

Coronavirus Prevention: An Update from Topeka Collegiate

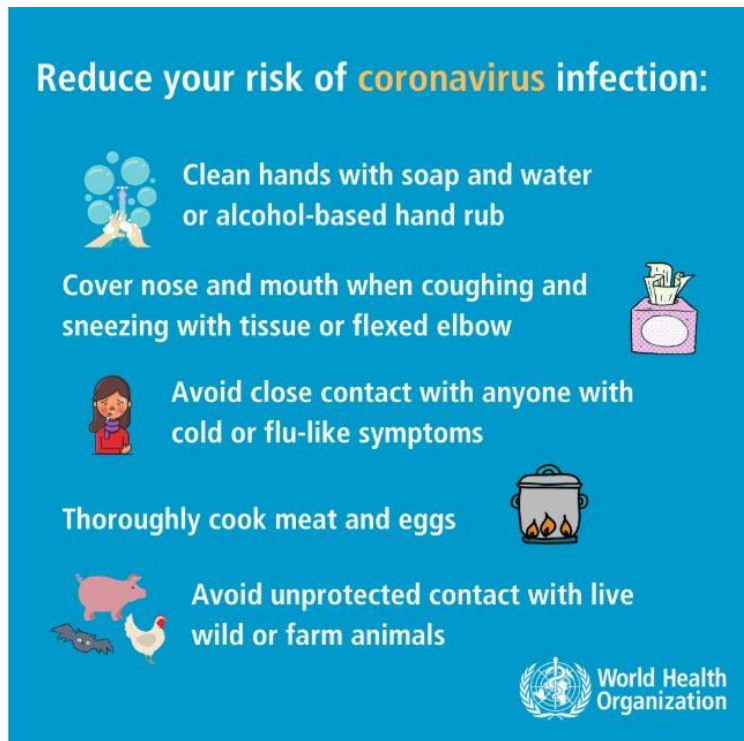
Update #1, March 2, 2020

Dear families and friends,

While no cases of coronavirus (also known as COVID-19) have been reported yet in Kansas, we wanted to share what we're doing at Topeka Collegiate to prepare for and prevent the spread of this virus at our school.

I want to reiterate that we're sending this information because our top priority is the health and safety of our students. We hope you find this letter reassuring and helpful.

The information shared in this letter was developed based on guidance provided by the Kansas Department of Health and Environment (KDHE), the US Centers for Disease Control and Prevention (CDC), the National Association of Independent Schools (NAIS) and the World Health Organization (WHO).



Front Office Protocol Updates: Please note that in the coming weeks we will be asking a couple of additional questions to help us prevent the spread of illness at the school. If taking a vacation or traveling, we will ask your destination for tracking purposes. We will also continue to ask about your child's symptoms whenever you call in sick, so we can be aware of any trends.

Clean Classrooms: As is standard procedure year-round, our teachers are wiping down classrooms desks daily to help prevent the spread of illness. We emphasized the importance of this with all teachers again this morning, with a reminder to set aside time in the school day for handwashing. And as we do every Spring Break, we have asked custodial staff to deep-clean the entire building, including the lower school indoor recess room, before and after care rooms, and community spaces like the Commons and Assembly Hall.

Communications: Teachers have already begun highlighting the importance of handwashing and sharing tips for staying healthy in the classroom. We will reinforce

these messages at our next school-wide assembly on March 20, 2020 by sharing effective handwashing techniques. We will also continue to provide you with updates in the Collegiate Connection e-newsletter. In the unlikely event of the school needing to close, you will be notified by a "Parent Alert" text message.

Ways to Help: If your child is showing any symptoms listed on [Topeka Collegiate's Exclusion Policy](#), we ask that you keep them home for the duration noted in the policy. As you know, this is a key step in preventing the spread of illness. We also ask that if anyone in your household is traveling during Spring Break, please proactively call the Front Office so we can make a note of your destination.

Thank you for taking the time to review this information. If at any time you have questions or concerns about this topic or any other, please let me know. My door is always open and my cell phone is always on.

Sincerely,

Lyn D. Rantz, Ed. D.
Head of School

Topeka Collegiate, Phone 785-228-0490, 2200 SW Eveningside Drive, Topeka, KS 66614