



March 4, 2020

Dear Parents and Caregivers,

This morning I met with the Administration of Summit Academy to discuss our response to the needs of our community concerning the Coronavirus (COVID-19). While we are a small community, we still have an obligation to our students and staff to address this concerning public health development and begin taking precautionary action to keep everyone safe and healthy.

Based on information we received from the Massachusetts Department of Public Health and the Centers for Disease Control, Summit Academy will take the following precautions immediately to prevent the spread of influenza as well as the possibility of the Coronavirus:

HYGIENE:

1. All students and staff will be instructed in the proper way to wash hands using soap and water.
2. All students and staff will be asked to avoid touching their eyes, nose and mouth.
3. They will be asked to cover coughs or sneezes with a tissue or sleeve—not with hands.
4. They will be asked to stay away from people who are sick and to **STAY HOME WHEN THEY ARE SICK.**
5. **PLEASE KEEP YOUR STUDENT HOME IF HE/SHE HAS A COUGH, FEVER OVER 100.4, SORE THROAT, OR ANY OTHER RESPIRATORY SYMPTOMS.**

SCHOOL CLEANLINESS:

1. All hard surfaces (desks, tables, countertops and sinks) will be cleaned with antibacterial wipes frequently—at least once per day. Keyboards will be cleaned with alcohol free wipes after each use.
2. Disinfectants will be used in the bathrooms and kitchen areas by the cleaning staff to clean up potentially infectious materials.
3. Antibacterial gel (Purell) will be made available to all students and staff in every room. (Gel in/gel out)
4. Extra tissues will be available in every room.

We ask that you keep the school informed if you have traveled outside of the United States in the last month or if you (or your student) has had contact with anyone who may be suspected of having the COVID-19 virus. This information will remain confidential, and we will make arrangements with each family if a student needs to remain out of school for a period of time.

We will keep you informed if necessary, of any changes to these precautions. If you need more information, here is a link that explains what COVID-19 is and how to prevent it.

<https://youtu.be/kIL5m5XznNY>

Sincerely,

Kathleen Buchanan

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Program Director