

March 16, 2020

Dear Parents,

The State of New Hampshire has been closely monitoring developments with Coronavirus-COVID-19. The Centers for Disease Control and Prevention (CDC) and state and local health departments, including the Department of Health and Human Services (DHHS), Division of Public Health Services (DPHS), are monitoring and continuously updating us with information.

Coronaviruses are a large family of viruses, but only several types are known to commonly cause infections in people, with these common human coronaviruses usually causing mild to moderate respiratory illness. COVID-19 symptoms include fever, cough and sneezing. Symptoms may appear in as few as 2 days or as long as 14 days after exposure.

Per the CDC and NH DHHS and DPHS Communications, guidance provided follows the same precautions and recommendations for avoiding the flu and colds, including washing hands. If you believe that you may have been exposed to Coronavirus, consult with your doctor or health care provider as soon as possible.

Nashua Child Learning Center has extremely strict cleaning protocols that we follow to manage infectious diseases in centers such as ours. These strict measures reduce the risk of all viruses and illnesses spreading through our center. This is why we will be enforcing all sick policies for staff and children, without exception. We will communicate with families any chance of their child being exposed to a virus or illness.

To ensure a healthy environment, the following preparedness measures and requirements will take place immediately for your child to remain with us.

- We are requiring that all children, parents/guardians and center staff practice good personal hygiene including but not limited to washing their hands frequently with soap, cover coughs and sneezes with their elbow or a tissue, and seeing a doctor if they are sick and returning to school only when fully recovered. With this said every child and staff member will be required to wash their hands upon entry to our school.
- We are requiring that all center staff and parents/guardians practice good environmental hygiene at home as we do every day at NCLC including but not limited to cleaning and disinfecting surfaces and toys frequently. Continue to wash your hands.
- We are requiring that all staff, children and parents/guardians stay home from work or school if you have a fever or are not feeling well. If your child is sick please call NCLC and let us know. It is imperative that we know their symptoms so that we are able to keep track of symptoms and exposures going around our center.
- We are tightening up our sick policy, currently our temperature cut off guidelines are 101 degrees. Please note that we are lowering this guideline to 100.4 degrees. If your child has a temperature of 100.4 degrees or above they will be sent home from care and not allowed back

for 24 hours of being fever free-without use of medication. This will be an indefinite policy until further notice. Do not send your child to school with a fever.

- We are requiring that all staff, parents/guardians with fever and/or respiratory/flu-like symptoms not enter the NCLC, to prevent the risk of infection to infants and children.
- We are requiring that all NCLC staff and parents/guardians consider and declare travel plans. This is so that we can provide the necessary assistance to facilitate leave of absence for relevant children and staff. Please limit personal travel to high risk areas.
- In an effort to apply social distancing practices we will be implementing new drop off and pick up procedure to minimize the traffic through NCLC hallways and classrooms. We are requiring parents/guardians to drop off and pick up their child with the staff member stationed in the upper level school lobby or lower level foyer. Community Chapel stairs to the lower level will no longer be accessible. Please plan accordingly.
- We will be suspending all in-house field trips and school assemblies until further notice.
- Please use the tuition drop off box in the lobby to drop off your tuition payments. Access to the office will be restricted for staff social distancing practices. If you have questions please call the office number (603) 883-4356.

As you are aware, this community response is very fluid and things will change on a daily basis. We will continue to monitor these changes closely and follow guidelines and preparedness decisions made by the local Board of Health, CDC, State Licensing Bureau and Community Chapel.

Sincerely,

Maria Donati  
Director, Nashua Child Learning Center

Margaret Wandrey  
President, NCLC Board of Directors