



March 12, 2020

Sussex Academy Families,

As the global outbreak of the Coronavirus (COVID-19) continues to evolve, staff from Sussex Academy continue to closely monitor the situation and will follow any guidance provided by the Delaware Division of Public Health and the Department of Education. As part of our preparation, we have reviewed our emergency preparedness plans and have devised a Communicable Disease Response Plan. We will move through the phases of this plan as advised by the Centers for Disease Control and Prevention (CDC) and the Delaware Division of Public Health (DPH).

Ongoing practices:

- Staff continue to monitor all presumed and positive cases in our surrounding area on a daily basis.
- Custodial staff are following the recommendations from the CDC for Environmental Cleaning and Disinfection.
- School leaders will continue to utilize the BlackBoard connect system and our website to keep the Sussex Academy community informed of developments surrounding this evolving issue.

With confirmed cases in Delaware and in neighboring states, we are currently in Phase 2 of our Response Plan. Effective immediately, out-of-state student and staff travel, including field trips and athletic events, has been cancelled. If our local and state agencies determine that our area is infected due to a widespread number of confirmed cases, or if there is a confirmed case within our area, then we will transition into Phase 4 of the Response Plan and temporarily close appropriate school facilities and transition to online learning opportunities. If necessary, we will work closely with the Governor and Secretary of Education regarding loss of instructional time should the school be closed for an extended period of time.

As you know, this is a rapidly changing situation. Please be assured that staff from Sussex Academy will remain vigilant in our efforts to prevent the spread of COVID-19 and will communicate any changes to our response plans. We would like to reinforce best practices for helping to prevent the spread of COVID-19:

- Wash your hands often with soap and water for at least 20 seconds;
- Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available;
- Avoid touching your eyes, nose, and mouth with unwashed hands;
- Avoid close contact with people who are sick;
- Stay home when you are sick;
- Cover your cough or sneeze with a tissue and throw the tissue in the trash immediately, or use the bend of the elbow; and
- Limit physical contact with others such as handshakes and high fives.

We will continue to keep our families and staff informed as this situation evolves. If you have medical-related concerns specifically to your child, please contact the school nurse.

Sincerely,

Eric M. Anderson
Head of School



Sussex Academy Communicable Disease Response Plan

PHASE 1	PHASE 2	PHASE 3	PHASE 4
<p>No Confirmed Case(s) in Delaware or Immediate Surrounding Area</p>	<p>Confirmed Case(s) in Delaware or Immediate Surrounding Area</p>	<p>Increasing Number of Confirmed Cases in Delaware or Immediate Surrounding Area</p>	<p>Widespread Number of Confirmed Cases in Delaware, Surrounding Area OR Sussex Academy Case</p>
<p>Follow CDC and DE Division of Public Health Guidelines¹</p>			
<ul style="list-style-type: none"> ● School in Session ● Monitor daily² ● Modify all cleaning routines ● Teach and communicate preventative practices to all students and staff ● Enact Communicable Disease Response Plan ● Monitor and evaluate status of all known and approved student and staff field trips ● Monitor and enforce applicable quarantine, self-isolation, and readmittance protocols for enrolling students and students returning from international travel. 	<ul style="list-style-type: none"> ● School in Session ● Continue Phase I practices ● Consider postponing/ suspending the following: <ul style="list-style-type: none"> ○ Student and staff travel, including field trips, independent upon available information³ ○ Outside groups' events in our facility⁴ ○ Travel to SA by outside groups ● Consider limiting audience attendance at SA or school-hosted activities (e.g. athletic contests, musical performances, and academic competitions, etc.) 	<ul style="list-style-type: none"> ● School in Session ● Continue Phase I and Phase II practices ● Consider postponing/ suspending school athletics and extracurricular activities ● Consider postponing/ suspending all SA-sponsored events ● Consider suspending all volunteer activities 	<ul style="list-style-type: none"> ● School Closed⁵ ● Suspend traditional curricular / co-curricular activities ● Close, assess, and deep clean school⁵ ● Remove from service and deep clean associated fleet vehicles ● Evaluate options issued from the Governor, Delaware Department of Education, and the Secretary of Education regarding loss of instructional time, if applicable. ● Enforce applicable quarantine, self-isolation, and re-admittance protocols for all students and staff⁶
<ol style="list-style-type: none"> 1. Transition between phases done in full consultation with federal, state, and local health agencies. All planning and preparation done with the most recent federal and state guidance. 2. SA will monitor COVID-19 status and attendance, student and staff, daily to determine appropriate phase 3. Focus of infection is categorized as a geographic area with a confirmed case of infection. 4. Outside groups include all non-SA sponsored organizations 5. Building closed to all students and staff - status will be reviewed and monitored daily; guidance will be sought from CDC and DE Division of Public Health 			