



March 10, 2020

Dear Parents and Guardians,

Providing for the health, welfare, and safety of the young people and staff in our schools is of the utmost importance to us, as is keeping you informed of the actions we are taking to maintain healthy schools and work environments. We want to share the practices that we will be implementing out of an abundance of caution around the coronavirus.

Quarantine Guidelines:

Please note that these guidelines are based on the recommendations set forth by the Center for Disease Control (CDC) and the Pennsylvania Department of Health.

- Students and families should avoid travelling to countries where the CDC has issued a Level 3 travel notice. These countries may be found on the CDC travel website:
 - <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>
- Individuals returning from a country with a Level 3 Travel Notice are **required to remain home for 14 days following their re-entry to the United States.**
- According to the CDC, the incubation period for coronavirus spans **2 to 14 days. Individuals exhibiting signs of ill health during the 14-day in home period are required to seek immediate medical attention. They are also required to obtain medical clearance before they will be allowed to return to school.**

As a network, we will be closely monitoring and enforcing the quarantine policy. Should you decide to travel outside of the United States to a country with a Level 3 categorization, your child will be asked to stay at home and it will be considered an unexcused absence.

Practicing Good Hygiene and Sanitation:

As we communicated before, we have increased cleaning in our schools and encourage everyone to follow these recommendations from the Pennsylvania Department of Health to protect yourself from illnesses such as the cold and flu, as well as the coronavirus:

1. **Wash your hands regularly with soap and water.**
 - We all understand the importance of this. Use an alcohol-based hand sanitizer if soap and water are not available.
2. **Cover your nose and mouth with a tissue when sneezing or coughing.**
 - This is the most obvious way to prevent the spread of harmful germs. Of course, after covering a sneeze or cough, you should wash your hands! You should avoid touching your eyes, nose, or mouth, and you should clean objects and surfaces that you touch often.
3. **If you are sick, stay home.**
 - Be considerate of your colleagues. Even if you feel like you can "push through," others around you may be more susceptible to getting sick. If your symptoms are concerning, immediately contact your doctor in order to properly treat any serious illness early.
4. **Be prepared.**



- In case coronavirus does become more serious in Philadelphia, ensure that you have a full supply of any daily medications, over-the-counter fever-reducers, painkillers and health-monitoring tools. Also, pick up a few extra groceries to store in your home.
5. **Stay calm.**
- It is important not to let fear influence how we act and respond. Maintaining proper health and hygiene practices that are proven to help prevent the spread of viruses, like the ones suggested above, are important strategies.

School Closures:

If a student, someone in his or her family, or a staff person at our school is identified as a potential carrier or has been exposed to the coronavirus, we will close the school for a deep cleaning. The identified individual will be quarantined and additional guidance will be provided to all families immediately.

Please note that in the event of an extended school closure in accordance with public health official's recommendations, electronic resources and materials will be distributed to all students to ensure there are no gaps in their learning experience.

We will continue to monitor the CDC recommendations and adjust policies accordingly on this evolving situation. Please feel free to access our webpage for the latest information:
<https://independencemissionschools.org/about/coronavirus-update/>.

Be assured of our continued prayers for all those affected by this virus.

Sincerely,

Principal of [Insert School Name]