

**PORT JEFFERSON SCHOOL DISTRICT**  
**OFFICE OF THE SUPERINTENDENT OF SCHOOLS**  
**550 SCRAGGY HILL ROAD**  
**PORT JEFFERSON, NY 11777**  
**PHONE (631)791-4221 FAX (631)476-4467**



Jessica Schmettan  
Superintendent of Schools

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March 6, 2020

Dear Port Jefferson Families and Staff,

The situation regarding the COVID-19 virus continues to evolve on a daily basis. Updates are being shared rapidly to schools from multiple state and local agencies. Just this afternoon, we received updated guidance from the Suffolk County Department of Health Services regarding a directive from the New York State Department of Health (NYSDOH). This update contained information for school districts to monitor and quarantine traveling students and faculty related to the virus.

The memo states that students and faculty returning from impacted countries or regions of impacted countries are now required to be quarantined for fourteen days upon returning from such country. Impacted countries at this time are those designated with a level two or three travel health notice. As of today, those countries include China, Iran, Italy, South Korea, and Japan. This information may change as new travel restrictions emerge.

If you believe this new directive applies to you please do not come to work or school and call my office immediately. As a district, we are obligated to follow these new procedures and inform the local health department of any students or staff returning from the abovementioned countries. Given the circumstances, attendance and sick leave policies will be examined on an individual basis.

We will continue to work with our local health officials, our employees and our families to stay ahead of this matter. We appreciate your continued cooperation.

Sincerely,

A handwritten signature in cursive script that reads "Jessica Schmettan".

Jessica Schmettan  
Superintendent of Schools