



A Classical Education for the Modern World

March 11, 2020

Dear Latin Families,

Since our [email to you about COVID-19 last week](#) several cases of the novel coronavirus, or COVID-19, have been confirmed in the DC region. Three schools in the city closed yesterday to allow for “deep cleaning.” It is likely only a matter of time before we feel the direct or indirect impact of the spread of this virus in the Washington Latin community. I want to give you an update on our planning and ask you to [complete a brief survey](#) about your child(ren)’s access to technology at home in case the school is closed for an extended period of time (more details below).

We are monitoring cases of COVID-19 and are in touch with DC authorities each day about the virus. We urge anyone who has been exposed to an infected person to inform the Department of Health, self-quarantine for the 14-day period recommended by the [Centers for Disease Control](#) (CDC) and to inform the school of this exposure by [emailing Martita Fleming](#) and [Carenda Nunn](#).

- We encourage every student and faculty member to ***stay home when sick***, especially with fever, cough, respiratory symptoms, or vomiting, and we are also asking for information about symptoms so we can track possible illness or exposure.
- Our cleaning crew is conducting an ***enhanced cleaning*** of the building every evening, and teachers and other members of our team are regularly cleaning high-contact surfaces (door handles, light switches, etc.) during the day.
- ***Travel to certain countries*** (including China, Iran, Italy, and South Korea) is strongly [discouraged by the CDC](#). They recommend a period of self-quarantine for those returning to the US from these locations. We ask that you ***share travel information*** - either about trips recently completed by you or members of your household or planned trips to any of these countries by emailing [Martita Fleming](#). Additional countries might be flagged as high-risk in the future, and we may ask that you share information about travel to any such location.
- Finally, as a precaution, we have ***cancelled school-sponsored spring break trips*** to China, France, the Southern US and to Pennsylvania colleges to avoid unnecessary exposure to COVID-19. As of right now, other school activities and gatherings - both on- and off-campus - are continuing as planned. We will continue to assess these on a case-by-case basis and will alert you if any plans need to be changed to ensure our community’s safety.

In addition, I want to share with you more detail on our comprehensive plan to respond to COVID-19, including our cleaning and hygiene protocols, policies regarding absences and self-quarantine, and distance learning plans. We have identified four levels of potential impact from this virus for our school:

- **Level 1** - One or more confirmed cases of COVID-19 within one of the eight wards of Washington, DC.
- **Level 2** - Possible individual exposure to the virus, either through travel or off-campus contact with someone with a confirmed or suspected case, but no positive test for any member of the Latin community.
- **Level 3** - Confirmed infection of a Latin community member and suspected exposure of this individual to other members of this community.
- **Level 4** - Widespread coronavirus infection, either at Latin specifically or across DC more generally.

Our plan defines protocols for addressing each of these levels in a variety of ways, which you can read below. We are currently at Level 1 and hope to stay there through a disciplined approach to hygiene and limited contact with individuals showing signs of illness.

Finally, I have a request to help us prepare for whatever comes next. Diana Smith and her team are working on our distance learning plan in case Latin is closed for an extended period. For this purpose, we ask that each family provide us with information about their child(ren)'s access to technology at home through [THIS SURVEY](#) as soon as possible. If you have technical issues or cannot do the online survey, please contact Latin's front office assistant, Steffanie Flores, at 202.223.1111 to provide the information by phone.

The health of the Washington Latin community is our top priority, and we are working hard to keep Washington Latin healthy and learning. If you have any questions about our plan or anything else in this email, please do not hesitate to contact me or Martita Fleming.

Sincerely,

Peter Anderson
Head of School

COVID-19 RESPONSE PLAN

The following is a brief summary of our response to each in terms of cleaning, learning, tracking, and communicating with our community. At each level, we are following the guidance of the DC Health Department and the Mayor's office, which are in turn guided by health organizations (CDC, Children's Medical Center). More information and resources are linked on our [web site](#).

Level 1 - There are confirmed cases of COVID-19 in the DC area. We are currently at this level which is focused on prevention.

- **Cleaning:** Our cleaning crew continues to follow the procedures for enhanced cleaning on a daily basis. They will also do a deep clean of the building over spring break.
- **Closure:** So far, there has been no need to close Latin. We hope this continues and that our preventative measures (both cleaning the building and working to avoid infection as individuals with avid hand-washing and limiting contact with sick individuals) will make it possible to stay open.
- **Learning:** If a student is identified as having had close contact with an infected individual, please contact the Department of Health immediately. That student should follow directions for self-quarantine (up to 14 days). During this period, we will provide additional support to help them learn at home, including providing materials and - if needed - a device for working online.

Level 2 - Confirmed exposure means that we know a member of our community has had close contact with a person who has tested positive or is at high risk for having contracted COVID-19, although the Latin community member has not tested positive nor shown signs of illness.

- **Cleaning:** Our cleaning crew will conduct a deep clean of the entire school building with hospital-grade disinfectant cleaners.
- **Closure:** We will likely need to close school for one to two days to accomplish this deep cleaning.
- **Learning:** If closed for a limited time (fewer than three days), we will operate under our normal inclement weather policy. Students will be responsible for doing assigned homework during the closure, but more extensive at-home learning will not be required.

Level 3 - Confirmed COVID-19 infection for a member of the Latin community, meaning either a student or faculty member tests positive for the virus and has been on campus within 14 days of this diagnosis.

- **Cleaning:** As with Level 2, our cleaning crew will deep clean the entire school building with hospital-grade disinfectant cleaners, but in addition to cleaning immediately after closing, the deep cleaning will be repeated just before school reopens.
- **Closure:** To prevent community spread of the virus, we will follow the Department of Health guidelines regarding notice of the positive COVID-19 test.
- **Learning:** In the case of an extended closure, we will activate our distance learning policy to keep students on track with their education. Our academic team is working with all teachers to develop appropriate at-home lesson plans that make use of individual work, online platforms, and printed materials.

Level 4 - Widespread coronavirus infection, either at Latin or across DC, that requires an extended period of school closure, possibly imposed by a DC government body.

- **Cleaning:** Again, our cleaning crew will deep clean the entire school building with hospital-grade disinfectant cleaners, but in addition to cleaning immediately after closing, the deep cleaning will be repeated just before school reopens. If needed, we may consider bringing in an outside crew to ensure that the virus is fully eradicated.
- **Closure:** If the decision to close comes from a DC authority, Latin will likewise be re-opened by that same authority. The only reason we would extend the period of closure would be to ensure the complete disinfection of the building, which might extend the closure.
- **Learning:** In the case of an extended closure, we will activate our distance learning policy to keep students on track with their education. Our academic team is working with all teachers to develop appropriate at-home lesson plans now, and we will share more information with you as needed.

If a case of COVID-19 is confirmed within the Washington Latin community or if we put any aspect of our plan into action—for example, if we close school for disinfection—**we will contact you by phone and email**, as we do for snow days or other emergency closures. You can expect regular updates from us if school is closed.