

Dear MSD of Steuben County Staff:

We want to assure you that our school district has been in regular communication with the Steuben County Health Department along with receiving updates from the Indiana State Department of Health. These are a few of the local and regional public health partners working closely with national agencies that provide guidance to schools during potential outbreak situations. In addition, we continue to follow media reports and information from The Centers for Disease Control and Prevention (CDC). Global efforts are currently underway to contain the spread of the virus and mitigate its impact.

If you or your child has traveled to China, Japan, or Italy within the last 21 days please seek and follow medical advice and monitor your health condition.

Outbreaks like this are always troublesome. Some parents and students might be worried about this virus and how it may impact our schools and communities. Be assured that we are aware of these concerns and are proactively working to ensure our schools are safe for all students and staff. The safety of our students and employees is paramount. This is an emerging, rapidly evolving situation and we will provide updated information as it becomes available.

### **How can parents help?**

Our school nurse, staff and administrators will be working with students to promote good hygiene and to keep everyone healthy and safe. We also work with our custodial providers to ensure our schools receive thorough cleaning every day. Parents are asked for help in reinforcing healthy practices at home with children.

### **Healthy and Safety Recommendations**

Based on the current information, health officials are recommending local communities and schools take the same steps to protect against COVID-19 that are taken to prevent the spread of common colds or influenza:

- Stay home when you are sick.
- Wash your hands often with soap and water for at least 20 seconds (Hum the “Happy Birthday” song from beginning to end twice). If soap and water are not available, use an alcohol-based hand sanitizer.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- If your child is sick, please keep them home until they are fever free for 24 hours without the use of fever-reducing medications.

- Cover your nose and mouth when coughing or sneezing. If you don't have a tissue, cough or sneeze into your upper sleeve or elbow, not your hands.
- Avoid close contact with anyone with cold or flu-like symptoms.
- Clean and disinfect frequently touched objects and surfaces.

**Information is evolving daily. We have found these websites to be helpful:**

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

<https://www.in.gov/isdh/28470.htm>

**For additional questions, please contact:**

**Steuben County Health Department 260-668-1000, ext. 1500**

Thank you for your support of our district, our schools, our students and our staff.

Sincerely,

Dr. Brent Wilson  
Superintendent

Mrs. Ann Rice  
Asst. Superintendent

Mrs. Andrea van Ee, RN  
District School Nurse