March 11, 2020

Dear WOLCS Families and Staff,

The Coronavirus situation continues to evolve quickly in the U.S. I am writing to provide important reminders about what we can all do to be prepared and to update you about the extra measures we are taking to support healthy schools and work environments.

At this time, West Oak Lane Charter School (WOLCS) does **NOT** have any suspected or confirmed cases of the Coronavirus.

The most important thing we can all do to protect ourselves and others is to continue to practice these basic preventative actions:

- Wash your hands with soap and water for at least 20 seconds regularly
- Cough or sneeze into your elbow or cover your nose and mouth with a tissue when you cough or sneeze – and wash your hands immediately afterward
- Avoid touching your face: mouth, nose or eyes
- Stay home if you are sick

Other measures that WOLCS is taking to minimize the spread of any virus include:

- **More hand sanitizer and sanitizing wipes** – supplies are being delivered to classrooms and will be made available for use in alignment with recommendations from the Philadelphia Department of Public Health (PDPH). Sanitizer will be made available in entryways and in the cafeteria for frequent use by students, staff and visitors. Teachers and students can use wipes in classrooms as supplies allow.
- **Heightened cleaning practices** – our deep-cleaning protocols are being enhanced, and cleaning and maintenance staff will take extra care to clean and disinfect frequently touched surfaces such as handrails, doorknobs, desks, and counters.

We realize there is a great deal of uncertainty and some anxiety about the coronavirus. Please know we are taking this situation seriously. We will continue to monitor information from the Centers for Disease Control and Prevention daily and work closely with the PDPH and the City of Philadelphia’s Office of Emergency Management to stay up to date and receive guidance.

For easy access to the latest information and resources about the coronavirus, visit [www.philasd.org/coronavirus](http://www.philasd.org/coronavirus). I will continue to keep you informed of our plans.

Sincerely,

Dr. Debbera Peoples-Lee, CEO

7115 Stenton Avenue  •  Philadelphia Pa 19138
Dear WOLCS Staff and Family,

As the Coronavirus situation continues to evolve, our school remains vigilant regarding measures that can be taken to protect our community.

To that point, the decision has been made to cancel Parent Conferences on Wednesday - April 1, 2020. We have made this decision because the Centers for Disease Control and Prevention has requested that all efforts be made to cancel or postpone events that could potentially expose people to the virus. Accommodations will be made to set up meetings with parents/guardians of students that may be in jeopardy of being retained.

We will also be modifying our Spring Break, which will start on Monday - April 6, 2020 with students returning on Monday - April 13, 2020. During our closure, the school will undergo a deep level of cleaning and sanitizing to all surfaces throughout the building.

Lastly, the school will be also closed at least for one day in the coming weeks to conduct a base level cleaning and disinfecting. We will be sure to give the school community plenty of advanced notice before the closing.

We sincerely hope that these changes do not cause any inconvenience to members of our community. We will continue to monitor information on the virus and do our best to keep the school community as healthy as possible.

We will keep you posted on all changes and updates. Thank you for your support and understanding.

Sincerely,

Dr. Debbera Peoples-Lee
Chief Executive Officer

7115 Stenton Avenue  •  Philadelphia Pa 19138
Important Coronavirus Update and Precautions (3.12.20)

Dear WOLCS Staff & Families,

We are writing to update you as plans evolve related to the COVID-19 outbreak. While it is our goal to keep school as normal as possible, we have needed to make decisions about our educational programming moving forward. We write to update you on these plans, including school trips, hygiene initiatives, and event cancellations or alterations.

TRIPS & EVENTS
Effective immediately, we are canceling all major school-sponsored trips from now through the end of Spring Break. This decision applies to the following:

- March 31  Grade 5 Trip to the Johnson House
- April 2    Grade 2 Trip to the Walnut Street Theater
- April 3    Grade 1 Trip to the Franklin Institute
- All weekly trips for Grade 2 to the Prudential Philadelphia Reads Program

The decision to cancel the trips was made after careful thought, and we know that the outcome will be disappointing for some. Given the uncertain nature of the virus, we do not want to put our students at risk or our chaperones in an uncomfortable position should they find themselves in the midst of a localized outbreak. Nor do we want to have children in a location that might make it difficult for their families to retrieve them. The school will work with all necessary third parties on recouping funds already paid for these trips.

SANITATION
We have extra cleaning personnel on campus this Saturday – March 14th cleaning the cafeteria, the gym, all bathrooms, wiping down desktops, computer screens and whiteboards, the hallways, including doorknobs, ledges and railings, as well as other high traffic areas. Our routine housekeeping throughout the day continues.

HAND-WASHING
Public health experts have identified the importance of effective hand-washing in helping to stop the spread of the virus. To that end, we have established the following protocols.

Students are asked to wash their hands at multiple points throughout the day. This includes before and after snack/lunch and after recess. New tamper-proof soap dispensers have been installed in all bathrooms. Hand sanitizer has been made available in each classroom for students and faculty to use throughout the day. Students are encouraged to use an elbow bump or friendly wave in place of handshakes or other forms of direct contact.

RESOURCES FOR PARENTS
We have curated the following resources for parents, which we believe offer the best information not only for parents but for students of all ages, too.

- Seven Ways to Help Kids Cope
- Using the Coronavirus to Build Student News and Media Literacy
- Talking to Your Anxious Child about Coronavirus
- Talking to Kids About the Coronavirus

While it is our intention to maintain a normal school day for as long as possible, we would remind parents that sending your students to school or keeping them at home if you have health concerns is a parent prerogative.

We are proceeding with an abundance of caution and care, contacting local health officials for information and guidance, and remaining flexible in the light of this rapidly evolving situation.