



School City of East Chicago

Dee Etta Wright, **Interim Superintendent**

March 11, 2020

Dear Parents and Staff;

In light of the recent cases of the Covid-19 here in Indiana, the School City of East Chicago continues to closely monitor the virus. We have an emergency preparedness plan in place in the event of an outbreak. The best prevention of the virus is to wash hands regularly. All staff and students should wash their hands or use sanitizer when entering the buildings, after using the restroom, and before preparing or consuming food. It is important to wash your hands for twenty seconds using hot water and soap. Please avoid coughing or sneezing in the air. Always try to cough or sneeze in a tissue and then dispose. If you don't have a tissue, cough or sneeze in your arm. Children should avoid touching their face, eyes, and nose.

We are asking that all sick children and staff remain at home until they feel better. If anyone experiences a fever, difficulty breathing, severe cough, or sore throat please see a physician and bring a doctor's note upon returning to school. All children need to be fever free for 24 hours before returning to school.

If the event that School City of East Chicago experiences a **documented** Covid-19 case, the following plan immediately goes into effect:

- We will notify all parents immediately and close schools for two weeks.
- Teachers will implement their ELearning lessons on Canvas.
- All buildings will be thoroughly cleaned and disinfected during those two weeks.

The safety of our students and staff are top priority. Thus, there is constant communication with the Lake County Health Department, and we will keep you abreast with all pertinent information. Please visit our website regularly and listen to our automated calls.

Sincerely,

Dee-Etta Wright

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