

March 19, 2020

**TO:** School District Superintendents  
School Principals  
BOCES District Superintendents  
School District Business Officers  
Special Education Directors  
Charter School Leaders

**FROM:**

**RE: New York State Office of Children and Family Services (OCFS) Guidance and Resources for Emergency Child Care Due to Novel Coronavirus (COVID-19) Outbreak in New York State**

Pursuant to Executive Orders [202.4](#) and [202.5](#), school districts, charter schools, and nonpublic schools were to close no later than Wednesday, March 18, 2020, for a period of two weeks, as a result of the outbreak of the Novel Coronavirus (COVID-19) occurring in New York State.

In addition to COVID-19 closure plans for alternative instructional options and distribution and availability of meals, the Executive Orders direct school leaders to establish COVID-19 child care plans, with an emphasis on serving children of parents in the health care profession or first responders who are critical to the response effort.