

To: Parents and Staff of Highbridge Voices,
From: Staff and Board of Highbridge Voices
Re: Update on Coronavirus and measures Highbridge Voices Action Step is taking
Date: March 5, 2020

Thank you so much for your dedication to your children and Highbridge Voices. The Coronavirus outbreak has become an international situation, which government agencies, health officials, and news media outlets are monitoring on a daily basis. This note is meant to detail how Highbridge Voices is approaching this ongoing health crisis. As is always the case, our first and foremost priority is the health, safety, and wellbeing of your children and this community.

Individual risk is dependent on exposure.

For the general American public, who are unlikely to be exposed to this virus at this time, the immediate health risk from COVID-19 is considered low. Under current circumstances, certain people will have an increased risk of infection, for example healthcare workers caring for patients with COVID-19 and other close contacts of persons with COVID-19. CDC has developed guidance to help in the risk assessment and management of people with potential exposures to COVID-19.

This is a rapidly evolving situation. The immediate risk at Highbridge Voices remains low but we are preparing for the possibility that the coronavirus will cause a public health threat to our community. Highbridge Voices Executive Management Team is following Centers for Disease Control and Prevention and the New York City Department of Health communications closely.

Highbridge Voices is taking every precaution for the health of your children and staff and are keeping abreast of and following procedures of NYC schools and the CDC. Here are the steps we are taking to ensure that everyone stays healthy.

- (A) We ask that all children who are sick should stay home and seek medical attention.** The COVID-19 is very contagious. Please seek medical attention and get clearance from your physician before your child returns. If you need assistance 718-293-8759 and speak to Ayranna Ramos or Nikita Turbull.
- (B) For everyone on site:** we are asking that they use hand sanitizer and wash their hand consistently especially after sneezing, touching their face or nose. Extra sanitizer and soap is available throughout the building.
- (C) We are postponing the Spring Trip:** we regret having to take this step. Most corporations, universities, and schools are cancelling non-essential travel. For safety's sake we think it is wise to take this step until the situation is more certain
- (D) To stay updated:** Please check the HV website for any change in our procedures as the situation progresses.
- (E) Faculty, staff and students:** who have recently returned from an affected area or believe they may have been in contact with a possibly infected person, are asked to self quarantine for 14 days before returning to program, and should contact Jade Kearney or SunHee Lim Highbridge Voices to keep them updated.

Prevention is very important. Here are ways to stay healthy:

Wash your hands frequently with soap and water

Increase your fluid intake

Avoid touching your eyes, nose, mouth, face

No handshaking or hugging. Use a fist bump

Keep home/personal spaces clean, disinfect common surfaces

Avoid contact with sick people

Cover your cough with tissue/paper towel or the crook of your elbow

If you have not received an Influenza (Flu) vaccine this year, do get one as soon as possible

We are grateful to you for your partnership with us, and for your understanding of this situation. Our staff members remain committed to the success of your child(ren) and to the growth of the Highbridge Voices program. If you have any further questions or concerns, please do not hesitate to reach out to us directly.

With sincere gratitude,

Highbridge Voices Board Members and Staff

PS: Please check the HV website for any change in our procedures as the situation progresses.

For more information, see two attached information sheets, and visit:

<https://www.cdc.gov/coronavirus/2019-nCoV/>

<https://www1.nyc.gov/site/doh/health/health-topics/coronavirus.page>

What you need to know about coronavirus disease 2019 (COVID-19)

What is coronavirus disease 2019 (COVID-19)?

Coronavirus disease 2019 (COVID-19) is a respiratory illness that can spread from person to person. The virus that causes COVID-19 is a novel coronavirus that was first identified during an investigation into an outbreak in Wuhan, China.

Can people in the U.S. get COVID-19?

COVID-19 is spreading from person to person in China, and limited spread among close contacts has been detected in some countries outside China, including the United States. At this time, however, this virus is NOT currently spreading in communities in the United States. Right now, the greatest risk of infection is for people in China or people who have traveled to China. Risk of infection is dependent on exposure. Close contacts of people who are infected are at greater risk of exposure, for example health care workers and close contacts of people who are infected with the virus that causes COVID-19. CDC continues to closely monitor the situation.

Have there been cases of COVID-19 in the U.S.?

Yes. The first case of COVID-19 in the United States was reported on January 21, 2020. The current count of cases of COVID-19 in the United States is available on CDC's webpage at <https://www.cdc.gov/coronavirus/2019-ncov/cases-in-us.html>.

How does COVID-19 spread?

The virus that causes COVID-19 probably emerged from an animal source, but now it seems to be spreading from person to person. It's important to note that person-to-person spread can happen on a continuum. Some diseases are highly contagious (like measles), while other diseases are less so. At this time, it's unclear how easily or sustainably the virus that causes COVID-19 is spreading between people. Learn what is known about the spread of newly emerged coronaviruses at <https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html>.

What are the symptoms of COVID-19?

Patients with COVID-19 have had mild to severe respiratory illness with symptoms of

- fever
- cough
- shortness of breath



What are severe complications from this virus?

Many patients have pneumonia in both lungs.

How can I help protect myself?

The best way to prevent infection is to avoid being exposed to the virus that causes COVID-19.

There are simple everyday preventive actions to help prevent the spread of respiratory viruses.

