

# Principals Digest Edition December 20, 2022

## OPERATIONS GENERAL

### **Situation Room Call Center Permanently Closing as of December 23**

The Situation Room call center will permanently close on **December 23**. You should continue to report all cases of COVID-19 to the [Return To School \(RTS\) online form](#); this includes LYFE, 3-K, and pre-K programs. Additionally, note that after **December 23**, you will no longer be required to inform members of your school community of individual COVID-19 cases by letter and the RTS portal will no longer send the letter attachment with the email acknowledging the case report. School communities will continue to be informed about COVID-19 cases through the [Daily COVID Map](#) and the Daily Rollup email.

For technical issues, contact the help desk at (718) 935-5100. For questions about COVID-19 policies and protocols, please review the information on the School Health Policy [InfoHub page](#), or contact your [health director](#) (DOE-login required).