

Dear Parents and Students,

We are writing to you because above all, we care about the health and well-being of our students, staff and families. As you are aware, there are increasing cases of COVID-19 (coronavirus) throughout the world and in the United States. There are confirmed 17 cases in Los Angeles County; however, there are no confirmed cases in our local community or school.

We want you to know that our School is monitoring local, state, and national health care expert guidance and recommendations. At this point, the Center for Disease Control (CDC) recommends for schools to have an emergency plan in place in case of widespread cases or COVID-19 and possible school closures to promote social distancing. The Administration is working diligently and developing plans to prepare for all possible scenarios, one of which may entail remote learning experiences for students in the event of school facility closures.

#### **WHAT YOU CAN DO:**

The best ways to reduce the risk of getting this or any viral respiratory infection include:

- Wash your hands often with soap and water for at least 20 seconds (Sing Happy Birthday song 2 times).
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Avoid close contact with people who are sick (6 feet is the recommended distance).
- Clean and disinfect objects and surfaces frequently.
- Cover mouth and nose with a tissue or elbow when coughing or sneezing, then throw the tissue in the trash and wash your hands.
- If you are sick, please call your doctor to see if you should self-quarantine or make arrangements to be tested.
- Stay at home, away from others, until at least 24 hours after the relief of an elevated fever without the use of fever-reducing medicines, and seeking immediate medical care if symptoms become more severe.
- Keep yourself up-to-date on what the California Department of Public Health and the Centers for Disease Control (CDC) suggest.
- Discuss your child's questions and concerns with them and help them practice good prevention measures. Depending on your child's age, some helpful resources may include: "Just For Kids: A Comic Exploring The New Coronavirus" and "How to Talk to Kids About Coronavirus".
- Make sure you have a supply of all essential medications for your

family.

- Make a childcare plan in case you or a caregiver become sick.
- Make arrangements about how your family would manage if there is a school closure.
- Make a plan for how you can care for a sick family member without getting sick yourself.
- Remember that self-care for all is very important!

Centers for Disease Control (CDC) share information about COVID-19 at:

- <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- <https://www.cdc.gov/coronavirus/2019-ncov/faq.html>

### **TRAVELING:**

As Easter Break approaches, please keep in mind CDC's recommendations on travel. As of today, CDC guidance is that travelers avoid nonessential travel to any area under a Level 2 or 3 Travel Health Notice. Consult the link at <https://wwwnc.cdc.gov/travel/notices> for updated list of areas.

We ask that our families advise the front office if anyone from the family is traveling internationally. We also ask that students and family members returning from countries categorized in Level 2 and 3, self-quarantine themselves away from the school for 14 days and provide the school with medical clearance before returning to school. The self-quarantine also applies if anyone in your household is exhibiting symptoms such as fever, shortness of breath, and/or coughing.

Should your student require quarantine post travel, we will make accommodations for them as best as we can so that they continue their studies remotely.

### **CHILDREN'S EMOTIONAL WELL-BEING:**

Please watch for signs of worry and/or anxiety in your children and make every effort to listen to them and reassure them of their safety. Be honest but brief with them as the situation details are constantly changing. Also, remind them to always practice good hygiene habits. We too will continue to talk to students at school when and if they exhibit such behaviors.

### **WHAT WE ARE DOING ON CAMPUS:**

At Pilibos, we are working diligently to maintain a clean and safe environment at school.

- We continue to remind our students to prevent the spread of viruses

by taking appropriate measures as outlined by the CDC (handwashing, good cough etiquette, etc.)

- Non-essential school-related activities are being canceled for the time being, until the end of March. We will send updates when they are available for all future events.
- As always, we are continuously cleaning and disinfecting the school throughout the day.
- Restrooms are cleaned and disinfected multiple times throughout the day, including disinfecting all toilets, sinks, and urinals.
- Classrooms tables, chairs, and high touch surfaces, like door handles are cleaned with disinfecting wipes at the end of the day.

### CONTINGENCY PLANNING IN CASE OF SCHOOL FACILITY CLOSURE:

We want to share with you some of the tools available to support academic continuity, should the need arise for the school facility to close. Please anticipate and prepare for the possibility that you may have to access classes, office hours, and assignments in an alternative manner.

What you will need:

- Access to a computer
- Access to Wi-Fi
- Access to video/audio hardware on your computer (ability to skype, zoom, etc.)
- On the last day of face-to-face instruction, please make sure to clean out your lockers and desks to make sure you have all your books, notebooks, and other learning materials.

*If you do not have access to any one or all of these, please let us know for alternate accommodations.*

Depending on the grade level and the class, the teacher will relay the detailed information on how to proceed. However, keep in mind, some of the software and tools that can be utilized are:

- [Google Classroom](#) for communication, work assignment and completion, etc.
- [Infinite Campus](#) for grading and communication (especially with parents)
- [Zoom](#) for lectures/discussions in real time, white boarding, sharing your screen, reviewing previous work, and working collaboratively with other members of project teams
- [myON](#) for reading assignments
- [Turnitin](#) for handing in papers

If you have any questions, please contact us at [contact@pilibos.org](mailto:contact@pilibos.org) or to the appropriate academic director.

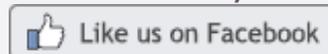
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Pilibos takes this health concern very seriously. If cases of COVID-19 (coronavirus) are confirmed in our community or in connection to our school, we will immediately notify families and take steps in conjunction with our local health department to ensure that our schools are safe for students and staff.

We want to thank you for your patience and support at this time. Pilibos is committed to ensuring academic success and the safety and well-being of all our Eagles.

Sincerely,  
The Administration

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