Dear Families,

We understand the increasing concern regarding the spread of the Coronavirus, or COVID-19, and keeping your children and families safe. The Diocesan principals have convened with the superintendents, and we have prepared protocols for continuing to assess the threat of COVID-19 at our schools.

We assure you that we have the utmost concern for your children and family’s safety amid the growing concern of the spread of the COVID-19. At this time we are not closing the school. We are in constant communication with the Diocese and will be closely and continuously gathering information from state and local health departments, in order to help us choose the best path going forward. You can help us by providing us with as much information as possible regarding any risks to your children and family.

**Please read all of the information below thoroughly,** and be aware of what we are asking, specifically, to help prevent the spreading of germs and inform our decision going forward. Additionally, important information regarding upcoming school events is included.

**What You Can Do**

**In order to help us determine the risks and prevent the spread of COVID-19 to our school community we urge you to:**

* notify the school if you or someone in your family has tested positive for COVID-19 or is quarantined
* notify the school if you or someone in your family has been in contact with someone who has COVID-19 or is quarantined
* notify the school if you are traveling out of the country
* Inform the school if you are traveling out of the immediate area or state

\*\*\*We cannot, and will not identify you, or share specific information about your family with other families, but the information will enable us to be informed and make decisions/ take proper precautions in light of the information.\*\*\*

**All families please:**

* continue to keep your children home if they have a fever, cough, cold, etc.
* continue to reinforce the importance of hand washing for 20 seconds frequently throughout the day (we teach students to sing Happy Birthday while rubbing hands together with soap *away from the water),* sanitizing, and refrain from touching their face, and other students’ hands, faces, etc.
* Continue to sanitize surfaces as home, and your children’s items that go back and forth from school (lunch boxes, water bottles, folders, etc.).
* Refrain from sending unnecessary items to school (toys, books, etc.) that other children may touch/ play with throughout the day.
* Be sure you have your contact information for your teacher/s, Mrs. Winters and Mrs. Masten

**What the school is doing to prevent COVID-19 from affecting our school community:**

Disinfecting Surfaces:

Teachers disinfect desks, chairs, doorknobs, telephones, computers, etc. daily

Custodians disinfect bathrooms, water fountains, doorknobs, lunch tables, and all surfaces in common spaces daily.

Main office/ staff room/common spaces: disinfecting copiers, telephones, water cooler, and other community items daily

Reinforcing proper hygiene:

Continue emphasizing the importance of:

* covering coughs and sneezes
* hand washing for 20 seconds frequently throughout the day
* using hand sanitizer frequently in the classroom
* refraining from touching their face, and other students’ hands, faces, etc.

Avoiding Sharing

Frequently and vocally discouraging students from touching each other’s belongings, desks, chairs, books, etc.

Prohibiting the sharing of food

Prohibiting requirements to share community items such as crayons, pencils, scissors, etc.,

**Limiting Contact**

Meetings

We are eliminating non-essential, in-person meetings and arranging for teleconferences instead

Field Trips:

We have cancelled or postponed all field trips in the month of March

We will continue to assess the concerns with field trips later in the spring, but are not refraining from scheduling May and June field trips, and we have not yet cancelled or postponed April, May or June field trips

Visitors

We are working to avoid the number of people coming into the school. **We have cancelled all school events in the month of March, including Stone Soup and Bingo.**

Bingo

There will be no Bingo on 3/13, 3/20, or 3/27. We will continue to assess the risk and be in touch regarding April Bingo nights.

Stone Soup

We are cancelling Stone Soup which was scheduled for Friday, March 27th. Please inform your friends and family members who were planning to attend.

Again, we are monitoring the situation, and have a protocol we are following to assess the risks, and make decisions. We will keep you as informed and updated as frequently as possible going forward.

As always, we thank you for entrusting your children to us each day, and we will certainly proceed with your children’s safety in mind.

Be well,

Jen Masten