



March 6, 2020

Dear Parents,

We continue to actively monitor the reports and updates from the lead agencies on COVID-19 (coronavirus). Yesterday the regional superintendents had an informational conference call and dialogue with representatives from New York State including Dr. Elizabeth DuFort, New York State Department of Health, Division of Epidemiology; Adrian Mezzo, New York State Department of Education; Dana Caratenuto, Governor's Office, Deputy Secretary for Legislative Affairs and Policy; Dan Fuller, Deputy Secretary for Education for Governor Cuomo and Mike Mastroianni, Governor Cuomo's Office.

Please be advised, the lead agencies have not identified any local Garrison community members who are at risk or are infected with coronavirus. We did discuss the changing situations in our region and how the school will be informed should there be a possible case or "contact of a contact" affecting our school community. The safety and well-being of our students and staff is always our primary concern. We will continue to adjust our plans and actions as we are advised by the New York State Department of Health, the Centers for Disease Control and Prevention (CDC), and the Putnam County Department of Health.

In our planning we have included the possibility that school may be closed for a short or lengthy duration. With this in mind we have reviewed our ability to connect with students using e-learning. Please be assured at this time we have not received any guidance suggesting schools should be closed.

Garrison's e-learning Preparedness Plan includes the following:

- Our grades 3-8 students have Google accounts and they can connect with teachers remotely.
- As of today, grades K-2 students have Google accounts and their parents will be individually receiving their child's username and password with sign-in instructions.
- On March 5th any teachers who did not previously have e-learning experience were trained in using a virtual learning space to connect, post, and engage with students. Our teachers also discussed accessing our bank of online learning resources to share with all our families.
- A District Zoom account has been established for staff meetings and for planning together remotely.
- Our business office is currently setting up VPNs in order to operate remotely should we be without access to the building and to be able to support our servers and connectivity.

We continue to focus on cleaning and sanitizing our school building. Alcohol-based hand sanitizer dispensers have been set up in rooms without sinks. As another precautionary measure our staff will be working in the building this weekend using the "Cleaning and Disinfection Guidance for Primary and Secondary Schools for COVID-19" from the NYS Department of Health.

Our Melissa DeFonce, our school nurse is available to answer questions and share insights from the Putnam County Health Department. You can help us by encouraging your child to frequently wash their hands. If your child is sick with a fever, we strongly encourage you to have them remain at home.

With the many alerts in the media we are aware children may become alarmed. We will keep you informed regarding any new developments and ask that you help us keep our school a place that children feel safe and supported. Please reach out with any questions.

A handwritten signature in black ink, appearing to read "Debra Jackson". The signature is written in a cursive style.

Sincerely,
Dr. Debra Jackson