

February 27, 2020

Dear Explorer Families,

We wanted to reach out today to share the most current information we have regarding the Coronavirus. Westlake Charter School is working in collaboration with our partners in the Natomas Unified School District as well as following the lead of Public Health officials in monitoring this situation. At this time, Westlake Charter School has no confirmed cases or exposure to Coronavirus. Like all other schools and districts in the community, we continue to monitor the situation and are taking precautions to ensure all students and staff are safe at school.

Our school has a comprehensive school safety plan that includes protocols for situations such as this. Below are the resources that we are using to monitor the situation as well as actions we are taking to keep our community safe. We will continue to communicate should more information become necessary, however until then, please use the following resources to stay up to date:

[Natomas Unified School District](#)
[Sacramento County Public Health](#)
[Center for Disease Control](#)

In an abundance of caution, the following preventive protocols are being implemented in collaboration with our district partners.

1. Our school staff will follow the guidelines provided by the Center for Disease Control to reinforce healthy/hand-washing through lessons prepared for our morning meetings and advisory classrooms.
2. We will utilize grade level appropriate handwashing lessons, especially for our younger grades.
3. Posters will be placed visibly on campus as reminders, and reminders will be made during the daily announcements.
4. We are working with our cleaning team today to deep clean our campus.
5. Deep cleaning of our campus will continue to be conducted as needed.
6. Extra hand sanitizer and clorox wipes have been provided by our district partners and are being made available.

Executive Director
John Eick

Chief Business Officer
Steve Korvink

Principal
Emily Battin

Assistant Principal
Whitney O'Hagan

**Director, Curriculum
and Instruction**
Jenifer Callau

**Director, Student
Support Services**
Christina Eick

Dean of Students
Aimee Wells

Operations Manager
Melissa Gruenholz

7. Staff have identified a designated space, where others will not have access to, for students or staff members who are identified through a risk assessment in collaboration with local health officials. Any individual identified will be in the designated space until arrangements have been made for the individual to leave and return home or seek medical attention.

Westlake Charter School is taking each of the above steps in an abundance of caution, in an attempt to be proactive and prepared in the event that the situation in Sacramento worsens. As a community, we must work together proactively, and must insist on the following:

- As always, all students, staff and campus visitors must stay home when ill with cough or other flu-like symptoms (chills, fever, muscle aches, sore throat).
- Students and staff should also be aware of the symptoms to be associated with Coronavirus as identified by the Center for Disease Control:
 - Fever
 - Cough
 - Shortness of Breath
- All community members should practice “respiratory hygiene etiquette,” the CDC recommends coughing or sneezing into a tissue, then disposing of the tissue and washing your hands.

Thank you families for collaborating with our community during this time. Please help our community by being proactive and following the guidelines outlined above. If you have any thoughts, questions or concerns, please reach out to our school by emailing admin@westlakecharter.com.

Sincerely,

Mr. Eick
Executive Director
Westlake Charter School