



March 10, 2020

Dear HCA Community,

In light of the recent school closures in our area we are postponing our upcoming evening events scheduled for this week and next week. We want to assure you that we are taking this situation very seriously and the administrative team is meeting daily to discuss actions plans and best practices to keep the community safe and healthy. Postponing these events is necessary to prevent as much outside exposure as possible coming into our community. While we know that this may be disappointing, the health and wellness of our children comes first.

Upcoming Events:

Fiesta Night—Scheduled for Wednesday, March 11th—Postponed

St. Patrick's Day Celebration—Scheduled for Thursday, March 12th—Postponed

Spirit Night—Scheduled for Friday, March 20th—Postponed

The administrative team is working together to find alternate future dates later in the spring to reschedule these events. Community events are important to HCA, but reducing exposure out of an abundance of caution is prudent. In addition to postponing the above events we are also taking precautions by limiting outside visitors into our buildings. We have cancelled incoming student visitors and open-houses. We are fully aware of the suspected exposures in the area and are keeping in close contact with the Nassau County Department of Health and we will continue to follow their lead on this everchanging landscape. In addition, we are in constant communication with other local heads of school and heads of school across New York State to share best practices.

We understand concerns to exposure and will respect any family decisions during this time. We are aware that many children pride themselves on always attending school. However, it is important that any child that does not feel well or develops cold or flu like symptoms stay home. In addition, we ask any parents that who have recently traveled and/or are not feeling well refrain from coming into the building. Children will not be penalized for missing school and teachers will work with each child to insure their academic needs are fulfilled.

As of the writing of this letter there is no cause for us to close, but we are remaining vigilant and will update you immediately if things change. If there is a need to close school you will be contacted via email and telephone immediately after the decision is made. The faculty and staff have been working diligently over the past two weeks developing contingency plans for remote learning in the event of a closure. We are confident that our plan will provide continued excellence in education for our students. In the event of a closure, lower school parents will

receive emails with pre-recorded lessons and assignments. Middle school students have been trained to use Google Meet and information for parents will be forthcoming later today.

Cleaning and Disinfection on Campus:

The maintenance staff remains attentive with cleaning and disinfecting on a daily basis. In addition, we have postponed our professional development day scheduled for this coming Friday, March 13th so that our maintenance team can perform an extensive disinfection of the entire campus. Teachers will be working from home that day to continue to develop contingency plans in the event of a closure. We continue to follow the CDC guidelines for cleaning and their recommendations on products used to combat this and other communicable diseases.

I would like to reiterate that at this time we have no known cases in our community and that we are simply preparing in the event that we must close school for any period of time. It is important to remember that we must base our decisions on fact. We will continue to work with the children to help them through this time as they have many questions related to this situation. You can refer to this article [linked here](#) by the Child Mind Institute, a leading expert on child development and child psychology, about how to talk to your children about COVID-19.

Please do not hesitate to reach out if you have any questions.

With Grace and Blessings,

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