

March 13, 2020

As we keep getting information on the virus that is now classified a "Pandemic", this letter is intended to keep you informed of the steps we are taking and steps that we would take in certain situations. Buncombe County Schools has halted all sporting events and practices until after Spring Break. They also are having the teachers be sure they are all on Google classroom so if the Schools would close, the students would be able to get their work at home.

Trips: Emmanuel Lutheran School has two planned, one late April and one mid-May.

- We keep monitoring the news concerning travel and as we hear of any changes for trips, we will be in communication with the parents.
- If trips are cancelled, we have found out the following concerning refunds.
 - We will be making a decision in April concerning whether we would allow travel across N.C. or not.
 - Grade 4 would receive a full refund from the bus company.
 - Any attractions that tickets have been purchased already would be negotiated.
- Grade 7/8 trip to Washington D.C. is scheduled for the latter part of May.
 - Decisions on the grade 7/8 trip to Washington D.C. trip will be made mid-April unless areas and attractions are closed.
 - The bus company is working with us and will let us know as we move through the coming weeks as to what is going on with the businesses we have contracted.
 - Any refunds from businesses would be made to the bus company and given back to the school to disburse among the families that were scheduled to go.
- As of right today, there are no travel restrictions to either of the areas that the grades listed are traveling to. If that were to change, we would inform you as to what our steps would be.

Please note: The following questions are ones that we are trying to be pro-active about and try to plan ahead as to what we will do in different scenarios.

Guidelines from the C.D.C. and Buncombe County Health Department concerning steps to be used for cleaning areas:

- Wiping down areas that students and adults are touching with a pre-wash formula suggested by both agencies.
 - Student desks
 - Tables
 - Door knobs and push bars
 - Counters
 - Phones
 - Door entrance push button

Improve access to hand sanitization?

- Added more hand sanitizer stations throughout the buildings, including the welcome desks
- We have placed sanitizer bottles at locations near the welcome desks for parents and church members to use.
- We have sanitizer bottles available for the teachers to use with the students in the classrooms.

What are the CDC and Health Department's suggestions that we follow daily?

- Remind students and adults to continually wash their hands after coughing, sneezing and bathroom use.
- Do not to rub your eyes, touch your face especially with unwashed hands.

- If a person is running a fever, stay home. The rule of thumb is to not be around anyone until 24 hours fever free.
- If a person has a cough or is not feeling well, stay home as a precaution.
- Instead of shaking hands, do a fist bump, elbow bump, or casual wave for a greeting.

In addition to the above, the Church is also:

- Using individual cups for communion for the time being.
- Putting the offering plate at either the back or front of the church for collection of the offering as people enter or when directed during the church service.
- Making plans to live-stream church services to all at their homes if needed.

What will happen if schools or churches in our area are closed?

- We are in the process of working with our technician as to programming with what we have on google to have virtual classes for the students on Google Classroom in K-8 or live streaming for the church so all can participate in all that is needed.
- If all programs are to close, we would hopefully have advanced warning so parents would know ahead of time and could plan.
- We would be working with our cleaning crew to make sure the buildings are thoroughly cleaned before returning.

Both myself and Caroline Marino and Pastor McFarland are in constant contact with the agencies listed above and also with the county and city systems to keep up to date on the daily news. We are also trying to be sure we are not over-reacting but using the information we receive to come up with decisions to ensure the safety for all adults and children here at Emmanuel Lutheran School, Child Care and Church.

If you have any questions, please feel free to contact us.

Mike Rush, Principal

Caroline Marino, E.C.E. Director

Pastor Michael McFarland