

Some emails sent by my school to students and family as the COVID-19 situations developed. I hid identifying information such as the school's name, people's names, phone numbers, etc. for privacy reasons. I also added the date they were sent. If I missed anything that could be identifying I ask that you hide it, thank you. Feel free to organize it however is best, I will just be sending the emails I picked in a large file.

February 27, 2020

██████████, Upper School Students, Faculty and Staff

Good evening to you all -

Our team at ██████████ has been in consultation with various agencies and organizations while actively monitoring the recent developments related to Novel Coronavirus (Covid 19) around the globe, in the US, and regionally. In monitoring these developments, we are evaluating the impacts on our school, our community activities, our local and international travel, as well as, bolstering and/or reminding everyone of our current precautionary policies and future plans for school continuity should we be faced with an exposure.

We are cognizant of the fears and concerns that are arising out of these recent announcements, the CDC's recommendation yesterday for parents to reach out to their school asking about these issues, the WHO's recommendation for the US to have a measured approach, and are diligently addressing the necessary actions for our community to be prepared, while not creating or adding to any sense of panic over these uncertain circumstances.

This information is shared with you on a precautionary basis and not due to ██████████ having an actual exposure to the virus or concern with a specific exposure risk. We communicated earlier with you as families in January about individual and family precautions and want to reinforce that message with additional information. As this is an evolving situation, we will continue to update you as new information surfaces that impacts the school.

With that we offer the following information which is aligned with our consultations, our communicable disease policy, and our extended leave policies.

BASIC FACTS AS OF TODAY (Source: World Health Organization)

- Novel Coronavirus (Covid 19) is a virus in the Coronavirus family. It is perceived to have originated from bats and transitioned to humans;

- There are 81,109 confirmed cases worldwide; 78,109 in China; 2,918 in 37 countries outside of China; 53 in the US;
- 2,700 deaths have been experienced (none in the US); elderly and the immune compromised are at highest risk;
- There is one (1) confirmed case in Washington State, 2 pending results, and 26 that have been tested with negative results;
- It is less deadly than SARS or MERS flu strains but is more transmissible; and
- Again, ██████ does not have an actual exposure or current concern of a specific exposure.

SCHOOL PRECAUTIONS

It is our sincere intent to provide the safest environment for our students and faculty/staff while providing a continuity of educational learning experience – even during an extended closure period.

Here's what we're doing to provide a safer experience for everyone during this time of uncertainty about this situation. Many are from our existing policies for communicable disease, extended closure, and crisis communication plans.

- We are adding additional resources and information around the school for our students, faculty, and staff. That includes informational signage reminding of hand washing, respiratory etiquette, and “stay home when sick” reminders. We also have outfitted all areas with hand sanitizer especially in high traffic areas such as lunchroom, restrooms, and lobbies;
- We are following the Washington Department of Health guidance regarding masks which says, “We are not recommending that people wear masks when they are in public. There is currently no evidence that the virus is spreading in Washington or anywhere in the United States so the health risk to the general public in Washington is low.” Due to this, we are not distributing or requiring masks be worn at ██████.
- Should we become aware of an exposure that impacts the safety and well-being of our students and faculty/staff, we will make immediate contact with our Public Health Department representative to execute specific precautions or actions necessary related to the nature and extent of the exposure. ██████ has been in communication already with the Department in preparation for such an event should it occur.
- In the event of a closure – extended or otherwise, we will communicate to all of our ██████ community via text, email, social media, and/or media of the closure impacting attendance. This will be similar to the communication you received during our earlier snow closures this year.

