



# IVY HILL PREPARATORY CHARTER SCHOOL

March 12, 2020

Dear Members of the **Ivy Hill Prep** Community,

The first cases of COVID-19, the disease caused by the Coronavirus, were recently confirmed in New York City. We expect the number of cases in the city to increase, and we are closely monitoring and planning for the potential impact on Ivy Hill Prep and our school community. Please read closely regarding next steps that we plan to take to ensure the safety of our community.

## Schedule Changes

- Report Card Conferences scheduled for Wednesday (3/25) and Thursday (3/26) will still take place, but **parents will not attend in-person**. Instead, Report Card Conferences will occur by phone. Your report card time slots will remain the same.

*Report card conferences are still mandatory for all families.*

- **Wednesday (3/25) and Thursday (3/26) will remain half-days for students.**
- All Open Houses for prospective families have been cancelled for the month of March.
- All upcoming field trips and out-of-school activities have been cancelled until further notice.

## Prevention

- Our school has proactively ordered additional cleaning materials to maintain extra supplies and ensure classrooms and offices remain clean and disinfected.
- We ask that any scholar, family member, or staff member exhibiting flu-like symptoms, including fever, cough and shortness of breath, to remain home and self-quarantine.
- We ask that families closely monitor scholars for fevers each morning. **If your scholar has a temperature over 98.6, please keep your child home.** If scholars have a fever when in school, scholars will be sent home for their safety and the safety of those around them.
- All staff members who have recently traveled to any country identified by the Center for Disease Control (CDC) as facing a serious COVID-19 outbreak, must report for coronavirus testing before returning to the school building.
- We are closely prohibiting any unnecessary campus visitors, and requiring others to respond to a travel questionnaire.



# IVY HILL PREPARATORY CHARTER SCHOOL

- We are also asking that if you or your family has recently traveled to, or been in close contact with a traveler at a country experiencing a serious outbreak to contact us directly at [info@ivyhillprep.org](mailto:info@ivyhillprep.org).

## **Planning for Potential School Closure**

- Ivy Hill Prep is proactively making preparations in the event of a school closure.
- Ivy Hill Prep will comply with any relevant mandated closures by the City's Department of Education.
- If we receive reports of a confirmed local COVID-19 case, Ivy Hill Prep may also elect to close our schools out of precaution. We may make this decision even before a city mandate.
- To ensure that we minimize any potential negative impact on student learning, we have prepared materials for student work in the event of a closure.
- We are also proactively sharing the best ways to get in contact with Ivy Hill Prep administrators in the event of a school closure.

## **Communication**

- In the event of a school closure, Ivy Hill Prep will notify all community members via Schoolmint text messaging, Schoolmint e-mails, and our social media accounts.
- You will also be able to communicate with the school by e-mailing [info@ivyhillprep.org](mailto:info@ivyhillprep.org) or contacting the designated emergency phone number below:
  - **Ivy Hill Prep's Emergency Administrator Line ----- (646) 481-2032**

If you have any questions or concerns, please do not hesitate to contact us.

With Urgency,

*Ambrosia Johnson*

A. Johnson  
Founder & Head of School  
**Ivy Hill Preparatory Charter School**