



Kha'p'o Community School

March 9, 2020

Dear KCS Parents and Families,

This letter is to provide information about what Kha'p'o Community School (KCS) is planning in regards to COVID-19, otherwise known as coronavirus.

The news and online sources are providing an array of information about the outbreak of COVID-19 and the subsequent confirmed cases in the United States and other countries around the world. As of the date of this letter, there are no confirmed cases of COVID-19 in New Mexico but we are preparing for precautionary steps.

The Bureau of Indian Education has issued a letter to the parents and school leaders, please see attached.

As for KCS, please know that we are keeping informed, staying connected to ensure we address community concerns, and outlining steps to take. We will continue to update you with any new information we receive.

KCS is Preparing and Planning Ahead

Here are the efforts in which we are already engaged:

1. Increasing handwashing and updating cleaning routines. The school Wellness Coordinator has conducted handwashing presentations with the students and teachers are reminding students as well.
2. Cleaning classroom areas and high contact areas throughout the school along with regular cleaning that is done.
3. Updating the *KCS Emergency Procedures* to include a checklist and information about COVID-19.
4. Developing protocols for a school closure in the event it is deemed necessary.
5. Assessing how we would keep the learning process moving forward for students.
6. Assessing school trips that would involve large group gatherings and determining if trips should continue or be canceled based on the assessment of conditions occurring.
7. Participating in meetings and trainings provided through BIE and Department of Interior, they will be conducting a school focused online training for school sites this week is what we were informed.

8. Inform and remind parents that if child(ren) are displaying symptoms of an illness, please make arrangements to keep your child at home and inform the school.
9. Inform and remind parents to focus on handwashing at home and as part of their school day.

Parents and Families are asking for your help with the following:

Please help prevent others from getting sick. To do so, it is important to focus on basic public health approaches:

- Focus on handwashing. Wash your hands often for at least 20 seconds and strongly encourage your children to do the same, including at appropriate times at school. Please encourage your children to frequently wash their hands, especially after using the bathroom, after using a tissue, before they eat, and after they have been playing outside.
- Students should stay home when they are sick. If your child(ren) are displaying symptoms of an illness, please make arrangements to keep your child at home and inform the school. Excused absences will be provided for students who are ill upon parent's calling. If a student will be out for more than three days a doctor's note is required.
- Encourage your children to avoid touching their eyes, nose or mouth.
- Ask your children to use a tissue to cover coughs and sneezes, then dispose of the tissue. When a tissue is not available, ask them to cough or sneeze into an elbow.

We encourage you to stay informed. The following resources are reliable online sites we are keeping informed through:

- Centers for Disease Control and Prevention (CDC) -
- New Mexico Department of Health
- Bureau of Indian Education COVID-19 - <https://www.bie.edu/covid-19/>

We will continue to update staff, parents, and students with relevant information.

Sincerely,



Elizabeth Bahe, Executive Director
Kha'p'o Community School