In the event of an extended closure lasting more than one day, the Extended Closure Plan will take effect. In general, it calls for –

- Day 1 - There is no expectation for students to connect with Schoology today.
- Day 2 – students should connect with Schoology and their [REDACTED] email to receive guidance from their teachers on assignments;
- Day 3 and beyond – students are expected to connect with their Schoology account and their [REDACTED] email for online assignments, video feeds, and classroom expectations provided by their teacher.
- If [REDACTED] determines that an employee may have a communicable disease that could pose a risk to the health of other employees or students, then at the school's sole discretion, the employee may be sent home. The employee may be placed on leave until a medical release is obtained or until [REDACTED] has a reasonable basis to believe that the employee does not pose a risk to others.
- An important consideration shall be to enable the student or employee to remain in or return to the classroom or regular assignment upon receiving assurance from the individual's personal physician and a qualified public health physician that an individual should not pose a health risk to other students and employees in a school setting if proper procedures are followed. An alternate assignment will be considered if a student or employee is not returned to their regular assignment.

We are very aware that certain communities of color and ethnicity are being targeted during this time based on ignorance, fear, and misinformation. That type of profiling is not acceptable in any community and especially in ours striving for inclusivity and belonging. Please let us know immediately should you hear of or feel you are the target of any of these behaviors.

PERSONAL PRECAUTIONS

The recommended individual and family precautionary measures include:

- Hand washing, hand washing, and hand washing with warm, soapy water.
- Respiratory etiquette – When coughing and sneezing, cover your mouth and nose with flexed arm or tissue. Throw tissue into bin immediately after use. Clean hands with hand sanitizer or wash hands thoroughly after.
- Avoid touching your eyes, nose and mouth;
- Clean and disinfect high touch areas such as desks, keyboards, phones, etc.
- If you, as employees, students, and any other visitors, are sick, especially if you have a fever, showing signs of cough/flu/pneumonia, shortness of breath, or other respiratory conditions and could be suspected of being contagious, we ask you to **stay home** and seek immediate medical attention;
- If you start to feel sick while at the school, are showing signs of fever/cough/flu/pneumonia or other respiratory conditions, you should **go home** and seek medical attention promptly;
- If you have come in contact with or have a heightened concern that you have been exposed to this or any other communicable disease, seek medical attention promptly and **stay home; and**

- If you have been diagnosed with, have been exposed to, or have restrictions from your medical provider related to Covid 19 or other communicable diseases, please contact [REDACTED] or call [REDACTED] for a confidential discussion.

We are a school that enjoys and celebrates in a variety of community events. We ask that you keep these individual precautions in mind as you attend any or all of them – athletic games, [REDACTED], etc. Stay home if you're sick. Come celebrate, enjoy and please, wash your hands if you attend.

Our future communications shall seek to balance the competing responsibilities to protect an individual's privacy and to disseminate information on diseases of public health significance to the [REDACTED] community.

Please be safe, be well, and take good care of yourself.

Informational resources for you and your family include:

- www.who.int/emergencies/diseases/novel-coronavirus-2019;
- <https://www.doh.wa.gov/Emergencies/Coronavirus>;
- Washington Department of Health Coronavirus Hotline 1-800-525-0127
- <https://www.cdc.gov/coronavirus/index.html>

March 2nd

Good evening to all of you –

We are being updated continually on the Coronavirus-COVID 19 situation, and those updates are informing our decisions at [REDACTED] for this coming week. This weekend has included news of additional cases bringing the total to 13 positive confirmed cases in Washington; 3 in Snohomish County and 10 in King County including 2 deaths. We are saddened by that news and offer our deepest condolences to those families.

[REDACTED] currently does not have a known exposure or specific concern of exposure. Our team continues receiving guidance from public health officials, infectious disease professionals, our educational network, as well as consulting CDC, NIH, and WHO information as we make our plans.

Decisions may change as new information comes our way. That is the nature of this uncertain situation. Our goal is to anticipate risks appropriately, minimize confusion, provide continuity of instruction, while keeping the safety of students, faculty and staff as the priority.

With all of that in mind, this is our week ahead at [REDACTED]:

Finals- We plan to proceed with finals as scheduled at this time. We also are aware that this may change as new information about COVID-19 becomes available impacting our schedules.

