

March 12, 2020

Dear Parent or Guardian:

Area 30 Career Center has been working closely with local public health officials to plan and prepare for the possibility of novel coronavirus (COVID-19) within our school community. This letter provides general information and prevention recommendations to raise awareness of COVID-19 and everyday actions we can all take to prevent the spread of illness.

Coronavirus disease 2019 (COVID-19) is a respiratory illness that can spread from person to person. The virus that causes COVID-19 is thought to spread mainly between people who are in close contact with one another (within about 6 feet) through respiratory droplets when an infected person coughs or sneezes. It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads.

The Centers for Disease Control and Prevention (CDC) recommends **everyday preventive measures** to control the spread of COVID-19. These include:

- Staying home when sick and avoiding close contact with sick people
- Frequent, proper handwashing using soap and water for at least 20 seconds or an alcohol-based hand sanitizer with at least 60% alcohol
- Avoiding touching your mouth, nose or eyes with unwashed hands
- Practicing respiratory etiquette (e.g., covering coughs and sneezes with a tissue or upper sleeve)
- Routinely cleaning and disinfecting frequently-touched surfaces using usual cleaning/disinfection products according to the product label

As COVID-19 continues to spread internationally, families may have questions about upcoming travel. You can find information about the coronavirus and travel at:

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>.

Area 30 Career Center has a plan and protocol for pandemic illnesses and we are implementing this plan. This includes more intensive cleaning, working with students on better hygiene and monitoring health conditions of absent students and staff. Area 30 Career center is working with the Putnam County Health Department and our five member schools to address this rapidly evolving situation.

Sincerely,

Lora Busch  
Executive Director  
Area 30 Career Center  
765-653-3515