These include

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.

If you are sick, to keep from spreading respiratory illness to others, you should

- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.

What should I do if I recently traveled to China and got sick?

If you were in China within the past 14 days and feel sick with fever, cough, or difficulty breathing, you should seek medical care. Call the office of your health care provider before you go, and tell them about your travel and your symptoms. They will give you instructions on how to get care without exposing other people to your illness. While sick, avoid contact with people, don't go out and delay any travel to reduce the possibility of spreading illness to others.

Is there a vaccine?

There is currently no vaccine to protect against COVID-19. The best way to prevent infection is to avoid being exposed to the virus that causes COVID-19.

Is there a treatment?

There is no specific antiviral treatment for COVID-19. People with COVID-19 can seek medical care to help relieve symptoms.

Lo que necesita saber sobre la enfermedad del coronavirus 2019(COVID-19)

¿Qué es la enfermedad del coronavirus 2019 (COVID-19)?

La enfermedad del coronavirus 2019 (COVID-19) es una afección respiratoria que se puede propagar de persona a persona. El virus que causa el COVID-19 es un nuevo coronavirus que se identificó por primera vez durante la investigación de un brote en Wuhan, China.

¿Pueden las personas en los EE. UU. contraer el COVID-19?

El COVID-19 se está propagando de persona a persona en China y se ha detectado propagación limitada entre contactos cercanos en algunos países fuera de China, incluso en los Estados Unidos. En la actualidad, sin embargo, este virus NO se está propagando en comunidades en los Estados Unidos. En estos momentos, el mayor riesgo de infección es para las personas en China o las personas que han viajado a China. El riesgo de infección depende de la exposición. Los contactos cercanos de las personas infectadas tienen un riesgo mayor de exposición, por ejemplo, los trabajadores del sector de la salud y los contactos cercanos de las personas infectadas por el virus que causa el COVID-19. Los CDC continúan vigilando de cerca la situación.

¿Ha habido casos de COVID-19 en los EE. UU.?

Sí. El primer caso de COVID-19 en los Estados Unidos se notificó el 21 de enero del 2020. La cantidad actual de casos de COVID-19 en los Estados Unidos está disponible en la página web de los CDC en <https://www.cdc.gov/coronavirus/2019-ncov/cases-in-us.html>.

¿Cómo se propaga el COVID-19?

Es probable que el virus que causa el COVID-19 haya surgido de una fuente animal, pero parece que ahora se está propagando de persona a persona. Es importante notar que la propagación de persona a persona puede darse en un proceso continuo. Algunas enfermedades son altamente contagiosas (como el sarampión), mientras que otras enfermedades no lo son tanto. En estos momentos, no está claro qué tan fácil o con qué continuidad el virus que causa el COVID-19 se esté propagando entre las personas. Infórmese sobre lo que se sabe acerca de la propagación del coronavirus de reciente aparición en <https://www.cdc.gov/coronavirus/2019-ncov/about/transmission-sp.html>.

¿Cuáles son los síntomas del COVID-19?

Los pacientes con COVID-19 han tenido enfermedad respiratoria de leve a grave con los siguientes síntomas:

- fiebre
- tos
- dificultad para respirar



¿Cuáles son las complicaciones graves provocadas por este virus?

Muchos pacientes tienen neumonía en ambos pulmones.

¿Qué puedo hacer para ayudar a protegerme?

La mejor manera de prevenir la infección es evitar la exposición al virus que causa el COVID-19.

Hay medidas simples preventivas y cotidianas para ayudar a prevenir la propagación de virus respiratorios. Estas incluyen las siguientes:

- Evitar el contacto cercano con personas enfermas.
- Evitar tocarse los ojos, la nariz y la boca con las manos sin lavar.
- Lavarse frecuentemente las manos con agua y jabón por al menos 20 segundos. Usar un desinfectante de manos que contenga al menos un 60 % de alcohol si no hay agua y jabón disponibles.
- Si está enfermo, para prevenir la propagación de la enfermedad respiratoria a los demás, debería hacer lo siguiente:
- Quedarse en casa si está enfermo.
- Cubrirse la nariz y la boca con un pañuelo desechable al toser o estornudar y luego botarlo a la basura.
- Limpiar y desinfectar los objetos y las superficies que se tocan frecuentemente.

¿Qué debo hacer si recientemente viajé a China y me enfermé?

Si estuvo en China en los últimos 14 días, se siente enfermo y tiene fiebre, tos o dificultad para respirar, debería buscar atención médica. Llame al consultorio de su proveedor de atención médica antes de ir y dígame sobre su viaje y sus síntomas. Ellos le darán instrucciones sobre cómo conseguir atención médica sin exponer a los demás a su enfermedad. Mientras esté enfermo, evite el contacto con otras personas, no salga y postergue cualquier viaje para reducir la posibilidad de propagar la enfermedad a los demás.

¿Hay alguna vacuna?

En la actualidad no existe una vacuna que proteja contra el COVID-19. La mejor manera de prevenir la infección es evitar la exposición al virus que causa el COVID-19.

¿Existe un tratamiento?

No hay un tratamiento antiviral específico para el COVID-19. Las personas con el COVID-19 pueden buscar atención médica para ayudar a aliviar los síntomas.