



Office of Catholic Schools Diocese of Madison

MEMORANDUM

TO: All Principals, Pastors with Schools
FROM: Michael Lancaster
SUBJECT: Travel Guidance - COVID-19
DATE: March 12, 2020

The situation regarding the novel corona virus, COVID-19, continues to change rapidly. This memo offers guidance for schools in communicating with parents, families and staff regarding travel. It reflects the latest recommendations from the CDC, the Wisconsin Department of Health Services and the Public Health Department of Madison/Dane County.

Present Situation

Documented cases are growing rapidly both domestically and internationally. As of March 11, there have been six confirmed cases of COVID-19 in Wisconsin. Two of cases were in Dane County. The first case has recovered and has since tested negative for the disease and is out of isolation. The second is isolating at home. The other cases are in Fond du Lac, Pierce and Waukesha counties. The most recent cases were contracted when individuals traveled within the United States. Due to this, health officials expect many more cases to emerge in the coming days and weeks.

Travel Guidance – General

- Any non-essential travel outside of the state of Wisconsin should be strongly reconsidered. As COVID-19 spreads, there is an increased risk of exposure when traveling outside of Wisconsin. Families and individuals should re-evaluate travel plans in light of this development.
 - [CDC Travel FAQs](#)
- All non-essential travel to Level 2 or Level 3 countries (currently China, Iran, Italy, Japan and South Korea) should be canceled or postponed. Anyone returning from China or Iran may be quarantined by the Health Department. **Anyone returning from a Level 2 or Level 3 should self-quarantine for a period of 14 days. At the end of the self-quarantine period, they should be symptom free before returning to work or school.** Symptoms include: fever, cough and difficulty breathing.

- Public Health recommends that anyone returning from travel outside Wisconsin, to other countries or states that have more than 10 confirmed cases of COVID-19, self-quarantine for a period of 14 days on their return.
- All who return from travel outside the state should self-monitor their health for at least 14 days after their return. Anyone who develops a temperature, cough, difficulty breathing or other respiratory symptoms should stay home and call their healthcare provider before going to a clinic or doctor's office.

Travel Guidance – Faculty, Personnel, Staff

- Anyone traveling to a Level 2 or Level 3 country should self-quarantine for a period of 14 days upon return home. They should be symptom free before returning to work.
- Anyone returning from travel outside Wisconsin should self-monitor their health for at least 14 days after their return and practice social distancing. Anyone developing a temperature, cough, difficulty breathing or other respiratory symptoms should stay home and call their healthcare provider before going to a clinic or doctor's office.
- Anyone on either imposed or self-quarantine should use sick leave per the conditions of their contract/work agreement and policies outlined in the employee handbook.

Schools should stay in routine contact with their local or county health department.

- Recommendations from the local health department as well as actions taken by your local public school district may have a direct impact on your school and the actions you take.
- Any confirmed cases of infectious or communicable disease (Influenza A, Influenza B, COVID-19, etc.) must be reported to your local health department.
- *Officials from local health departments may order schools to close as a measure to prevent outbreaks and epidemics.*