



March 4, 2020

Dear OWS families,

As more and more cases of the Novel Coronavirus (COVID-19) are confirmed in King County and the rest of the state, we would like to update you on our plans. We continue to monitor this situation closely, and we are taking the recommended steps to minimize risk and prepare for closure if it becomes necessary. This is a constantly changing issue, and we will keep you updated.

We are blessed to be in a region with focused resources. We have contacts in the WA Department of Health and the Thurston County Department of Disease Control who are advising us on best practices.

There are no known cases of COVID-19 at OWS. We are working towards preventative measures and proactive planning. The following is practical guidance to keep everyone healthy.

- Wash your hands often with soap and water. This is extremely important. A good practice is to wash for 20 seconds after using the bathroom, before eating, after blowing your nose, coughing, or sneezing.
- **Stay home when you are feeling ill. OWS policy: children and employees should not return to school until fever-free for 24 hours without medication. We ask that you adhere strictly to this policy.**
- Take your temperature daily, if you develop a fever, self-isolate and call your doctor.
- Cover coughs and sneezes in your elbow or a disposable tissue.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Clean and disinfect frequently touched objects and surfaces, such as doorknobs.

If we determine that a child is displaying symptoms of illness, and should not be at school, we will contact parents or guardians to please pick them up.

The following websites are good sources of information regarding this virus. We encourage you to know the facts and be aware of developments. We will also be including these links and information on our website for easy reference.

WA Department of Health: <https://www.doh.wa.gov/Emergencies/Coronavirus>

Seattle Department of Health: <https://kingcounty.gov/depts/health/communicable-diseases/disease-control/novel-coronavirus.aspx>

OWS Staff and Faculty are working to create a continuity plan to provide schooling if there are forced closures. We will communicate this plan as appropriate through email and on our webpage. We are working on all the previously listed preventative measures within the classrooms and school, and we are considering each gathering and field trip as it approaches. As always, parents/guardians are encouraged to make the best decisions for their families and to communicate with us should any concerns or questions arise.

Thank you for your support and partnership. If you have any questions or concerns, please do not hesitate to reach out.

Sincerely,
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