

Date

Dear Parents, Guardians, and Caregivers:

At the time of the writing of this letter, there are four cases of Coronavirus Disease 2019 (COVID-19) in Pennsylvania: one in Delaware County, two in Montgomery County and one in Wayne County. In addition, five schools in Bucks County closed on Friday, March 6 due to a person having contact with another person with a confirmed diagnosis of COVID-19. As a result, we are continuing to work closely with the Department of Health to implement their recommendations and to ensure the health and safety of our students and staff. In addition, we are in constant communication with all of our school districts in the county to ensure that we are all working together to maintain a healthy and safe school environment throughout our communities.

The District administration is reviewing and finalizing our Pandemic Plan to respond to and prepare for potential school closings and/or impose mandatory quarantine periods. Once the plan has been finalized, we will share it with our parents, our staff, and our school districts.

As a precaution, we are asking staff and students to self-report to their school administration if they or an immediate family member have recently traveled to a Level 3 (China, Iran, South Korea, Italy), Level 2 (Japan), and/or Level 1 (Hong Kong) area. The areas affected by COVID-19 are being updated regularly, so this list will continue to grow. Also, as COVID-19 cases are confirmed closer to home, we also ask staff and parents to self-report if they (or an immediate family member) have been in contact with a person diagnosed with COVID-19.

A key part of any pandemic plan is taking precautionary steps to keep yourself and those around you healthy, so it is important to know how COVID-19 spreads. COVID-19 is a respiratory illness that is transmitted from person to person just like the flu or a cold: through the air by coughing or sneezing, through close personal contact like touching or shaking hands, by touching a contaminated object or surface, and occasionally through contact with fecal matter.

As a precautionary measure in our schools, we are asking our custodial crews to perform deep cleanings of any classrooms where children have been sick with the flu, and additional cleanings of high-touch surfaces (e.g. desktops, door handles, railings, etc.). We are doing our very best to prevent the spread of illness.

As with all infectious diseases, we have protocols in place to minimize the spread of illness, and we are reviewing our emergency preparedness plans in the event of a widespread outbreak that requires additional action. We are continuing to work with the Department of Health to implement protocols quickly and as needed.

We continue to closely monitor the situation, and all students, staff and families are advised to implement the following recommendations from health officials:

- **Wash your hands** often with soap and water, especially after coughing or sneezing. Alcohol-based hand cleaners that are at least 60-95% alcohol are also effective.
- **Cover your coughs and sneezes.** The primary way that the flu spreads is from person to person is in the droplets produced by coughs and sneezes, so it is important to cover your mouth and nose with a tissue or cough/sneeze into your elbow or shoulder, not into your hands.
- **Do not share personal items** such as drinks, food or utensils.
- **Do not attend school if you are sick.** Any student or staff who is determined to be sick while at school *will be sent home*.
- **Keep sick individuals at home** for at least 24 hours after there is no longer a fever, or signs of a fever, without the use of fever-reducing medicine like ibuprofen (Advil) or acetaminophen (Tylenol).
- **Monitor Travel Alerts.** To slow the spread of COVID-19 into the United States, the Centers for Disease Control (CDC) is working with state and local public health partners to implement after-travel health precautions. Depending on a person's travel history, they will be asked to stay home for a period of 14 days from the time they left an area with widespread or ongoing COVID-19 community spread.

Our priority is the health and well-being of our students and staff, and the sanitation and cleanliness of our buildings. We will remain vigilant regarding the ongoing situation and will notify you of any additional changes to our strategy to prevent the spread of COVID-19.

For more information about COVID-19 on the national level, visit <https://www.cdc.gov/coronavirus/2019-ncov/about/prevention-treatment.html>. Should you have any questions or concerns beyond what has been provided on these information sites, please contact your health care practitioner.

Thank you for your cooperation and understanding. Together, we can ensure the health of our community and minimize the impact of COVID-19.

Sincerely,  
[Insert Signature]  
Superintendent of Schools