



March 11, 2020

Dear TCH Friends and Families,

As news about COVID-19, or coronavirus, develops, The Community House's (TCH) Administrative Team is following the situation closely and prepared to take the appropriate steps necessary to serve our children and staff. The rise of confirmed cases in Massachusetts, and around the world, has caused increased concerns about general public wellbeing and precautionary measures taken by schools, organizations and governments are already impacting many of us. However, it is important to note that the latest statements (3/9) from the Centers for Disease Control and Prevention (CDC) indicate that the risk of exposure to the virus is thought to be low for the majority of people.

We ask everyone to take proactive precautions as recommended by public health authorities to prevent the spread of the virus. Because the coronavirus, in addition to influenza, is thought to spread mainly person-to-person through coughing or sneezing by infected people, it is important to take the following actions to stay healthy:

- Wash your hands frequently. Use warm water and soap and scrub for at least 20 seconds. This can't be done too often. If soap and water isn't available, use a hand sanitizer.
- Avoid touching your face. Cover your nose and mouth with a tissue or your elbow when you sneeze or cough. Do not sneeze or cough into your hands.
- Community members should stay home and avoid contact with others when experiencing flu-like symptoms, including a fever of 100.4 or higher, and should remain home until symptom-free and/or fever-free for 24 hours without the use of fever-reducing medication.
- Please follow the CDC guidelines for treatment: <https://www.cdc.gov/coronavirus/2019-ncov/about/steps-when-sick>
- If you have a sick family member who resides with you, or you have come into direct contact with someone with COVID-19, you must notify your supervisor immediately. TCH will follow CDC and Department of Public Health (DPH) recommendations to reduce the risk of spreading the illness.

Studies have shown that the virus can remain viable on surfaces for up to 9 days. According to experts, simple disinfectants are virtually guaranteed to destroy the virus. We have asked our cleaning company, property team, and child care staff to give extra attention to cleaning hard surfaces and toys with our regular disinfecting solutions throughout each day (Monday- Friday).

Any announcements regarding an interruption in our programming and business will be distributed via email and posted on TCH website and social media pages. Please feel free to contact us if you have any questions or concerns in the meantime. Rest assured that the health and well-being of all program participants, visitors and staff is our highest priority.

Thank you,

A handwritten signature in black ink that reads "Melissa Elmer". The signature is written in a cursive, flowing style.

Melissa Elmer
Executive Director