

March 12, 2020

Dear Parents/Guardians of Julie Billiard Schools,

In a communication to parents last week, we shared that we are closely monitoring the spread of the coronavirus (COVID-19). Since that communication, four confirmed cases of COVID-19 have been identified in Cuyahoga County. We feel that it is important to stay closely connected to our JB community during this time. This email serves to provide an update on how Julie Billiard Schools are protecting students and preparing for potential changes in light of this developing situation.

At this time, both the Governor of Ohio and the Centers for Disease Control (CDC) are recommending that elementary schools remain open. Following these guidelines, Julie Billiard Schools will remain open unless, at some point, we determine that it's best for our school community to close. We are working with our faculty and staff to prepare for the unlikely possibility of a school closure. We know that our student population benefits from in-class instruction and intervention, but if a school closure becomes necessary:

1. Julie Billiard Schools will notify all parents, faculty, and staff as soon as possible.
2. All teachers will launch an accessible online portal for parents to find at-home lessons and resources for their children. Please prepare for the possibility that you may require a computer or tablet and access to online education. *Please let us know if you do not have access to these measures.*

We're also taking heightened steps to ensure our students, faculty, and staff are safe. For these reasons, we encourage all students, faculty, and staff to proceed as normal, unless:

1. Your child is feeling ill. Please keep your child home from school and communicate the nature of the illness to Julie Billiard Schools administration. [Click here](#) for information on symptoms, prevention, and treatment from the CDC.
2. You, your child, or your family members contract COVID-19. If anyone in your household requires COVID-19 testing or is confirmed to have the virus, alert Julie Billiard Schools administration immediately.
3. You or your child have recently traveled to an area identified as a "community spread of coronavirus". In accordance with CDC guidelines, if a student, faculty or staff member travels to an area identified as a "community spread of coronavirus," they may not return to school until it is safe to do so as determined by CDC guidelines.

Please be aware of the latest steps we are taking to better prepare Julie Billiard Schools students, faculty and staff for the potential community transmission of COVID-19. The safety of our students, faculty, and staff is **always** our topmost concern.

1. Beginning this week, we are limiting community access to all school buildings. Gatherings and meetings with outside visitors will be held remotely or off campus.
2. We are investing in periodic deep, professional cleanings of both campuses, which includes common areas, classrooms, bathrooms, and other areas.
3. All Julie Billiard Schools students are now required to wash their hands throughout the day, specifically prior to having their morning snack, before lunch, and if they have touched their nose or mouth.
4. We are limiting any school meetings, events, and assemblies to smaller groups.
5. Soap and hand towel supplies are checked frequently by the JB maintenance staff. Hand sanitizer and disinfectant wipes are available in all classrooms, offices and community areas.
6. We are regularly cleaning student desks and tables throughout the day and asking faculty and students to disinfect shared surfaces after each use.
7. We have created a [webpage](#) that will be updated regularly as new information comes out and will share what that information means for our JB community.

We are closely monitoring this situation and taking direction from the Centers for Disease Control and Prevention and the Ohio Department of Health. As new information is available, or if public health recommendations for schools change, we will keep our community informed via communications and the [webpage](#).

If you have any questions, please contact the administrative team.

Lannie Davis-Frecker, Jodi Johnston, and Jason Wojnicz
Julie Billiard Schools Administration

Helpful Links

[Julie Billiard Schools COVID-19 Alert Page \(updated regularly\)](#)

[Ohio Department of Health CDC Updates](#)

[Ohio Department of Health COVID-19 Cases](#)

[COVID-19 Information and Resources for Schools and School Personnel](#)