



RIDGEWOOD HIGH SCHOOL

DISTRICT 234

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www.d234.org

March 12, 2020

Dear Ridgewood Families:

At Ridgewood High School, the safety and well-being of students and staff is our number one priority. We continue to carefully monitor developments regarding Coronavirus disease 2019 (COVID-19) and are working with the Illinois State Board of Education, Cook County Health Department and the Illinois Department of Public Health (IDPH) to ensure the safest environment at our building. We continue to receive updated and revised information regarding the COVID-19 virus from the Illinois Department of Public Health, Illinois State Board of Education, and the CDC.

There are currently NO reported cases of the coronavirus (COVID-19) at Ridgewood High School.

Based on the guidance available to us, our confidence in having the building prepared for students as well as limiting access to the building, the administration has developed the following course of action:

Friday, March 13th	Regular School Day
Monday, March 16th	eLearning Day with teachers on site
Tuesday, March 17th - 20 th	eLearning (remote)
March 23-27	Spring Break

Friday is intended to be a day of regular classes with teachers preparing students for being away from campus. Please do not send your child to school if he or she appears to be sick. The CDC recommends that every person stay home for at least 24 hours after a fever (100 degrees Fahrenheit or 37.8 degrees Celsius). The fever should be gone without the need to use a fever-reducing medicine.

You recently received information from the District regarding the Illinois State Board of Education's information regarding travel and unnecessary gatherings. Therefore, we have **canceled** the following:

- Large gatherings that include visitors from outside the school who are not our students.
 - Spring Conferences have been cancelled and will be replaced by an eLearning day.
 - Spring pep assembly
 - Spring band concert

- Overseas and Domestic trips
 - Including Costa Rica, baseball spring break trip, band trip to Cincinnati
- School Activity trips
 - Including DECA State, FBLA State, MSC Art Festival, IHSA Group Interpretation
- Academic field trips
- Outside facility rentals
- Outside speakers

Essential school functions that will not be impacted, as of now, include:

Board of Education Meetings

Custodial and maintenance of the building

Daily Disinfection at Ridgewood High School

We continue to take the following measures to keep the building clean and safe for students and staff:

- Our everyday disinfectant is Quat Stat, which kills the Coronavirus.
- All horizontal surfaces, like student desks, are disinfected each night.
- Night custodial staff has been trained and instructed to use all available equipment and supplies to ensure the building is disinfected on a daily basis.
- We began a disinfection program over a year ago by using an electrostatically charged water particle to coat common high transmission areas such as locks, door knobs, handles and other high touch areas with a Bru Tab 65 Solution which kills 99.9 % of viruses.
- Door knobs, handles, locks, desk tops, and other high touch areas are disinfected each night.
- Cafeteria table tops are disinfected between periods. This is a long standing practice
- Signage, reminding staff and students to wash hands have been displayed throughout the building. Please remind students hand washing for at least 20 seconds is a recommended practice to reduce the risk of exposure.

Air Quality

- The World Health Organization warns that “*poorly ventilated buildings affect air quality and can contribute to the spread of disease,*” and that in health facilities with a high concentration of infectious patients, poor ventilation worsens the risk of transmission.
- All Air- Handling Units have been reset to take in minimally 25 % outside air which has doubled our intake minimally on a daily basis, however most units take in well over that amount on a daily basis. We have most room temperatures set at between 68 and 72 degrees, to ensure adequate air change over. Please note that this is 2 degrees below on average what we normally use for optimum comfort levels, however air turnover/temperature is key to combat the spread of viruses.
- On February 17, 2020 and March 2, 2020 (both non student attendance days) we would normally turn off the HVAC system to curtail energy use. However on both of these dates we left the HVAC system in full operation to changeover as much fresh air as possible. We will continue to change over air in the building regardless of whether it is occupied or not.

These are the major changes that we've made and please remember that the situation will continue to adapt and change. We will continue to provide timely updates as needed. At times, this will happen rapidly.

Sincerely,

A handwritten signature in black ink that reads "Jennifer Kelsall". The signature is written in a cursive, flowing style.

Jennifer Kelsall, Ph.D.
Superintendent