



March 11, 2020

Dear Students/Staff/Parents/Guardians:

This is your second weekly update from the Community Schools of Frankfort, and we will continue to send information out to you until the coronavirus issue comes to an end. This letter and other communication will be posted on our school websites for you to access at any time. CSF continues to follow the updates from the CDC (Centers for Disease Control and Prevention) <https://www.cdc.gov/coronavirus/2019-ncov/index.html> and the Indiana State Department of Health (ISDH) <https://www.in.gov/isdh/28470.htm>). Weekly updates are available at both of these websites.

There are still **no** suspected or confirmed cases of the coronavirus in our schools. If this were to occur, we would notify staff, students, and parents/guardians.

IMPORTANT ACTION STEPS AT SCHOOL AND AT HOME

COMMUNICATION

- CSF administration is meeting with the Clinton County Health Department to discuss plans should a confirmed case be identified locally.
- If you do not already receive email notifications, please call your child's school and give the school secretary your email address that we can add to our system.

PROPER CLEANING AND DISINFECTING

- CSF continues to utilize cleaning protocols consistent with CDC and ISDH guidance for schools. This is our cold and flu season practice, and we will elevate our capacity for additional cleaning as needed.

BEST PERSONAL PRACTICES FOR CONTAINING THE SPREAD OF DISEASE

- Please continue to emphasize the importance of frequent hand washing at school and at home. Wash hands frequently, including fingertips, with soap and water for at least 20 seconds. If soap and water are not available, use alcohol-based hand sanitizers.

- Stay home if you are ill. Call your doctor's office before going into the clinic. Avoid close contact with others who are sick. Cover your cough or sneeze with a tissue, then immediately discard the tissue in the trash. Avoid touching eyes, mouth, and nose.

PLANNING FOR SPRING BREAK

- Spring Break for CSF is March 23 – 27. Like many other schools and organizations are doing, CSF requests that all families traveling to any CDC designated level 2 or 3 countries or areas that have experienced an outbreak of the coronavirus, to please notify your school principal. Upon return from these locations, we ask that you follow the recommended guidance of a 14-day self-quarantine before returning to school.

SCHOOL CLOSURE DUE TO HEALTH EMERGENCY

- It is possible that we would have to close our schools for a period of time. If it comes to that, we will implement what other school corporations have utilized as "e-Learning Days."
- School staff are currently developing lessons that can go home with our students in grades K-8.
- High School staff are developing lessons that can be accomplished using the student laptop computers and Canvas.
- Teachers will be available to communicate with students and parents through the school email during regular school business hours. Teachers will send the email address home with parents.
- We recognize that child care will present a challenge, and we will only close school for a duration necessary to provide a safe learning environment for our students.

Thank you for your continued support of our schools. Our number one priority is the safety and well-being of the students we serve. The cooperation of everyone in the community is necessary for the effective resolution of this potential health issue.

Sincerely,



Don DeWeese, Ed.S., Superintendent of Schools