



February 28, 2020

Dear HCA Families,

As the global community continues to monitor the COVID-19, or Coronavirus, spread, I want to assure you that we are reviewing our protocols for the potential actions that may be required in the weeks ahead. We are fortunate to have numerous resources available to us including expert guidance from the National Association of Independent Schools as well as our regional independent school colleagues. In addition, we are monitoring information shared on a daily basis from local and regional authorities including the Centers for Disease Control (CDC), the World Health Organization (WHO) and the local departments of health and school districts.

As of this date, no immediate action is recommended as the incidence in the United States is limited to one case in California; however, there are two steps that I encourage you to take:

Verify that your emergency contact form is up to date, including your cell phone number for [AMG Alerts](#). Please use the Member Login to update your profile if necessary. This will avoid confusions or delays in the event that we do need to communicate with you.

Continue to observe the best practices to avoid the spread of infections and viruses:

- Encourage your child(ren) and all family members to wash hands often with soap and warm water for at least 20 seconds.
- When coughing or sneezing, cover your mouth and nose. Dispose of tissues immediately and wash hands immediately after disposal.
- Avoid contact with anyone exhibiting cold-like symptoms.
- If your child(ren) is/are sick or exhibiting contagious symptoms such as fever, cough, or sneezing, please keep them home from school to avoid spreading illness.

As you know, in some countries where the disease has reached epidemic levels, schools have been closed for sustained periods of time. While we do NOT anticipate that this will be necessary here, we are developing plans that will address issues such as adjustments to facilities and potential online learning processes. We will keep you apprised of these plans and will be providing further updates via email and on the website within the next several days.

The Centers for Disease Control (CDC) is the national organization that provides expert and up- to-date information and resources regarding the virus. You may find their website [CDC](#) helpful if you wish to learn more about the virus itself, current treatments and updates, as well as guidelines regarding travel.

As always, the safety and well-being of our students is our priority, and our faculty and staff are committed to doing all that we can to support them and you during this time.

Sincerely,

Margaret Fox-Tully