



March 8, 2020

Dear Mercy Families,

We have been monitoring very closely all developments related to COVID-19 over the weekend. As of today, we have learned that Lowell, Riordan, and ICA are closing because of direct contact with a parent or staff member who has been diagnosed. What is important is that as of today **Mercy has had no reports of either students, faculty, or staff experiencing coronavirus symptoms.** We realize that the situation may change, and so we are proceeding with making preparations for the days ahead. This includes:

1) Diligent, on-going cleaning of the school facilities by our custodial staff and All-Ways Green.

2) Changes in Monday's Schedule:

- 8:00-8:45 a.m. | Faculty training to prepare for possible online classes
- 8:50-9:00 a.m. | Homeroom
- 9:00-9:45 a.m. | Frosh & Sophomores: Online training (bring laptops to Rist); Juniors & Seniors: Chats with admins (homerooms)
- 9:50-10:35 a.m. | Juniors & Seniors: Online training (bring laptops to Rist); Frosh & Sophomores: Chats with admins (homerooms)
- 10:40-11:45 a.m. | 5th Period
- 11:50 a.m.-12:45 p.m. | Lunch
- 12:50-1:55 p.m. | 6th Period
- 1:55-3:00 p.m. | 7th Period
- 3:00 p.m. Dismissal (all students leave campus)

3) Cancel ALL after-school activities until further notice.

4) Meetings with Mercy Burlingame's counselor will take place as scheduled. Girls will be notified if there is any change.

The incubation period for COVID-19 is 2-14 days after exposure. You are probably aware of the symptoms to watch for:

- Fever
- Cough
- Shortness of breath

Should you develop these symptoms, contact your doctor and self-isolate. Avoid social gatherings, particularly contact with older adults and those with chronic medical conditions such as heart, lung or kidney disease; diabetes; or compromised immune systems. Do the same if you suffer from respiratory problems, are pregnant, or have a compromised immune system.

DO NOT SEND ANY STUDENT WHO IS ILL TO MERCY; SHE WILL IMMEDIATELY BE SENT HOME! If you or a family member are diagnosed with COVID-19 by a doctor, please inform Mercy immediately so that proper steps to ensure the safety of all can be taken.

Of primary importance is for each one of us to monitor our health and symptoms and to follow good hygiene practices. As a reminder:

- Wash your hands frequently with soap and water for 20 seconds
- Cough and sneeze into your elbow or a tissue (and then immediately dispose of the tissue)

- Avoid touching your eyes, nose and mouth with unwashed hands

Clearly no one has all of the answers; this reflects what we know at this time. Please email or contact us with questions or suggestions. We encourage you to check your email frequently for future messages concerning Coronavirus from Mercy. Of some comfort is that the Health Department communicated to ICA after the infected staff member was identified that it considers the risk to teachers, staff, and students very low. While we nevertheless are preparing for the unknown, it is also important to take a page from Great Britain's "Keep calm!" with an understanding that rumors and fear do not serve us well.

We pray for good health and inner calm for one another!

In Mercy,

Sister Carolyn



Sister Carolyn Krohn

www.mercyhs.org

