



March 13, 2020

Dear Parents,

Our top priority at New Horizon Academy will always be the health and safety of the children entrusted to our care. We want to reassure you that we are in the prevention stage of managing the outbreak of COVID-19, and we want to share an update with you since the communication you received on March 3rd.

- To date, there have been no transmissions of COVID-19 to any child in a child care center, nationwide.
- We continue to be proactive with daily monitoring of any new developments with the coronavirus/COVID-19.
- Chad Dunkley, our CEO, has now joined the COVID-19 Advisory Council with leading health experts. This Council is holding meetings at least weekly. As a member of the advisory council, he will have access to the latest information on the coronavirus, protocol, and other important matters related to prevention and action to minimize issues related to COVID-19. There was a conference call yesterday. Below is a summary of that call:
 - It remains very uncommon for a young child to get COVID-19, and severe symptoms are rare. However, the Council is recommending that if a child is at an increased risk of severe illness, parents should proactively discuss with their health care provider whether they need to develop an alternative plan in the event there is transmission of COVID-19 in the center where they are enrolled.
 - As of today, there have been no community-based transmissions. All of the cases in Minnesota were the result of travel or direct contact.
 - The Minnesota Department of Health is strongly advising against the closing of child care and school programs.
- In addition, our corporate office team will remain in continual contact with our public health nurses, who serve as our liaisons with public health officials and the Centers for Disease Control. Members of our leadership team are also participating in regular discussions with leaders from other national, industry-leading child care providers to share best practices.
- Along with our state Department of Health, our nurses will advise us should it be necessary to implement additional precautions or protocols.
- 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.

It takes a collaborative team effort to mitigate the risk of an outbreak of COVID-19. As such, we have enhanced our health measures and instructed our staff to:

- Conduct more frequent handwashing (at least 20 seconds) for all staff and children.
- Conduct more frequent classroom disinfecting for areas such as doorknobs, sign-in and sign-out areas, iPads, toys, tables, shelves, etc.
- Closely monitor children for any signs of illness and separate them from other children until they are picked up.
- Stay home if they show signs of any cold or flu-like symptoms. If there is a reason to believe that a staff may have COVID-19, and where there is the ability to test, we will request that they get tested or obtain a doctor's note clearing them to return to the center.
- Not share personal items.
- Limit sharing of food and drinks.
- Avoid touching eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Cover a cough. Cough or sneeze into an elbow or use a tissue. Immediately place it in the trash, and wash their hands
- Avoid handshaking and use other non-contact methods of greeting such as a hand wave or smile

We are asking you to do the following:

- Wash your hands or use hand sanitizer (to the extent it is available) before entering your child's classroom.
- Limit your time in the classrooms at drop off/pick up.
- Do not enter the center if you are experiencing any symptoms of illness. If you are feeling ill, please call the center, and we will escort your child(ren) to your car.
- If you are notified that your child has any symptoms of illness, please pick up your child immediately.
- Please ensure that your child is fever-free for at least 24 hours without the aid of fever-reducing medicine before returning to school.
- Please consider social distancing and limiting events such as birthday parties with other families enrolled in our program.
- If you are returning from international travel (specifically travel to Asian and European countries), a cruise or any area where the virus is widespread according to the Centers for Disease Control (CDC), please do not enter our center for at least two weeks upon your return.
- Please notify us if you have any upcoming travel to an area where the virus is widespread and do not enter the center for at least two weeks upon your return.

Should your center have a confirmed case of COVID-19, we will follow the leading public health officials recommendations for exclusion periods. In the event that a school may be required to close, below are the key points you need to know:

- You will be notified as quickly as possible, either by phone, e-mail, 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 there have been no cases of a child getting COVID-19 in any child care center, nationwide.
- 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,

Director