Dear Overlake Community,

We continue to monitor the coronavirus (COVID-19) and its impact on the region. This morning we convened a group of employees, including members of our risk management team, to begin what will be a daily meeting to review new information about the spread of the virus and discuss plans for how it will impact our community.

Today we reminded students during announcements to practice good hand hygiene, taking advantage of the additional hand sanitizers that have been placed around the campus. We also encouraged students to stay home if they are sick.

This morning we also participated in a King County Public Health information session. In this session members of the King County coronavirus team stressed that schools should remain open and continue to have events planned on the calendar. They also reiterated the need to continue to emphasis general hygiene – hand washing, not touching your face, and staying home if you are sick.

We have also ramped up our nightly cleaning to provide a deep cleaning to high-traffic areas throughout the campus. We continue to be hopeful that a proactive approach may help us slow the spread of the virus.

We are also putting together a plan should the coronavirus enter our community and we need to close school and extend learning online for a period of time. More on this planning to come in the next few days.

We continue to follow direction from public health professionals, including the Washington State Department of Health and the Centers for Disease Control and Prevention (CDC). At this time there is no recommendation for us to close school.

Below are additional resources about the coronavirus from the CDC:

- Coronavirus fact sheet
- What to do if you do get sick with COVID-19

Also, below is a reminder of our attendance procedures:

- Parents/Guardians can either email attendance@overlake.org or call the attendance line (425-868-6191, press 1), by 8:30am to report the student’s absence.
- To read more on our attendance procedures, visit our webpage here: https://www.overlake.org/students/policies/attendance
- If possible, please let us know why your student will be out so we can manage illness from a campus-wide perspective.

I recognize this is a time of uncertainty in our community. Rest assured that we continue to have the health and well-being of our students, faculty, staff, and community at the center of our discussions and decisions.
As always, feel free to reach out to me with any questions.

Warmly,
Matt