Our community health- We continue to encourage your student to stay home should you have fever, sniffles, cough, sneezing, sore throat, or symptoms affiliated with cold, flu or other infectious disease and seek appropriate medical attention.

We will support your student if they stay home for these reasons through Division Leadership, Learning Support, and Counseling on accommodations for those missing days due to illness.

We continue to be very aware that certain communities of color and ethnicity are being targeted during this time based on ignorance, fear, and misinformation. That type of profiling is not acceptable in any community and especially in ours, striving for inclusivity and belonging. Please let us know immediately should you hear of or feel you are the target of any of these behaviors.

Our intent is to make decisions with safety of our students, faculty, and staff in mind with the information from these experts guiding our evaluation of those risks.

We appreciate the feedback and input from our faculty, staff, and families as we move forward. Take care of yourself and each other as we navigate through this uneasy and complex time.

March 4th

██████████ Families, Upper School Students, Faculty and Staff,

We want to take this opportunity to update you, as our ██████████ community on our most recent information related to Coronavirus (COVID-19), and impacts to our school. We have appreciated our families who have reached out to us with questions, concerns, and support while we navigate through this uncertain situation. We encourage you to continue doing that by contacting Safety at ████████████████████ or via the Safety Hotline call ████████████████████.

Our Crisis Response Team has been meeting each day to monitor new information, review guidance from public health and infectious disease specialists, to understand risks related to our student population, review events and activities for postponement or cancellation, and identify and activate precautionary measures. We are evaluating these each and every day, and we know this is a very fluid and ever-changing situation.

██████████ continues to have no reported or confirmed cases of students, faculty, staff, or administration with Coronavirus COVID-19 or who have had direct exposure to someone who has been diagnosed with Coronavirus COVID-19.

██████████ is also not planning an extended closure at this time. We are evaluating all of our activities. We will continue announcing any cancellations. We are preparing for the possibility of closure and putting multiple preventative measures in place to reduce the chances of exposure.

King County Public Health and Washington Department of Health have recently announced that they do not recommend closure of schools at this time unless there's a specific exposure that they will help manage and advise.

They offer a variety of rationale in their thinking related to the risk profile of students while at or away from school, as well as cite, stability of education as highly important. We do feel that continuity is important and that ██████████ may provide a much-needed sense of sanity and routine for some. And, we will continue to evaluate this on a daily basis.

We can't reinforce the following enough...

- **PLEASE STAY HOME** if you, as employees, students, and any other visitors, are sick, especially if you have a fever, showing signs of cough/flu/pneumonia, shortness of breath, sore throat, or other respiratory conditions and could be suspected of being contagious. Please seek appropriate medical attention.
- We are committed to our students and know that a decision to stay home is potentially stressful for students, but we have and will accommodate their absence and work with families through this situation. This was reinforced in ██████████ email earlier today.

- We are committed to our employees and know that a decision to stay home is potentially stressful for our faculty and staff. We have revised our sick leave policies at [REDACTED] so that no absences are counted against faculty/staff at this time so they are supported if they need to stay home. This is a value-based decision and we feel that our specific values of trust and responsibility will be honored.
- If you are immunocompromised, or in a vulnerable population such as pregnant or elderly, **PLEASE STAY HOME** to avoid increased exposure to the public due to your condition.
- If you start to feel sick while at the school, are showing signs of fever/cough/flu/pneumonia, sore throat or other respiratory conditions, **PLEASE GO HOME** and seek appropriate medical attention.
- If you have come in contact with or have heightened concern that you have been exposed to this or any other communicable disease, seek appropriate medical attention and stay home. As a reminder from our previous emails, if you have been diagnosed with, have been exposed to, or have restrictions from your medical provider related to COVID -19 other communicable diseases, please contact [REDACTED] or call [REDACTED] for a confidential discussion.

BASIC FACTS

Again, [REDACTED] continues to have no reported or confirmed cases of students, faculty, staff, or administration with Coronavirus COVID-19 or who have had direct exposure to someone who has been diagnosed with Coronavirus COVID-19.

