



April 4, 2020

Dear DCP Families,

In accordance with guidance from the Santa Clara County Department of Health (SCCPHD), I want to inform you that a DCP employee has tested positive for COVID-19. Since mandatory school closure (March 16th), this employee was on campus for one day disseminating laptops and other education materials to support distance learning. Social distancing protocols were strictly enforced. The employee had no symptoms during the time they were on campus.

DCP has identified all staff, students and families who may have come into contact with the employee and has advised them to follow the guidelines from the Santa Clara County Department of Public Health for monitoring symptoms of COVID-19 (fever, coughing, and/or shortness of breath) for 14 days.

DCP has initiated cleaning of the facility in accordance with the [CDC Cleaning and Disinfection for Community Facilities](#) recommendations. Please note that this deep cleaning is *in addition* to increased cleaning and other protocols (e.g. increased access to hand sanitizers, disinfectant spray, etc.) that DCP has already implemented in response to COVID-19.

DCP is committed to minimizing potential exposure by ensuring we are following the guidance and recommendations from the Santa Clara County Department of Public Health and other authorities.

We are here to assist you during these challenging times. Additionally, we have offered our full support of the DCP employee and their family. We appreciate your attention and support of the wider DCP community.

In community,

Jennifer Andaluz

Executive Director
Downtown College Prep