



March 9, 2020 Letter Regarding the COVID-19 virus

Dear Lynnhaven Community,

I am writing to share with you the latest information Lynnhaven has about COVID-19 (coronavirus). On March 8th the Virginia Department of Health confirmed the second case of coronavirus in the state. I want to assure you that we are closely monitoring information from both the Virginia Department of Health and the Center for Disease Control and Prevention (CDC) and continuing to seek regular updates from the Virginia Council for Private Education and the City of Richmond Government Offices. I along with our emergency response team (ERT) will participate in a webinar put on by the Virginia Council for Private Education and the Virginia Department of Health entitled “Coronavirus disease: Response in School Setting” later this week.

The ERT has taken or will take the following proactive measures to safe guard the students, faculty, and staff at Lynnhaven.

- Reviewed, updated and implemented emergency operations plans
- Developed information-sharing systems with our constituents
- Monitor and plan for absenteeism
- Reviewed procedures for students and staff who are sick at school or school related events
- Reviewed, updated, and revised our routine environmental cleaning procedures
- Created a communication plan in the event of serious outbreak of the COVID-19 in our school community
- Reviewed and shared the CDC’s guidance for schools
- Shared resources with students, their families, and staff
- Promoted messages that encourage staff and students who are sick to stay home
- Update and distribute timely and accurate prevention information
- Provide additional hand hygiene supplies, as well as, tissues throughout the school building
- Identified space that can used to isolate staff or students who become ill while at school

In the event the COVID-19 is detected in the Lynnhaven community, we will implement an ERT response based on severity levels: low, medium, and high, which is in accordance to the guidance from the Virginia Department of Health. The responses range from rearranging classroom spacing, temporarily canceling extracurricular and group activities, to temporarily

closing school. Additionally, we have a plan to address the COVID-19 after it has subsided in our community. It is important to note that we have no cases or suspicion of this disease at Lynnhaven.

As a reminder, here are the guidelines to parents for determining when a child should stay home from school.

- If a child feels ill enough that he/she would not be able to benefit from attending school.
- If having a child at school would significantly put others at risk for contacting your child's illness.
- If a child has vomited in the last 24 hours.
- If a child has had a fever for the last 24 hours.

I have made this letter and the file available in two different formats.

1. Attached you will find all correspondences to the school community, including the frequently asked questions about COVID-19.
2. We have a special page on our website dedicated to the COVID-19

The health and safety of our students and staff remain our number one priority, and as such we will communicate information as the situation develops.

Sincerely,



Johnathan Harris, Headmaster