

March 5, 2020

## COVID-19 Monitoring Update Email

Email to Parents, Board of Directors, Faculty, Staff

Dear Parents,

We are continuing to monitor the outbreaks associated with Coronavirus 2019 (COVID-19). As you were earlier notified, this past Monday we participated in a very informative and helpful webinar facilitated by GISA and a reputable crisis management consultant firm. Because our area of the country is currently not experiencing any significant impacts from the disease, we were informed that we are well-positioned time-wise to plan for any potential impacts in the future.

Our faculty was briefed on the GISA Crisis Management webinar at our faculty meeting yesterday. We are currently assembling a team to determine our distance learning plan in the event that we need to close school for a period of time. Also, our cleaning staff will meet and go over recommended procedures to disinfect surfaces. We will only utilize reliable information provided to us by sources such as the CDC, WHO, and other reputable health organizations. Certainly, we are in close communication with our local Georgia Emergency Management team. We will continue to monitor results and communicate with our families as appropriate.

Please continue to follow these recommendations:

- **Keep sick children home.**
- **Wash hands thoroughly with soap and water for 20 seconds.**
- **Cover coughs and sneezes with tissues, or cough into the inside of the elbow.**
- **Teach your children to stay at least 3 feet away from people who are sick.**
- **Contact us if you have specific concerns or needs.**

Have a great weekend, enjoy some sunshine and invite someone to visit our upcoming Admission Preview Day for prospective families on Tuesday, March 24<sup>th</sup> at 9:30 a.m.

It is a great day to be a Brentwood Eagle!

Best Regards,

Danny Howell

Head of School