fever above 100°F, diarrhea, vomiting, severe sore throat, or severe cough, even without a fever.
  - Children who are recovering from a fever should stay home until at least 24 hours after they no longer have a fever or signs of a fever without the use of fever-reducing medication.
  - Children who are recovering from gastrointestinal illnesses should be free of issues for 48 hours before returning to school.
  - Keep children home who are experiencing symptoms of influenza such as severe fatigue and achy muscles.
  - Rest is imperative to healing and students should remain at home if they are exhibiting these symptoms. Furthermore, keeping sick children at home reduces the potential spread of infection to others, avoids additional risk to children with lower immune function, and may expedite your child's healing.

### **School Events**

The Governor has discouraged gatherings of over 250 people. Both of our buildings are approximately this size. Therefore, as a school district, we will be working to preserve the core learning that happens as part of our normal school day, and at this time, closing school will be a last resort. We are further assessing what events are essential to learning, or non-essential.

- "Essential" activities are part of our core day and involve our students only interacting with each other and our staff on a day to day basis.
- "Non-essential" activities are activities that involve the students going off-site, interacting with students from other schools, or those activities that bring students or visitors from other schools or areas to our facilities.

All field trips, class trips, and competitions that take our students off campus and involve interaction with others have been cancelled indefinitely with hopes for re-scheduling at another time. All events that bring

guests here such as guest speakers, guest luncheons, and outside school visits have been cancelled indefinitely with hopes for re-scheduling at another time. And, all building usage by outside organizations has been suspended until further notice.

Events such as after school practices and before and after school daycare will continue as planned because those activities only involve HHASD students, staff, and contracted staff interacting with each other. All athletic competitions with other schools are cancelled until further notice.

### **Upcoming Events**

There were several upcoming gatherings or field trips for Friess Lake Elementary School and Richfield Middle School students that were scheduled between now and spring break. At this time, those events have been postponed until further notice. All events scheduled after spring break are currently under consideration and you will be notified accordingly if there are any adjustments.

March 14th - Solo & Ensemble Competition (Cancelled)

March 20th - Student Faculty Basketball Game (Postponed)

March 20th - RMS Dance (Postponed)

### **Travel**

As an additional precautionary measure with spring break approaching, we will follow the Center for Disease Control guidelines as related to travel. If your family is planning to travel to a country with a Level 2 or Level 3 [Travel Health Notice](#), please contact the school office (FLES: 262-628-2380 dietrich@hhasd.org or RMS: 262-628-1032 kastner@hhasd.org) before returning to school. For reasons related to infectious disease, the CDC is asking you to self-quarantine for 14 days. In addition, we strongly discourage students and staff from non-essential travel outside of Wisconsin until further guidance is given by health officials. Those who do travel will be expected to self-monitor for coronavirus symptoms, which include fever, cough and difficulty breathing, for 14 days. Read more at [cdc.gov/coronavirus/2019-ncov/travelers](https://www.cdc.gov/coronavirus/2019-ncov/travelers).

### **School Closure**

Our mission is to provide a safe, challenging, student-centered learning environment focused on preparing students for their future through supportive parent, staff, and community partnerships. We will do our best to follow our mission and provide the core, essential learning each day that your child deserves and you have come to expect from us, while keeping the safety of our students, staff, and visitors at the forefront.

Understanding that this is a rapidly evolving situation, with the World Health Organization declaring Coronavirus a pandemic and the President issuing a month-long ban effective Friday on all travel from Europe to the United States. Governor Tony Evers on Thursday declared COVID-19 a public health emergency. Our district has been communicating regularly with other area districts, and CESA 6. Together, we will continue to monitor the situation and communicate about whether to close any schools.

We understand that every family is in a unique situation. Some may have people in their households who are vulnerable to complications from COVID-19. You may have a medically fragile child. If you choose to keep your child out of school, we respect your decision. The absence will be excused, and your child(ren)'s teachers will do their best to provide missed schoolwork.

Closing school will be a last resort because we know that a school-wide closing of multiple days would result in our students losing many learning opportunities. However, your child's safety will come first in everything we do. In order to prepare for any potential closing that may occur, we have a [very brief survey](#) for you to complete regarding [Technology Access and Travel Plans](#). Our school staff is having discussions and making plans to ensure quality instruction is accessible to your child in the event that the district has

to be closed for an extended period of time. Our staff confidently uses Google Classroom and is being trained on the creation and distribution of instructional videos as well as other virtual platforms which will be used to connect with students. Many of our staff members have already shared educational apps and websites that can supplement learning as well. Further, we are reviewing the potential of other softwares that may prove useful. Providing meaningful schoolwork is no small task, so I ask you to give teachers some grace. Remember that in addition to supporting our students every day, teachers are dealing with their own concerns for the welfare of their families.

We are asking all students to take home with them all of their instructional materials, medications, and other necessary personal items when they leave for Spring Break. This is a quickly changing situation and we need students to have necessary materials with them if HHASD moves to alternative instruction.

The risk rate in Wisconsin remains low at this time. These steps are about preparedness and not panic. This is important. We don't want our community to feel additional stress, yet, we must be prepared. We appreciate your patience with this situation and we will continue to update you as needed and as further information is released. Please rest assured that we will continue to put your students' safety first. If you have any questions, reach out to a member of our team. Thank you for your patience and partnership as we work through this crisis together.

Your Partners in Education,

Jeff Carron  
Principal  
Richfield Middle School  
262-628-1032  
carron@hhasd.org

Jodie Dietrich  
Administrative Assistant  
Friess Lake Elementary  
262-628-2380  
dietrich@hhasd.org

Nicole Ford  
School Nurse  
ford@hhasd.org

Denise Howe  
Business Manager  
262-628-1032  
howe@hhasd.org

Jeni Kastner  
Administrative Assistant  
Richfield Middle School  
262-628-1032  
kastner@hhasd.org

Ryley Laird  
Principal  
Friess Lake Elementary  
262-628-2380 x2103  
laird@hhasd.org

Cyndi Tomich  
Director of Pupil Services  
262-628-1032  
tomich@hhasd.org

Tara Villalobos  
District Administrator  
262-628-1032 x1400  
villalobos@hhasd.org