

6 March 2020

Dear Parents/Carers

**Re: Coronavirus concerns**

I am writing to you concerning the recent outbreak of the Coronavirus and subsequent confirmation of cases in the UK. At Four Elms Primary School we take the health and safety of our pupils and staff very seriously, so we're sharing [guidance](#) from Public Health England on steps you should be taking.

There's currently no cause for concern at the school, but we'll keep you informed about any developments and ensure we're keeping the school clean to prevent the spread of any virus.

**Prevent the spread of infection**

Make sure you and your children follow these general principles to prevent spreading any respiratory virus:

Wash your hands often – with soap and water for at least 20 seconds, or an alcohol-based sanitiser if soap and water aren't available

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

Avoid close contact with people who are sick

If you feel unwell, stay at home and don't attend work or school

Cover your cough or sneeze with a tissue, then throw the tissue in a bin

Clean and disinfect frequently touched objects and surfaces in the home

If you're worried about your symptoms, please call NHS 111 – don't go directly to your GP or other healthcare environment

The advice for people who have returned from travelling to other countries is as follows:

People who have returned from [Category 1 specified countries/areas](#) in the last 14 days should self-isolate. This includes avoiding attending an education setting or work until 14 days after they return.

People who have returned from [Category 2 specified countries/areas](#) in the last 14 days, are advised to stay at home if they develop symptoms. All other pupils or students and staff should continue to attend school including their siblings attending the same or a different school (unless advised not to by public health officials).

### Symptoms to look out for

If you've returned from any of the category 1 or 2 areas or countries, look out for the following symptoms:

Cough

Difficulty in breathing

Fever (a temperature of 38 degrees C or higher)

According to other [official guidance](#), while you wait for further advice:

Avoid contact with others

Stay at home – don't go to work or school

Don't travel while sick

Cover your mouth and nose with a tissue or your sleeve (not your hands) when coughing or sneezing, throwing tissues in the bin

Wash your hands often with soap and water for at least 20 seconds (or an alcohol-based sanitiser if soap and water aren't available)

To clarify our attendance policy still stands and pupils are expected to be in school unless you fall into one of the categories above or you have been advised by myself or Mrs Mitchell to stay at home. If you are unsure and you may have been in contact with someone who falls into one of these categories, please contact me for advice.

As a result of this advice we have delivered an assembly on the *Catch it, Bin it, Kill-It* message and reinforced the importance of thorough hand washing throughout the day. I attach a poster detailing this advice and would ask that you reinforce this message with your child at home.

As you are all aware the situation is changing daily and we shall be checking the Public Health England website daily to ascertain the latest advice. For your information the website can be found here: <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>.

If you or your child have any further concerns or questions, please do not hesitate to contact me or the school office.

Yours sincerely,

Miss McCann

Head of School