



Post Office Box 127 • 400 Flemington Drive
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March 13, 2020

All Campus Employees:

The Covid-19 version of the Coronavirus is a rapidly changing and evolving concern for many in our community. The Executive Team is monitoring this evolving situation and offer the following prudent steps:

For the immediate future, B&GH will restrict on-campus group meetings and off-campus group activities. The civic club workday for tomorrow has been postponed and future campus events involving outside groups are being discussed and evaluated. Campus groups that may traditionally travel to malls, movies, etc. are to find creative on-campus activities to engage our residents.

We still have work to do to maintain organizational operations and keep those in our care safe. A number of our employees are required to interact with the public to accomplish this. All employees are encouraged to practice safe personal interactions and hygiene during this time. Specifically, the following groups are encouraged to take these precautions. The Development Team, CBS Consultants/Trainers, CAC Staff, C.R.E.A.T.E. Hope staff, Success Coach Staff, Adoption, Country Store staff, all support services staff on and off campus, and any employees interacting externally should keep hand sanitizer on their person and use it immediately prior to any interaction and immediately following any interaction. Wash your hands thoroughly and frequently and maintain safe distances any time possible.

Thomas Academy will closely monitor the actions and decisions of the public school system and will maintain close communication with all students and families.

We also know that there are necessary personnel that need to come to our campus to accomplish their required jobs and duties. We will respectfully allow them to come and do what they need to do. Please maintain safe distances with these external constituents.

Everyone should observe the following safe personal hygiene habits:

- Wash hands frequently with soap and water for at least 20 seconds at a time
- Use hand sanitizer with at least 60% alcohol content frequently
- Avoid touching your eyes, nose and mouth whenever possible
- Cough into a tissue covering your mouth and nose – dispose of the tissue
- Clean and disinfect surfaces that are frequently touched

Finally, if you experience any symptoms of fever, cough, and/or shortness of breath, please contact your supervisor and/or Health Care Specialist Patricia Williamson as soon as possible.

Remember that we are all in this together and as we navigate the coming weeks, support each other and treat each other with compassion and understanding. We are all open to questions.