



March 3, 2020

Dear Parents,

At New Horizon Academy, our top priority will always be the health and safety of the children entrusted to our care. We continue to be proactive with daily monitoring any developments with the coronavirus/COVID-19. Please be assured that as part of our operational procedures, we have an emergency preparedness plan to guide us in the event of an outbreak of infectious illness. In addition, our corporate office team has been in continual contact with our public health nurses, who serve as our liaison with public health officials and the Centers for Disease Control. Along with our state Department of Health, our nurses will advise us should it be necessary to implement additional precautions or protocols.

The most significant things you can do to protect yourself, your family, and others from contagious conditions are the same preventative practices that we promote every year during cold and flu season:

- Wash your hands or use the provided hand sanitizer before entering the classroom area of the school
- Don't share personal items
- Avoid touching eyes, nose and mouth with unwashed hands
- Avoid close contact with people who are sick
- Stay home/keep a child home when sick
- Cover a cough. Cough or sneeze into an elbow or use a tissue and place immediately in the trash
- Clean and disinfect frequently touched objects and surfaces

Proper handwashing is the most recommended practice to prevent the spread of COVID-19. We are ensuring that all employees and children adhere to New Horizon Academy's handwashing policies and protocol, and that handwashing signs are posted appropriately throughout our schools.

You may help us in our preventative effort by keeping children home who exhibit any flu-like symptoms, especially fever, along with cough, headache, sore throat, chills, body aches, vomiting, or diarrhea. Please understand that until further notice, we will respectfully require a medical clearance before children or New Horizon employees who exhibit flu-like symptoms may return to the center. If your child develops flu-like symptoms, he or she will be isolated, and we ask that you pick your child up as quickly as possible.

In addition, if you or anyone who has contact with your child has traveled out of the country within the past ten days, please let us know. Also, if you have upcoming plans to travel out of the country, particularly to Asia or Europe, please let us know. You may be asked to voluntarily quarantine your child for a period of two weeks.

Should our center have a confirmed case of COVID-19, we will follow the Centers for Disease Control (CDC) recommendations for exclusion periods. There is also the possibility that our school would be required to close for a period of time. If that should happen, here are the key points you need to know:

- You will be notified as quickly as possible, either by phone, email, or through our parent communication app if our center is required to temporarily close. Please be sure that we have your current and preferred method of contact on file. Also, please be sure that we can reach you through your preferred method of contact at any time of the day.
- The CDC has not released a required length of time for closure, as no cases have yet been confirmed in any child care center, nationwide. However, we do know that should temporary closure be required, children who are enrolled at the temporarily closed center would not be able to attend another New Horizon Academy during that time, nor should they attend any type of group child care program. We strongly advise you to have a back-up care plan in place in the unlikely event that our center would need to temporarily close.
- If our center would be required to temporarily close, you would not be charged tuition during that period of time.

We will continue to keep you advised regarding any additional policies or procedures implemented to reduce the risk of COVID-19 transmission in our community, and to provide our children, adults, and employees with a safe and healthy environment at New Horizon Academy.

Sincerely,

Center Director