

SCHOOL TOWN OF HIGHLAND

9145 Kennedy Avenue, Highland, Indiana 46322
(219) 924-7400 FAX (219) 922-5637

Administration

Brian J. Smith, Superintendent
Sherri Mitchell, PhD. Asst. Supt.
Cynthia Adams, CFO

Board of Trustees

Luanne Jurczak, President
Robert Kuva, Vice President
Carol Green-Fraley, Secretary
Victor A. Garcia, Member
Patrick Krull, Member

March 5, 2020

Dear Parent or Guardian:

We have been monitoring reports from the Centers for Disease Control and Prevention (CDC) regarding the coronavirus (COVID-19). I am writing to make you aware of the plans we have in place if it becomes necessary for us to respond to the spread of COVID-19 here in Indiana.

There are no suspected or confirmed cases of COVID-19 in our schools. If this were to happen, we would notify parents and guardians, staff, and students from the school or schools involved. We would also work in partnership with health officials from Lake County and the State of Indiana to determine the next steps in our response.

Our students and staff will be receiving updated instruction on CDC recommendations to prevent the spread of a respiratory virus. These recommendations include:


- Wash your hands often with soap and water for at least 20 seconds.
- If soap and water are not available, use an alcohol-based hand sanitizer with at least 60-percent alcohol.
- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose and mouth.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, and then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.

We consider the health of our students and staff to be a safety issue of the utmost importance. We will continue to monitor information from health authorities as it is updated and to share this information with you. I encourage you to visit these websites for continually updated information.

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

Thank you for all you do to help keep our children and school safe and healthy.

Sincerely,



Brian J. Smith
Superintendent of Schools