

Elizabeth McGonagle
Executive Director

Dan Shovak
Dir. of Finance & Operations



141 Mansion Drive, Suite 200
East Walpole, MA 02032
Phone: 781-352- 5700

Susan Donelan
Dir. of Student Services

Dr. Jean Kenney
Dir. of Professional Learning
& Leadership

Date: March 12, 2020
To: TEC Community
From: Liz McGonagle, Executive Director
Re: Corona (COVID-19) Virus State of Emergency

As you know, Governor Baker has declared a State of Emergency due to the Corona (COVID-19) Virus. In his words, "We all must consider how our actions and choices can help mitigate the spread of this virus."

The Governor expects the spread of this virus will continue to be disruptive for the foreseeable future and stated his goal is to significantly increase efforts to mitigate the spread of this disease now. We all must work together and be vigilant in order to lower our risk of infection to keep our students and staff safe.

I want you to know that TEC's administrative and program leadership team are closely following all of the updates and recommendations from the local, state and federal authorities as well as MASS and MASC. The TEC administrative leadership team is meeting daily to discuss these updates and will keep you updated.

The health and safety of your child is our highest priority. Based on the latest recommendations and the current State of Emergency in Massachusetts, we are implementing protocols to help mitigate the risk of spreading the virus, effective immediately.

1. TEC maintains a strict daily cleaning protocol including frequent spraying of all school spaces and equipment with our electrostatic spray sanitizing tool throughout the week and on weekends.
2. We encourage all members of the TEC community to utilize strict infection control practices including regular handwashing and coughing and sneezing etiquette as advised by WHO and the CDC at school and at home.
3. We actively encourage students who are sick to stay home. If your child has a fever of 100.4 degrees, please call your medical professional and inform him/her.
4. We encourage you to contact TEC's Nurse Leader, Kerry Kubera, with any specific health concerns you have about your child.
5. We will limit large events held at TEC and our staff will not attend any work-related conferences. We will use video conferencing to attend.

6. We strongly encouraged our staff to discontinue any travel plans, both domestic and particularly international travel. All work related travel is restricted to essential only.
7. We strongly encourage our families to disclose any travel plans, both domestic and international, to your child's teacher or Program Director. Please be advised that if the CDC or state or local public health officials recommend that people self-quarantine after visiting specific locations, we may require your child to remain out of school for the recommended time period if the family has traveled to these restricted areas.
8. You will be alerted by a telephone call from TEC via our automated emergency telephone system if there are any TEC school closings.

Thank you for your cooperation during this challenging time. Things are changing daily and we will keep you informed of any new information we receive.

Together we create more possibilities for staying healthy!

Here are some additional resources that you might find helpful:

- Wash your hands often and thoroughly with soap and water for at least 20 seconds.
- Avoid touching your eyes, nose, and mouth with unwashed hands. Use Alcohol-based hand sanitizer when soap and water are not available.
- When coughing and sneezing, cover your mouth and nose with a tissue. You can also cough or sneeze into your sleeve. Throw used tissues in the trash and immediately wash your hands with soap and water for at least 20 seconds.
- Avoid sharing drinking glasses, cups, eating utensils, dishes, towels or other items. Wash these items thoroughly with soap and water after use.
- Avoid close contact with people who are sick whenever possible.
- Clean and disinfect frequently touched surfaces especially when someone is ill.

[Center for Disease Control](https://www.cdc.gov) – [cdc.gov](https://www.cdc.gov)

[Massachusetts Department of Public Health](https://www.mass.gov) – [mass.gov](https://www.mass.gov)

[World Health Organization](https://www.who.int) - www.who.int