We will be updating you if that information changes. As you can imagine, the rumor mill is strong amongst students, and social media between students at our school and other schools is rampant. We commit to updating you as soon as possible and on the advice of public health should this change.

SCHOOL PRECAUTIONS

Our priority is the safety of our students, faculty and staff, and at this time, we feel we can meet that while providing continuity for our students and potentially a place of sanity and routine during an uncertain time. We understand that not all will agree with that decision-making approach, and we will support you and your family with the individual decisions you make in keeping your child at home.

A high-level summary of precautions includes:

- We have initiated cleaning protocols for our buildings and busses. Common areas are cleaned throughout the day, high contact areas such as handrails, restrooms, food service

areas, security and elevator keypads, etc. are being disinfected throughout the day. Faculty and staff are disinfecting their personal keyboards, phones, etc. throughout the day;

- All buildings will have an extensive deep clean throughout all areas starting Thursday afternoon through Monday, as [REDACTED] had no classes scheduled due to Faculty Professional Development days;
- We have instituted elevated food service protocols such as eliminating self-service salad bars, “build your own” sandwich stations, and any other “build your own” offerings. Food will be pre-packaged or served by food service staff using sanitary protocols versus shared serving utensils on a buffet line;
- We are adding additional resources and information around the school for our students, faculty, and staff. That includes informational signage reminding of handwashing, respiratory etiquette, and “stay home when sick” reminders. We also have outfitted all areas with hand sanitizer especially in high traffic areas such as lunchroom, restrooms, and lobbies.

COMMUNICATION

We commit to providing timely updates. We expect there to be many and we will try to consolidate those as much as possible for our community.

We will focus the communication from SAFETY or Head of School on the information most relevant to the whole community. There may be times that specific groups may get communication that is relevant to the small group, club, team, or event which is not shared with the broader community to allow all of you to focus on the information most important to you.

As a reminder, and in the event of a closure – extended or otherwise, we will communicate to all of our [REDACTED] community via text, email, social media, and/or media of the closure impacting attendance. This will be similar to the communication you received during our earlier snow closures this year.

In the event of an extended closure lasting more than one day, the Extended Closure Plan will take effect.

We are very aware the certain communities of color and ethnicity are being targeted during this time based on ignorance, fear, and misinformation. We are having conversations with students to address that behavior as we become aware of it. That type of profiling is not acceptable in any community and especially in ours striving for inclusivity and belonging. Please let us know immediately should you hear of or feel you are the target of any of these behaviors.

PERSONAL PRECAUTIONS

The recommended individual and family precautionary measures include:

- **STAY HOME** if sick!
- Hand washing, hand washing, and handwashing with warm, soapy water.
- Respiratory etiquette – When coughing and sneezing, cover your mouth and nose with flexed arm or tissue. Throw tissue into bin immediately after use. Clean hands with hand sanitizer or wash hands thoroughly after.
- Avoid touching your eyes, nose, and mouth; and
- Clean and disinfect high touch areas such as desks, keyboards, phones, etc.

EVENTS

Following the recommendation of social distancing, we have made the decision to cancel several events between now and Spring Break. Cancellations for this weekend have been communicated to those groups affected. We will be providing specific cancellation information to you before the end of the week for future events.

Please be safe, be well, and take good care of yourself.

Informational resources for you and your family:

[KING COUNTY PUBLIC HEALTH – Seattle & King County](#)

[WASHINGTON STATE DEPARTMENT OF HEALTH - Coronavirus](#) and Hotline 1-800-525-0127

[WORLD HEALTH ORGANIZATION – Coronavirus COVID-10](#)

[CENTERS FOR DISEASE CONTROL \(CDC\)](#)

[Just for Kids: A Comic Exploring The New Coronavirus \(NPR\)](#)

[Talking to Teens and Tweens About Coronavirus \(New York Times\)](#)

[Speaking Up Against Racism Around the New Coronavirus \(Teaching Tolerance\)](#)

March 6th

Dear [REDACTED] Community,

We have made the decision to go into extended closure status effective Tuesday, March 10th through our return from Spring Break, on Monday, April 20th.

