



Tuesday, March 24, 2020

Dear Bradford Academy Staff,

We want to share with you that we have received notification today of a staff member who has a confirmed case of COVID-19.

In an abundance of caution, we are closing the building for 14 days to all staff and guests. We are stopping all meal distribution and packet pick-up for 14 days of the date of this letter. Student learning will continue online and we will continue to work remotely from our homes.

If your students ask about meals, please direct them to the Michigan Interactive Food Service Map, where they can find a meal distribution location near their house.

<https://www.mcgi.state.mi.us/schoolnutrition/>

The health department recommends that it is best for those in our school community to self-quarantine for 14 days, noting that it may be likely that other individuals in our school community could be carriers of the virus and can spread it to others, even if no symptoms are present.

If you think you have been exposed to COVID-19 and develop a fever and symptoms, such as cough or difficulty breathing, call your healthcare provider for medical advice.

Please continue to follow our health department and CDC guidelines:

- **Stay home** and avoid close contact with people, especially those who are sick.
- **Follow the social distancing suggestion**, this includes staying 6 feet from one another, canceling meet-ups with family and friends and stay in for meals.
- **Avoid touching your eyes, nose, or mouth.**
- **Cover coughs and sneezes.** Use a tissue to cover coughs and sneezes, then dispose of the tissue. When a tissue is not available, cough or sneeze into your elbow.
- **Clean and disinfect surfaces or objects.** Clean and disinfect frequently touched surfaces at home, work, or school especially when someone is ill.
- **Wash hands for 20 seconds.** Washing hands often under clean, running warm water can help prevent the spread of germs. If you cannot wash your hands, use hand sanitizer.

You will receive a notice from us every time we hear of a confirmed case in our school community.

If you have any questions regarding this letter, please contact either Gary Stevens, Dr. Darrlyn Harrison, or Laura Moellering. If you have any questions regarding your health, please contact your physician or your local health department.

Thank you,

Gary Stevens  
K-8 Principal

Dr. Darrlyn Harrison  
HS Principal

Laura Moellering  
Bradford Superintendent