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## Dear Community School for Creative Education Families,

There has been a lot of news circulating daily related to the coronavirus (COVID-19), and CSCE has been developing plans to prepare for the possibility of transmission in our community. Our school has implemented measures to support student health, including extra hand washing, lessons on how to stay healthy, and extra cleaning of commonly touched surfaces. **Our school continues to be open, and healthy students should continue to attend school daily until further notice. If your child is ill, please contact the school immediately to discuss an independent study contract.**

According to a Friday, March 6 press release from the Alameda County Public Health Department (ACPHD), there is increasing evidence of community transmission in the Bay Area, and we expect that we will see more cases in Alameda County in the coming week. Therefore, we are implementing additional measures to protect the health of our students, families and staff, and are planning to prepare for potential school closures, in the event that such a closure may be deemed necessary. Here are some key updates:

### Continue to Focus on Prevention

Frequent hand washing (or use of alcohol-based hand sanitizers), coughing/sneezing into a tissue or sleeve, and staying home when ill are among the basic strategies that will have the highest potential to protect against the spread of COVID-19. **PLEASE STAY HOME OR KEEP CHILDREN AT HOME IF THEY ARE COUGHING AND/OR HAVE A FEVER. If you or any member of the family has been positively diagnosed with COVID-19, PLEASE TELL THE SCHOOL IMMEDIATELY.**

### Additional Actions that CSCE is taking

- CSCE is following guidance that limits large group gatherings (>50 people at one time).
- Encourage hand-washing, sanitizing, coughing/sneezing into crook of arm.
- CSCE Management and Staff have suspended any business travel.
- CSCE is limiting external visitors and meetings to essential only, and using teleconferencing when appropriate.
- Field Trips are continuing, on a case-by-case basis, with risk assessment conducted for each trip.
- Field Trips will not use public transportation in the month of March. We understand this disrupts some field trips however our priority is continuing to keep our children and families safe. We will revisit this toward the end of the month.
- CSCE is working with its janitorial service to increase sanitation of common surfaces during the school day.

- CSCE has installed 15 new hand sanitizers around campus, as well as 2 new antibacterial surface wipe dispensers in the lunch room. While CSCE has ordered all materials, refills for these items are on backorder. We will install refills as soon as they are received.
- CSCE continues to order bottle sanitizers and canisters of antibacterial surface wipes, for classrooms and common areas. Given the national shortage of these items, we welcome donations at this time.

**Potential School Closures (NOTE: CSCE is NOT closing its school at this time - we remain OPEN)**

We are following the guidelines and recommendations from the ACPHD and are in consultation with the Alameda County Office of Education (ACOE) daily. Currently, their guidelines suggest that IF a case of COVID-19 were to be confirmed in our school (a staff member or student), they might direct us to close for a period of time. **WE ARE NOT AWARE OF ANY CONFIRMED CASES AT OUR SCHOOL AS OF THURSDAY, MARCH 12TH, AND SCHOOL IS OPEN.** We will continue to check with ACOE and ACPHD guidelines on a daily basis, and will consult directly with their staff before proceeding with any school closure.

**Student Learning in the Event of a School Closure**

In the event of a school closure, we want to do everything we can to ensure that student learning continues. We are currently working on distance learning packets for all grade levels.

**Resources if You Need to Stay Home (because you are sick or you must stay home because your child is home)**

Sick or Quarantined

If you're unable to work due to having or being exposed to COVID-19 (certified by a medical professional), you can [file a Disability Insurance \(DI\) claim](#). DI provides short-term benefit payments to eligible workers who have a full or partial loss of wages due to a non-work-related illness, injury, or pregnancy. Benefit amounts are approximately 60-70 percent of wages (depending on income) and range from \$50-\$1,300 a week.

For guidance on the disease, visit the [California Department of Public Health website](#).

Caregiving

If you're unable to work because you are caring for an ill or quarantined family member with COVID-19 (certified by a medical professional), you can [file a Paid Family Leave \(PFL\) claim](#). PFL provides up to six weeks of benefit payments to eligible workers who have a full or partial loss of wages because they need time off work to care for a seriously ill family member or to bond with a new child. Benefit amounts are approximately 60-70 percent of wages (depending on income) and range from \$50-\$1,300 a week.

Thank you for your patience as we all work together to respond to these current challenges; we will continue to update you as this situation develops. We encourage you to stay informed and read the most recent information released by the CDC:

- ❖ [What you need to know about coronavirus disease 2019 \(COVID-19\)](#)
- ❖ [What to do if you are sick with coronavirus disease 2019 \(COVID-19\)](#)
- ❖ [Stop the spread of germs: Help prevent the spread of respiratory diseases like COVID-19](#)

We will continue to partner with ACOE, ACPHD, and other sources to monitor this COVID-19 situation on a daily basis. We will update the community as frequently as possible.

Sincerely,

*Monique F. Brinson*

Monique Brinson

Principal