

# COVID-19 CAES School Policy

Dear Parents

In light of the current outbreak of a new coronavirus COVID-19, we want to update you on some of the steps we are taking to combat this outbreak and to remind you of some simple steps that students, staff, and parents can take to avoid the spread of this or any other communicable diseases.

The Centers for Disease Control and Prevention (CDC) continues to rate the health risk for the general American public as low at this time. The health, well-being, and safety of your child(ren) and our staff is our utmost priority and we continue to closely monitor health and safety updates and recommendations issued by the World Health Organization (WHO) and the Centers for Disease Control and Prevention (CDC), as well as Southwest District Health.

Our school is working with the Conference to proactively develop an emergency plan in the unlikely event that county- or state-mandated quarantines are enacted. This plan includes exploring options for maintaining classes during a quarantine and communicating with parents about the situation. We are in communication with local health officials and will work within established Union policies to determine if we voluntarily need to temporarily suspend school due to the number of sick students or staff.

We are making it a priority that students and staff engage in everyday preventive measures to prevent the spread of germs and avoid illness, including frequent hand washing, covering your cough or sneeze, and avoiding close contact with individuals who are sick. The school is increasing the frequency of sanitizing commonly touched surfaces, both in the common areas of the school and in individual classrooms.

While this is a new strain and there is much that is unknown, there are everyday preventative measures that will help reduce the spread of germs. We strongly urge each person to:

- Wash your hands regularly with soap and warm water for at least 20 seconds
- Avoid rubbing your eyes
- Sneeze or cough in your elbow or onto tissue paper
- Stay home if you are experiencing flu-like symptoms

We are asking that if your child shows any flu-like symptoms that you keep them at home until they have been fever-free for at least 24 hours without taking fever-reducing medicine. Children who develop any of these symptoms during the school day will be isolated and parents must be prepared to pick them up from school immediately.

Symptoms to watch for include:

- fever or feeling feverish/chills
- cough
- sore throat
- runny or stuffy nose
- muscle or body aches
- headaches

- fatigue (tiredness)
- some people may have vomiting and diarrhea, though this is more common in children than adults

We want you to know that we are committed to the safety of each student and our staff, we will continue to monitor for recommendations from the CDC and local government agencies and communicate with you any changes to our current plans. If you have any questions, please feel free to contact the office at [draymond@mycaes.org](mailto:draymond@mycaes.org).

Sincerely,  
CAES Staff