The goal of this letter is to let you know the What and the Why of my decision, not to lay out the specifics of the plan. That information will follow, and will by nature be evolving in the coming days and weeks.

This is not a decision that I make lightly, nor in response to any kind of political or social pressure. And it's not made in response to specific cases of Covid-19 being present in our community. [REDACTED] *continues to have no reported or confirmed cases of students, faculty, staff, or administration with Coronavirus COVID-19 or who have had direct exposure to someone who has been diagnosed with Coronavirus COVID-19.*

And.....

I believe that given what we know about the virus, we would be taking this action at some point.

And I don't see the benefit in waiting until that happens, and then reacting.

There comes a point where the best way to deal with the mounting variables is to begin to take control of the situation when and where we can. We will provide clarity in ways that may be easier said than done, but that can be addressed as we roll up our sleeves and dig in.

And while continuing to plan is prudent, I'm also mindful of a piece of wisdom attributed to many military leaders: "No plan survives first contact with the enemy."

Their point was that plans are unimportant. Their point was rather that once the plan goes into action, the real learning begins. The ability to execute, adapt and iterate is more important than the ability to plan.

There are always reasons to wait, and there will always be a range of opinions about why and when to act, but ultimately I believe that we've reached the point of needing to move from plan to action.

I'm confident in our faculty and staff, and in our students. The challenges in the weeks ahead will bring into focus what it means to be "a dynamic community that challenges students to question, imagine and create in order to contribute boldly to a changing world."

We'll continue to navigate a lot of uncertainty as we provide continuity of instruction, as we try to find ways to keep kids active and engaged, and as we grapple with how to be a supportive and caring community absent the kinds of proximity and connection that we're used to.

In a letter sent last night to the class of 2020 and their families, I shared with them the disappointing decision that the Senior Trip would not go to ██████ in April. The following is applicable to all of us right now:

I am asking you to understand the decision, but I want to be really clear about the following to the class of 2020: You get to be disappointed, you get to be angry, and you get to flat out be really bummed about this. I am all of those right now too, and will be for a long time.

Unfortunately, with the trajectory of the public health outbreak in our city, there are probably more disappointments to come. We won't be in a business as normal mode this spring. The virus will have all kinds of implications for lots of things that are on the calendar for the end of the year. So right now, I'm trying to keep the bow of the kayak straight into the wind and keep us moving forward in the waves rather than trying to make decisions too far out ahead.

But there will likely be more emails like this to come. And when they do, you get to be disappointed, you get to be angry, and you get to flat out be really bummed about it.

And then at some point, we'll need to refocus on the things we can control, and look for ways to do what we can to make up for this together. The legacy of the class of 2020 is going to be the senior class that provided leadership in a tough time, and helped the community navigate a really challenging spring.

I would ask all of us to lean into the request I made of them in that final paragraph.

These are difficult times for our city, our state and for our nation. But in the midst of all these challenges, I continue to be grateful to be a part of this community.

I ask that you continue to share your feedback, frustration, and encouragement with me.

I ask for your patience as we move from Plan to Action.

I'm grateful for the many ways you're taking care of each other and working to strengthen our community. And I'm reminded time and again of how important it is that we continue to be clear about our mission and values, that we consciously work to strengthen the bonds in our communities, and that we take care of each other.

You'll receive additional information and instructions from division and academic leadership specific for your kids and again, commit to updating you along the way.

Please reach out to me directly if you have questions or suggestions.

██████████

Head of School

March 12th

Good Evening [REDACTED] Community,

As many of you may know, Governor Inslee announced today that all private and public K-12 schools in King, Snohomish, and Pierce counties shall close until April 24. That decision impacts all schools including [REDACTED], other peer and feeder independent schools, and our neighborhood public schools.

