



March 4, 2020

Re: Coronavirus - COVID19

Fr: Saint Albert Administration

Faculty and Staff:

JoAnn, Diane and Katie watched a webinar hosted by the Iowa Department of Public Health on Monday for guidance in K-12 schools for Covid19. Don and Jessica also participated in a webinar for child care centers. We will be issuing a letter to our community soon.

The webinar shared helpful tips for our organization and in regards to preventative care. Please read the suggestions listed below.

- If any child or staff member feels sick and is sick, they need to stay home.
- Attendance policies and awards should not be taken into consideration at this time. If a student misses, they should contact the teacher to see what information has been missed and how they can make up that work. We will not be sending attendance letters out during this time due to their attendance recommendations.
- Proper hand washing needs to occur throughout the day. For our younger children, please make sure they are washing long enough (singing ABCs or Happy Birthday). Hand washing should occur when we enter the building, before lunchtime or meals, after recess and before/after long assemblies. We have placed signs throughout the building about stopping the spread of germs.
- At mass, we will not be participating in the sign of peace.
- Jake met with cleaning suppliers today. We are replacing all hand sanitizer stations with the proper alcohol content (a minimum of 60%) for this type of virus.
  - We will increase these stations throughout the school. Additionally, we have purchased more medical grade disinfectant and properly labeled spray bottles. The supplier gave us everything that they have in-stock and we will wait for more to arrive.
  - We will give each classroom this disinfectant spray. It must be sprayed and left on the surface for 10 minutes to completely dry.
  - The webinar stressed that all touchpoints should use medical grade disinfectant spray (railings, light switches, tabletops, toys, etc.).
- We will be accepting donations of disinfectant wipes and hand sanitizer (with a minimum of 60% alcohol).
- If it is recommended that if schools are closed, education is supposed to be continued per the webinar. We understand this is not a previous policy we have had and will need flexibility. At



this point, once a closure for COVID19 occurs, it may require a fourteen day closure. Please look over your plans in Google Classroom or Exact Path so you have an idea of what you could assign if they recommend schools to close. Please understand that some students may not have Internet at their home. Our administrative team will do the best we can to support this plan and make it feasible for all age levels.

- We met with the World Mission Project participants on Monday. There are many unknowns with international and domestic travel. A decision will be made based on recommendations or requirements from the CDC and Iowa Department of Public Health.

News and procedures related to this virus will continue to develop and change. Please understand that we are diligent in your safety and health, as well as our students. We will continue to update you when we know information.