



# CAPITAL

## PREPARATORY SCHOOLS

**To:** Network Wide Communities - Staff, Families, Students  
**From:** Rich Beganski, Jr., Chief of Schools, Capital Preparatory Schools Update  
**Subject:** **Coronavirus Disease 2019 (COVID-19)**  
**Date:** **March 9th, 2020**

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Dear Families:

As promised, we wanted to make sure we provided you with the most up to date information as we continue to receive updates from city and state officials. Please read through the document below and reach out to your respective local school campus administration with any questions you may have.

### **Communications/ Updates:**

The schools communicate relevant updates in many ways including: ParentSquare, Constant Contact, Websites, Social Media, Email, and Phone. ParentSquare is our primary and most important form of communication, and we encourage every parent to sign up for real time updates from administration and staff. Should there be any emergency alerts, this is where we will post first.

1. [Download the ParentSquare app on the appstore HERE.](#)
2. [Download the ParentSquare app for android HERE.](#)
3. [Please find the help pages catered specifically to parent users HERE.](#)

These are some of the key help pages that would benefit parents that have not yet registered (signed into) their account:

4. [Getting Started](#)
5. [Post Notification Settings](#)
6. [Language Settings](#)

Feel free to reach out to **Camren Johnson**, Coordinator of Student Services with any questions you may have regarding this tool.

### **School Closures:**

At this time, there is no indication or communication that our respective cities (Bridgeport & NYC) will be directed to close all schools. This is a last resort, and all measures are being taken to limit loss of instruction and disruption of routine with our scholars. In the unlikely event of a community spread that directly affects our schools, all Capital Preparatory School campuses will follow the guidance of their Departments of Education and City/ State Health Departments with regards to this action. Should there be a specific indication of community spread within one of our buildings, we will work with our officials to act quickly, and provide you with real time updates along the way including options for extended learning.

**Extended Learning:**

In the meantime, we believe in being proactive and are preparing curriculum Closure Packets related to our core standards to go home with each child by March 13, that will also be posted online in Google classroom. **At this time, these are not meant to be an official replacement for in school learning, or count toward a day of school, but will serve as a way to limit learning loss while out.**

**Harbor: Spring Break is March 16-March 20. At this time you are only required to complete your Spring Break work that has been assigned. Should the school close beyond break, the Closure Packet will be supplemental work to limit instructional loss while out.**

**Harlem: Closure Packets will be sent home Friday for hold in the event of school closing. Should the school close in the immediate future, the packet will be used to limit instructional loss.**

We also will have assignments available on Lumos and I-Ready. We recognize that some children may not have access to computers and/or wifi, so we will do everything possible to limit learning loss through alternative hard copy means of instruction. These packets will be a proactive resource in the event of a school closure, and will cover up to 10 days of instruction. We understand that we are also coming into state testing season, and will update you with any new information on those specific tests should they be affected.

**School Absences & Tracking Updates:**

Your child's health is our number one priority. If you suspect that your child has symptoms that are consistent with the flu and/or coronavirus, we urge you to keep your child home and consult your physician for next steps. Additionally, please make sure that you notify the main office, and, while not required, share any of the symptoms/diagnoses and travel plans, so that we are better able to track patterns and indications of a community spread. Typically, with any illness, if you are tracking a fever, you should wait at least 24 hours of being fever free to return to school or work, however, in this instance, please consult your local health practitioner for guidance on what to do.

**School Cleanings:**

Keeping our schools clean is the first step toward preventing the spread of germs and bacteria. Our operations teams are working with our contracted cleaning companies to increase our cadence and level of deep cleaning in all areas of our school buildings daily. We encourage you to remind your children to wash their hands frequently, for a minimum of 20 secs each time, and minimize handshakes, hugs, and general physical contact with friends and acquaintances. While our classrooms and offices have hand sanitizers and cleaning wipes for use, and bathrooms have soap, we encourage you to also provide your children with their own as well, as demand continues to grow.

**After School Activities & Sports:**

In the event of a school closing, all after school and sports activities will be cancelled. Additionally, during this time we may suspend off campus trips to reduce scholar exposure to public travel and large group gatherings.

### **How to prevent:**

Again, while our respective schools have no immediate threat, please use this opportunity to remind your children about general practices of keeping healthy and clean.

According to the CDC, it is important to note that:

1. Patients with COVID-19 have had mild to severe respiratory illness with symptoms of:
  - a. Fever
  - b. Cough
  - c. Shortness of breath
2. There are simple everyday preventive actions to help prevent the spread of respiratory viruses:
  - a. Avoid close contact with people who are sick
  - b. Avoid touching your eyes, nose, and mouth with unwashed hands
  - c. 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.
3. If you are sick, to keep from spreading respiratory illness to others, you should:
  - a. Stay home when you are sick.
  - b. Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
  - c. Clean and disinfect frequently touched objects and surfaces.

Last, with the increase of misinformation and spread of rumors, we stress the importance of checking in with the most credible and up to date sources for the latest news on this virus including, the CDC, State Health Websites, City Websites, and City Departments of Education. The dissemination of false or inaccurate information will cause unnecessary fear and panic in an already sensitive community. Let's do our part to put facts first, and take reasonable measures based on the evidence we receive.

### **Best Resources for your Local Updates. Please bookmark these sites and sign up for any newsletters they have:**

CT State Website

<https://portal.ct.gov/DPH/Public-Health-Preparedness/Main-Page/2019-Novel-Coronavirus>

NYC Website Health or call 311 (interpretation and translation services are available)

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

NYC Website FAQ

<https://www1.nyc.gov/assets/doh/downloads/pdf/imm/novel-coronavirus-guidance-schools.pdf>

NYC DOE

<https://www.schools.nyc.gov/school-life/health-and-wellness/coronavirus-update>

CDC [cdc.gov/coronavirus](https://cdc.gov/coronavirus) or call the CDC Health Line at 1-800-232-4636

Should there be any new updates we receive, we will pass them along to you in real time.

Should you have any questions, please feel free to reach out to your respective school's leadership team or nurse.

Best,

Capital Preparatory Harbor Schools Administration