



ST. IGNATIUS COLLEGE PREPARATORY

EDUCATE. INSPIRE. LAUNCH.

March 7, 2020

Dear St. Ignatius Community,

As COVID-19 (Coronavirus) cases continue to be reported, St. Ignatius is prepared and has a plan to guide our school's response to evolving global health crisis related to the spread of the virus. The goal of this plan is to minimize disruption to our students' educational experience while maintaining the safety and health of our school community.

St. Ignatius is following all emerging recommendations from the [Center for Disease Control](#) (CDC), the [San Francisco Department of Public Health](#) (SFPDH), and the [World Health Organization](#) (WHO) in determining the level of risk to our school community and the advised responses to such risk, including changes to campus access, trips and travel, and community events planned on campus, including athletics.

As part of our plan, we require that parents, guardians, and school faculty and staff inform the school if they or anyone they have been in contact with have been diagnosed with the COVID-19 virus. Please send this notification via email to Principal Levine, mlevine@siprep.org, and to the Dean's office at kkohmann@siprep.org.

Currently, the school is not aware of any of our community having had contact with COVID-19. We continue to emphasize proper hygiene and frequent hand washing, in addition to increasing the cleaning of the school. Students, faculty and staff are expected to stay home if they are sick. Parents, please be aware that if you bring your child to school if they are not feeling well, the school may contact you to pick up your child. We have canceled all large scale events on campus for the next two weeks and are looking ahead at our calendar to determine events that may be affected in the future. You will be notified directly by the advisor, coach or campus ministry staff depending on the event. The details will also be posted on our website at www.siprep.org.

Additionally, we ask all parents, guardians, faculty and staff to adopt the following self-quarantine practices:

- Before travel and upon return, please check the [CDC](#) and [State Department](#) websites.
- Please report to the Principal and the Dean's office if you have traveled to or plan to travel to areas for which the CDC has designated a Level 3 travel advisory due to the COVID-19 virus.
- If you have traveled to areas for which the CDC has designated a Level 3 travel advisory due to the COVID-19 virus, refrain from coming to the St. Ignatius campus for 14 days to confirm that no signs of the virus are present.

Moving forward, all COVID-19 communications and resources can be found on our webpage, www.siprep.org. Additionally, changes in school protocols depending on the CDC risk levels to our community will be sent via email and text through our emergency communication system.

Our goal is to continue to be transparent with you and communicate what we know as frequently as possible.

Should it be determined that for the safety and health of our students, faculty and staff we should close the school for all on campus activities, we will notify you through multiple channels including email and text. We have the ability to conduct classes remotely using Canvas and other online tools. In the event that we would need to close the school, we would activate a [Digital Learning Protocol](#) and expect our students to remain actively engaged in daily lessons.

As always, please don't hesitate to contact us directly if you have questions or concerns.

Sincerely,



Edward A. Reese, S.J.
President, St. Ignatius College Preparatory



Michelle Nevin Levine
Principal, St. Ignatius College Preparatory