

SARS- COV-2 virus

Date: March 13, 2020

To: All employees

From:

The world health community continues to monitor closely the emergence of the SARS-CoV-2 virus and the disease it causes, named "coronavirus disease 2019" (COVID-19). At this time, no one knows how severe this outbreak will be. Given this uncertainty and the fact that seasonal influenza (flu) virus is also widespread, we are taking proactive steps to address a number of school concerns. First and foremost, we want to maintain a safe workplace and encourage and/or adopt practices protecting the health of employees, students, visitors, or others. We ask all employees to cooperate in taking steps to reduce the transmission of communicable diseases in the workplace. Employees are reminded of the following:

- Stay home when you are sick.
- Wash your hands frequently with warm, soapy water for at least 20 seconds.
- Cover your mouth with tissues whenever you sneeze, and discard used tissues in the trash.
- Avoid people who are sick with respiratory symptoms.
- Clean frequently touched surfaces.
- Teach the students how to wash their hands for twenty seconds.

MSE has provided alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes have also been provided to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards.

Employees mustn't report to work while they are experiencing respiratory symptoms such as fever, cough, shortness of breath, sore throat, runny or stuffy nose, body aches, headache, chills, or fatigue. Currently, the Centers for Disease Control and Prevention recommends that employees remain at home until at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of an illness without the use of fever-reducing medications. Many times, with the best of intentions, employees report to work even though they feel ill. You must use all of your available sick, personal, and vacation time if you need to stay home. We are waiting to hear from CPS if they reimburse schools if they force us to close.

Unfortunately, the decision to close is not ours at this time. However, we trust that the Mayor, Governor, or CPS will have answers to our questions shortly. Do not joke around students regarding this outbreak because this is a severe problem for our most vulnerable population. We cannot treat this as a snow day.

We value you and your family's health and will do everything in our power to keep you safe. We will be creating paper and pencil work for students to take home. This work will be delivered to your classrooms by the end of the day today.

Please contact Rita and Nyela with any questions or concerns.

Rita and Nyela