



Miami-Dade County Public Schools

giving our students the world

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March 11, 2020

To all vendors and contractors who provides travel services:

Effective immediately, all out of country field trips have been canceled until further notice. Based on guidance provided by the Florida Department of Education, an immediate moratorium has been placed on all out-of-state air travel. In-county as well as in-state field trips, athletic events and activities not requiring air travel are being evaluated on a case by case basis.

As a partner, we ask that you help the District to honor and process any and all refunds, including but not limited to the cancellation of park and registration tickets, airline tickets and hotel deposits. Should specific airlines and/or companies, not inclusive of the actual travel agencies, charge cancellation fees, we request that your company submit documentation for further action. We thank you for your full cooperation with assisting us with this matter.

In addition, please note that all vendors visiting any MDCPS Sites & Facilities must follow the recommended CDC guidelines to protect yourself and others from spreading the coronavirus disease 2019 (COVID-19).

The following links can be accessed for further information on preventive measures:

- CDC: <https://www.cdc.gov/coronavirus/2019-ncov/about/prevention-treatment.html>
- OSHA: <https://www.osha.gov/SLTC/covid-19/controlprevention.html#health>

Any vendor representatives or contractors that have been abroad in any countries at an Alert Level 2 or Warning Level 3 (within the last 14 days and/or exhibiting any symptoms), are not allowed to visit any MDCPS Sites & Facilities until further notice.

- **Alert Level 2 (Yellow):** Practice enhanced precautions for this destination. The Travel Health Notice describes additional precautions added, or defines a specific at-risk population.
- **Warning Level 3 (Red):** Avoid all non-essential travel to this destination. The outbreak is of high risk to travelers and no precautions are available to protect against the identified increased risk.

*Please check the most current CDC travel health notices regularly by visiting <https://wwwnc.cdc.gov/travel/notices>

Sincerely,

Charisma Montfort

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STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Avoid touching your eyes, nose, and mouth.



Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



For more information: www.cdc.gov/COVID19