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Dear Parents and Guardians,

Most students and families are aware of the current outbreak of the 2019 Novel Coronavirus (COVID-19). We are writing to assure you that we are working in close collaboration with our local health department to take appropriate steps to reduce the risks to the Green Chimneys community.

As you may already be aware, coronaviruses are a large family of viruses that commonly circulate throughout the world, and there is a small number of cases in the U.S. They cause illnesses ranging from the common cold to more severe illnesses such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV). The Centers for Disease Control and Prevention (CDC) is working hard to learn as much as possible about this new virus so that we can better understand how it spreads and its associated illness. The CDC continues to share their information directly with us. There are currently no known cases of the Coronavirus in Putnam County.

Please do not send your child to school if they show any symptoms of illness. Residents on home visits who show symptoms should not return until cleared by a doctor. Symptoms include fever, cough and shortness of breath, and can range from mild to severe. Please note that symptoms may appear 2-14 days after exposure.

If symptoms are detected, please contact your pediatrician and also notify the Green Chimneys Health Center. If you or members of your immediate family have traveled out of the U.S., please inform the Health Center. Additionally, the CDC recommends calling your pediatrician and/or emergency room before arriving for an examination.

Green Chimneys' Environmental Services staff is implementing infection control procedures across all public areas, including the dining hall. Daily cleaning and disinfection will continue, with additional sanitizing of all commonly accessed surfaces. Handwashing procedures will be reinforced in the school, dorms and dining hall.

We ask for your support in helping to keep Green Chimneys safe. The best thing you can do right now is to talk to your child about practicing safe habits. Please note the CDC's recommendations to reduce the spread of viruses:

- Keep your child home from school and other activities if they have symptoms.
- Avoid close contact with people who are sick.
- Avoid touching eyes, nose, and mouth.
- Cover coughs or sneezes with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using regular household cleaning products.
- Wash hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.

For more information about the virus, please visit the **Center for Disease Control 2019 nCoV website:**
<https://www.cdc.gov/nCoV> <https://www.cdc.gov/coronavirus/2019-nCoV/summary.html>

Please be sure that Green Chimneys School has current phone contact information for you and your emergency contacts. If your child becomes sick at school, please have arrangements for your child to be picked up as soon as possible.

Thank you,

A handwritten signature in black ink that reads "Ed Placke".

Ed Placke
Executive Director