Dear Parents and Staff,

We know there is a growing concern about Spring Break travel and the spread of Coronavirus Disease 2019 (COVID-19) and other communicable diseases. We continue to communicate with the Pottawatomie County Health Department, as well as state and federal agencies, to ensure we are following all appropriate protocols, so that we may help prevent the spread of disease. The health and safety of our students and staff are of utmost importance to us.

As many of you know, our normal day-to-day cleaning standards of wiping down rooms, desks and other areas are done in addition to fogging at the end of each school day. Our teaching, administrative and housekeeping staff are using guidelines from federal, county and tribal public health officials on additional cleaning and sanitization best practices to ensure student and staff safety.

Pertaining to Spring Break or any other travel plans, individuals returning from travel to China, South Korea, Italy, Iran, Japan or any other Level 2 or 3 country as identified by Centers for Disease Control and Prevention (CDC) shall self-quarantine for a period of 14 days before returning to school. This applies to all students, teachers, and other school staff.

Steps for returning travelers from Level 2 or 3 countries

1. Take your temperature with a thermometer 2 times a day and monitor for fever. Also watch for cough or trouble breathing.
2. If you are traveling or plan to travel for personal reasons by flight or cruise ship you must advise your Director of your travel plan destination and any information pertinent to this coronavirus travel policy. If you travel either of these ways you will be excluded from the program for 14 days.
3. Stay home and avoid contact with others. Do not go to work or school for this 14-day period. Discuss your work and childcare situation with our director, our CPN CDC nurse, and your health care professional before returning to work or school.
4. Do not take public transportation, taxis, or ride shares during the time you are practicing social distancing.
5. Avoid crowded places (such as shopping centers and movie theaters) and limit your activities in public.
6. Keep your distance from others (about 6 feet)

Please refer frequently to the CDC Travelers Guidance as the other countries may be elevated to Level 2 or 3 at any time.

Please communicate with our director and CPN CDC nurse. If you have been exposed to COVID-19, please contact the health department or your physician.

Please remember to continue washing your hands frequently, keep your hands away from your face, do not share drinks, and be careful when using water fountains in public places. We will continue to send updated information as it is available and needed. [cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html)

Sincerely,

Donnette Littlehead
Director | CPN Child Development Center