March 2, 2020

Dear Parent(s) and/or Guardian(s),

This letter initiates what will likely be several updates in the coming weeks regarding the School’s preparation for preventing transmission of Coronavirus (COVID-19). Currently, we are implementing preventative measures based on available resources such as the Centers for Disease Control (CDC). We anticipate recommendations and directions from other entities such as the Pennsylvania Department of Health, the Philadelphia Department of Health and the Pennsylvania Department of Education (PDE). As we receive additional information from these and other sources, we will align our preventative measures accordingly.

Annually our staff receives training on the use of “Universal Precautions”, which includes hand-washing and other protective measures. Our collective use of universal precautions in the school and home is the best way to protect the health, safety and welfare of all our students and staff. Our first lines of defense are consistent with “Universal Precautions”:

1. Wash your hands often with soap and water; hand sanitizer may be used when soap and water is not available.
2. **Stay home when you are sick:** do not send your child to school when he or she is sick.
3. Cover your nose and mouth when you cough or sneeze; teach children to do the same.

In the coming days and during the upcoming Professional Development Day, staff will receive additional training on the use of effective disinfection techniques in classrooms and other school locations, and the use of universal precautions.

Other preventative measures are being implemented. We are identifying a location in the School for isolation prior to transport, should a student show symptom consistent with the virus. Also, a temporary administrative procedure is now in place authorizing work-from-home (also referred to as “telework”) for staff returning from extended travel as part of the School’s International Program. The work-from-home arrangement spans the virus’s incubation period, currently considered 14 days.

We will post updates on the School’s website and will utilize School Messenger, the School’s parent notification system to alert you of updated website information and/or other information you should know immediately.

Working together, we believe Overbrook and its community of students, staff, parents and guardians, alumni and friends will reflect the same depth of resilience and strength that is our hallmark.

Sincerely,

Todd Reeves
Executive Director

Angie Williams
Director of Health and Safety