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Date: March 2, 2020
To: TEC Community
From: Liz McGonagle, Executive Director
Kerry Kubera, RN, Nurse Leader
Susan Donelan, Director of Student Services
Dan Shovak, Director of Finance & Operations
Re: Corona (COVID-19) virus

Dear TEC Community,

Given the evolving news about the Corona (COVID-19) virus, I'm writing with an update on the steps TEC continues to take to ensure the safety and support of our students and employees. Please be assured that TEC's administration and program leadership are closely following updates and recommendations issued by the Massachusetts Department of Health and the U.S. Centers for Disease Control and Prevention (CDC). The Massachusetts Department of Health has shared guidance for schools regarding and this information has been shared widely through the Massachusetts DESE, DPH, Association of School Superintendents and Association of School Committees.

We at TEC are taking steps to ensure that we are prepared and able to respond to our students and employees and work seamlessly with school districts. Although we regularly follow rigorous cleaning and disinfecting protocols, we recognize the importance of taking additional steps to keep our students and staff safe during this time of elevated risk of the Corona (COVID-19) virus. We are currently utilizing a new tool, the *Victory Innovations Electrostatic Sprayer*, used in many school districts in Massachusetts to sanitize classrooms and combat viruses including the flu virus and norovirus. Over the past weekend our Facilities Manager used this tool to disinfect every area of our school including classrooms, offices, school equipment and furniture with a spray solution of chlorinated water. We will continue to utilize this tool with additional frequency during this critical time.

Additionally, we ask that all members of our TEC community follow the common-sense procedures typically taken during flu season as recommended by the CDC and MA DPH:

1. Frequently wash your hands with soap and water
2. Cover your cough or sneeze into your elbow.
3. Keep your hands away from your face; refrain from shaking hands with others.
4. Utilize your medical care provider if you feel ill.

5. Be sure not to share water bottles or food with others.
6. Utilize hand-sanitizer in meeting rooms, office areas and while you travel.
7. Arrange for students exhibiting any signs of illness to contact the school nurse or health care provider.

The MA Department of Public Health (DPH) has created a website that is being updated constantly with the latest guidance, including printable fact sheets in multiple languages. (<https://www.mass.gov/guides/information-on-the-outbreak-of-2019-novel-coronavirus-covid-19>)

The CDC also has an informative website: <https://www.cdc.gov/>.

Please refer to the [TEC Policy on Student Illness](#) for additional information.

Thank you for your attention to TEC's approach to wellness! Please know that we are available to offer support and answer any questions that you may have as we work together to keep our community safe and healthy!