



March 4, 2020

Dear Students/Staff/Parents/Guardians:

Community Schools of Frankfort officials are aware of recent statements from the Centers for Disease Control and Prevention (CDC), and The World Health Organization (WHO) about the coronavirus (COVID-19). The health and safety of our students and staff is our top priority.

The Community Schools of Frankfort (CSF) will continue to develop a plan of action to provide safe care and education for students, staff and visitors in the event of a public health threat, deemed by local and/or state departments of health and/or CDC that could disrupt normal daily activities at CSF.

There are **no** suspected or confirmed cases of COVID-19 in our schools. If this were to occur, we would notify staff, students, and parents/guardians and rely on our partnerships with Clinton County and State of Indiana health officials for the most up-to-date advice about next steps in our response.

Additional Action Steps:

1. CSF will continue to work with the Clinton County Health Department and the Indiana State Health Department for guidance and actions, as necessary, to address any health related issues at CSF.
2. CSF routinely cleans on a daily basis surfaces in the school that are touched by multiple people every day. Further cleaning policies will be enhanced as needed and/or as recommended by the County and State health departments and CDC, or as deemed necessary by school administration.
3. CSF, in accordance with County and State health departments and CDC, will have a plan of action for immediate school closure and subsequent education of students if such a plan would become necessary.
4. CSF will continue to monitor and follow County, State, and CDC guidance as more is learned about the incubation, means of transportation, containment, and treatment of this disease.
5. CDC recommendations to prevent the spread of a respiratory virus include:
 - 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.
 - Avoid touching eyes, mouth and nose.

- Avoid close contact with individuals who are sick.
- Stay home when you are sick. The CDC recommends that individuals remain home for at least 24 hours after no longer having a fever or signs of a fever (i.e., chills, feeling warm, etc.) and no fever-reducing medicine has been taken.
- Cover your cough or sneeze with a tissue, then immediately discard the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.
- Take any anti-viral medication prescribed to you as instructed.
- Maintain communication with the school nurse. (Absences will be excused when students are ill.)

Staying informed about this developing situation is important for everyone to do, and CSF leaders have the health and safety of students and staff as their foremost priority.

Thank you for your continued support in keeping our students and staff safe. More information on the coronavirus is available at <https://www.cdc.gov/coronavirus> and at the Indiana State Department of Health website found at <https://www.in.gov/isdh/28470.htm>.

Sincerely,



Don DeWeese, Ed.S., Superintendent of Schools