Hello,

During what is probably a challenging and confusing time for us all, I am reaching out to provide a status update on new developments related to coronavirus, and share some additional details about the actions we are taking and planning to protect our school community.

**The health and safety of our students, staff, and families is our priority.** While the total number of coronavirus cases in the U.S. remains relatively small, experts expect this number to grow as testing increases and more individuals seek care. Currently, the key recommendations from public health agencies to prevent the spread of coronavirus are regular, thorough, handwashing and that symptomatic individuals remain home rather than going to work or school. We echo this recommendation and ask that students with any signs of respiratory illness or flu-like symptoms be kept home.

We are in contact with our local department of public health to stay updated on the situation and take actions as needed. Our custodial staff continues to focus on regularly cleaning surfaces like doorknobs, countertops, and desks. Disposable wipes are available throughout our campus and we strongly encourage their use. [Add in any additional or specific cleaning-related steps your school has taken.]

Our administration continues to discuss how student learning can continue should our school be closed temporarily. We are developing strategies for providing age-appropriate, remote lessons to students, taking accessibility into consideration, as well as tools for staying connected as a community should it become necessary. We will communicate more details around what this will look like as it becomes necessary.

Many of you have reached out with questions and concerns regarding school and community travel. Currently, the status of our school trips is the following: [insert status of any planned school trips, and/or timeline on future updates.] We understand that there is additional anxiety around travel that families have planned for this time of year. At this time, the Centers for Disease Control (CDC) has recommended against nonessential travel to South Korea, Italy, Iran and China, but there are no other restrictions or recommendations against other international or domestic travel. We will all continue to monitor the situation for additional travel updates. If you are experiencing respiratory or flu-like symptoms following travel, please do not come to campus.

Finally, I want to take a moment to acknowledge the psychological impact of this situation. The organized worldwide response to coronavirus has been robust and generally encouraging. However, it has also been a challenge for students (and really our entire community) to process. [This New York Times article](https://parenting.nytimes.com/childrens-health/coronavirus-kids-talk?module=ptg-onsite-share&type=link) gives some good strategies on how to talk to children about coronavirus without raising the anxiety of anyone involved.

I have been struck by the patience, support, and resilience I’ve already seen in our community as we tackle these challenges. You are our greatest resource. Should our school need to close or if the situation changes quickly, we will notify you directly via [email/phone/other communication tool]. If the situation remains stable, we will continue to update our community regularly.

Sincerely,