Dear Highlanders,

Lake Highland is open for business and continues to thrive!

Be assured that we are closely monitoring the status of coronavirus (COVID-19) through news reports and communications from the Center for Disease Control and Prevention (CDC), the Florida Department of Health (FDOH), and the Florida Department of Education (FDOE).

Our LHP Readiness Team is coordinating and directing our planning and response efforts. The Readiness Team is convening daily to assess status updates, review emergency protocols, discuss possible scenarios, and formulate contingency plans if COVID-19 appears in our community. While the risk remains low in Florida, our approach is intentionally conservative to protect the health and safety of your children. Accordingly, we continue to implement important measures related to COVID-19:

**TRAVEL**

After thoughtful consideration, we are cancelling all school-sponsored international and out-of-state travel through the end of April. Also through the end of April, we are cancelling all events and athletic competitions with groups and teams traveling to Florida from out-of-state. We will continually evaluate circumstances and developments and will update you on any significant changes. For cancelled trips, the LHP trip coordinator will communicate directly with families on cancellation details. In addition, LHP families or employees who plan to travel over Spring Break or in the coming weeks should regularly monitor the [CDC Coronavirus Information for Travel](https://www.cdc.gov/coronavirus/2019-ncov/traveler.html) and [U.S. State Department Travel Advisories](https://travel.state.gov) websites.

With guidance from the CDC, we strongly recommend all Highlanders:

- **Avoid all travel to areas with CDC Level 2 or Level 3 Travel Health Notices.**
- **REPORT ALL INTERNATIONAL TRAVEL HERE** before returning to LHP.
- If you travel to a Level 2 or Level 3 area, or the Level changes to a 2 or 3 while you are there, we expect you to follow CDC guidelines and self-quarantine for 14 days before returning to LHP. We will work with you to keep your children current with their classwork during that time.

**LARGE GROUP EVENTS**

We will evaluate large group events on a case-by-case basis. At this point, you should expect most large group events will be cancelled through the end of April. Details on those cancellations will be communicated by the event sponsor. Again, we are constantly evaluating specific circumstances and developments and will update you on any significant changes.

**PREVENTIVE ACTIONS ON OUR CAMPUSES**

Our concentrated focus on prevention and precautionary measures continues on both of our campuses in order to help protect our students and employees. We have:

- Hired additional sanitizing crews to disinfect both campuses each night after our regular cleaning crews complete their operations.
• Continued aggressive sanitation measures by our Facilities crews to thoroughly clean and frequently wipe down commonly touched surfaces, including desks, doors, public spaces, and bathroom fixtures.
• Stocked all classrooms and offices with sanitizing supplies.
• Implemented daily treatment of all classrooms and offices with hospital-grade virucide.
• Ordered portable handwashing stations to install throughout our school.
• Installed 75 wall stations for hand sanitizing.
• Educated students and employees about best hygiene practices to help decrease the spread of any flu or virus.
• Posted educational notices about handwashing techniques, covering one’s mouth and nose when sneezing or coughing, avoiding touching one’s eyes, nose and mouth, and staying home if sick.

LEARNING CONTINUITY PLAN
We are finalizing our Learning Continuity Plan. In case of an extended school closure, classes will continue online, and the faculty will use a variety of digital tools to teach remotely. Specific tools, procedures, and expectations for each division are currently being refined, and will take different forms depending on grade level and subject area. We will ensure learning experiences are developmentally appropriate and instructionally feasible.

STEPS TO AVOID ILLNESS
Below, we recommend protocols to avoid illness:
• Get a flu shot and take flu antivirals, if prescribed.
• Stay home when you are sick.
• Frequently wash your hands with soap and water for at least 20 seconds and then dry them completely. If you cannot wash your hands, use an alcohol-based hand sanitizer.
• Cover your nose and mouth with a tissue when coughing or sneezing. If no tissue is available, cough or sneeze in the crook of your arm.
• Avoid touching your eyes, nose and mouth – germs easily spread!
• Monitor your symptoms.

Below are helpful resources for your family.
• The World Health Organization (WHO) website. This site has general information and a video on the coronaviruses.
• U.S. State Department website.
• CDC Travel Guidelines
• http://www.floridahealth.gov/diseases-and-conditions/COVID-19/
• Florida Department of Education: http://fldoe.org/em-response/
• Johns Hopkins Medicine, Coronavirus Disease 2019 v. the Flu
• Child Mind: Talking to Kids About the Coronavirus

Additional communications and updates will be provided when appropriate. Thank you for your partnership and understanding as we work together to stay healthy and safe.

Warmest regards,

Alfred G. Harms, Jr.
Vice Admiral, U.S. Navy (Ret.)
President
Celebrating 50 Years: A Tradition of Success