



Memo: Coronavirus Disease 2019 (COVID-19)

Date: 3/13/2020

To: Lake Country Childcare Families

From: Cora & Sam

As of Wednesday, 3/11/2020 the World Health Organization (WHO) has classified Coronavirus Disease 2019 (COVID-19) as a pandemic. We at Lake Country Childcare are monitoring the situation closely.

First and foremost, we want to maintain a safe environment for our families and staff. We also want to ensure the continuity of business operations despite this pandemic. Our plan is to remain open unless mandated by the government or illness makes it impossible to continue operations.

At Lake Country Childcare, we are taking a measured and informed response to this crisis. We participated in a webinar with Dr. Jay Butler, associate director of infectious disease with the CDC. He gave an update on the current situation and steps that we should take to decrease transmission.

The good news is that the action items he listed are all part of our standard procedures. His four most important actions with our response to them are listed below.

- 1) Encourage sick employees to stay home-To encourage employees to stay home when sick disciplinary actions related to attendance will be suspended during the pandemic
- 2) Proper hand washing-Hand washing protocols for both staff and children have been reviewed with staff. We've posted additional posters throughout the center
- 3) Covering cough and sneeze with tissue-We have Kleenex and trash receptacles conveniently located throughout the center as well as hand sanitizer
- 4) Routine environmental cleaning -The center is being thoroughly cleaned and disinfected weekly. This is in addition to the daily cleaning and sanitizing of toys and surfaces

In order to maintain a healthy and safe environment for everyone in our care we are asking that parents adhere to our sick policy guidelines and understand when we insist a child with a fever be picked up. If you or someone you have had contact with has traveled outside of the state within the last 14 days, and exhibit symptoms we ask that you keep your child home until symptom free to limit potential transmission. We are working diligently to avoid any exposure within the center, but we will need everyone's cooperation to minimize our risk.

We will provide updates as additional information becomes available. Please let us know if you have any questions.

Healthy Wishes,

Cora and Sam