As a result, [REDACTED] will extend its previously announced Extended Closure and Remote Learning Plan. Students, faculty and staff should plan to return to classes on campus, at the earliest, on Monday, April 27. We recognize that authorities might well mandate a longer closure.

This change in schedule extends our previous Extended Closure and Remote Learning Plan for an additional week beyond our current plan.

In addition, all activities, competitions, practices, clubs, rehearsals, and auditions will be cancelled until our return to campus on Monday, April 27. This applies to all arts, athletics, robotics, academic, humanities/rhetoric events, etc. Our initial hope was to hold some of these, if possible, during our Extended Closure and Remote Learning Plan, but we've come to the conclusion that doing that would not align with virus containment priorities for our community or with today's proclamation.

Remote Learning Support

Today was our first day of remote learning. Day 1 is complete! We've received feedback from many of you regarding how it's going for your child. The feedback is very helpful, and we encourage you to continue providing us with that input. Today we delivered books and supplies to over 25 families who were unable to come to [REDACTED] earlier this week. We will continue deliveries tomorrow so if you need additional items out of your student's locker or other items, please email [REDACTED], and we'll coordinate a delivery as soon as we can.

If you need assistance with or are having problems with access or connectivity to technology, please contact [REDACTED], and we will troubleshoot your request.

Our Commitment to You

You will continue to be connected and get information from your child's teacher, their advisor, their division leadership, and administration at [REDACTED]. We will update you often and help all of our community to navigate these truly uncharted waters of the Coronavirus-COVID 19 situation.

Our goal is to support, support, support our students, our families, our faculty and staff, and our [REDACTED] community as best we can. Our goal is to provide a strong educational experience while providing guidance, assistance, and maintain our community connection with you.

How Can You Help?

We need partnership with you as students and families. Be open with us during your check-ins. If you need additional help and support, please let us know. We can't help and support you if we aren't aware of what's needed. Help us help you. The person you're talking with may not be the one best equipped to assist you, but our network is strong, and in most cases we can assist.

Please connect with counseling. Please connect with your teachers. Please connect with leadership. Please connect with us. If you don't know who to reach out to, feel free to email [REDACTED] or [REDACTED], and we will navigate your request.

Our Responsibility

Our action, and now all schools' action, of Extended Closure is meant to reduce the risk of exposure, support containment objectives, reinforce preventative measures, and reduce opportunities for transmission. This will only be successful if, while your students and our faculty/staff are away from campus, that you exercise **social distancing** and **personal precautions**.

- Avoid social functions of groups over 10.
- Keep 6 feet of distance between you and others.
- **STAY HOME** if you're exhibiting symptoms like sniffles, sore throat, fever, coughing, sneezing or body aches.
- **STAY HOME** if you're immune-compromised.
- **STAY HOME** if you're over 60 years old.
- **STAY HOME** if you're pregnant.
- Wash your hands, avoid touching your face, avoid shaking hands, use hand sanitizer, cough/sneeze in tissue and dispose of immediately or away from others in your bent arm.
- Do not share utensils, water bottles, lip gloss, or any other items which have come in contact with body fluids.
- Be safe and keep your distance!

Although [REDACTED] students are not considered in a high risk category, they can spread germs and expose others who are at risk.

Cancellations

We informed the families and students who were planning summer trips to [REDACTED] of their cancellation. In the midst of cancellations at the national scale, this may not be surprising to most, but we understand it is yet another disappointment for our kids who have made plans for these adventures for years. Our Outdoor Trips and Travel team will work on options for future trips for these groups although that may not be possible in all cases. Information at this time for any planning is limited due to the uncertainty within the travel and tourism industries at this time. Cancellation List

We miss having all of you on campus and know that it is disappointing to not be in class with your friends each day. We're all being asked to help each other and the health of our community by doing hard things.