

**Dear Holliston Parent/Guardians and Staff:**

**On March 10, 2020, Governor Baker announced that executive branch employees should discontinue all out-of-state work-related travel, cancel conferences or hold them virtually, and not attend external work-related conferences, seminars, or events. While schools are not part of the executive branch, the Governor also urged employers and other large organizations to "limit or eliminate non-essential travel" and "limit or eliminate large events where possible."**

**In light of this advisory, I am taking several steps to limit possible exposures, particularly from outside elements. Effective immediately:**

- 1. All after-school events, concerts, and exhibitions scheduled to take place between March 12, 2020 and Friday, March 20, 2020 are cancelled. Cancellations are likely to be extended beyond March 20th, but that decision will be made mid-next week.**
- 2. I am respectfully asking parents who are scheduled to volunteer in our schools between March 12th and March 20th to cancel those plans.**
- 3. Any previously-approved use of our school buildings by outside organizations is cancelled for that same time period.**

**For staff, I am cancelling all attendance at external professional development seminars and conferences through March 19th. At this time, the Professional Development Day, scheduled for March 20, 2020 will proceed as planned.**

**As of today, our plans for our middle school spring athletic season are not being changed, in order to allow time for the MIAA and/or Tri-Valley League to make some initial determinations.**

**As expected, as we receive increased reports of either confirmed or suspected cases of Coronavirus in some MetroWest communities, public and private institutions are being asked to curb all but essential elements of their operation. This announcement is aligned with that objective.**

**Still, this issue continues to evolve at a rapid pace with even more restrictions a distinct possibility. Parents and staff should now begin to consider developing contingency plans should more fundamental changes to our overall operation become necessary.**

**Respectfully,**

**Bradford L. Jackson, Ed.D.  
Superintendent of Schools**