



March 13, 2020

Dear Episcopal Day School Families,

Holy Trinity Episcopal Day School (EDS) is proud to be able to serve you and your children. The safety and health wellness of our students, families, and staff is our first priority. We are closely following the status of coronavirus (COVID-19) in South Carolina and across the United States. We would like to give you an update to provide answers to some questions related to COVID-19 and EDS.

**Possibility of Closure:** The decision to close EDS due to COVID-19 will be at the discretion of the EDS Board and based upon advice and information received from state and local agencies and institutions, as well as circumstances at our facilities. At this time, closure for an extended time due to COVID-19 is not predicted, but possible. Our goal in case of any closure, short-term or extended, is always to return to normal operations as soon as possible while ensuring that the safety and well-being of all whom we serve is maintained. If at any time there are insufficient EDS staff to operate within DSS Child Care Licensing regulations, school operations will be required to cease until staff are able to return.

**Prevention:** Additional steps are being put in place at EDS to prevent the transmission of viruses. Please review our Health Policy on page 21 of the [EDS Parent Handbook](#). Children *must* stay home if they have any of the symptoms noted, and we will require immediate pick-up if any symptoms are displayed at school. We encourage all 8:45-9:00 arriving families to allow a teacher to walk all children into the building. If entering the building at any time, please limit your time and always sanitize your hands immediately upon arriving. Hand sanitizer has been placed at our entry doors for everyone's convenience. Staff and visitors staying longer than a few minutes should wash hands in the men's and women's restrooms immediately upon entering. These prevention policies will continue to be reviewed and are subject to change as information from SC-DHEC is received.

**Tuition Payments:** Article 4 of the [EDS Enrollment Contracts](#) states, "Annual Tuition Amount is due regardless of the student's absence and that there will be no interruption of payment for illness, scheduled closings, emergency closings, or absence." The EDS Board has agreed to provide an exception for public health emergencies, such as COVID-19. Should the school cease to operate for a period of thirty days or more, then at the discretion

of the EDS Board subsequent monthly tuition installments and scheduled extended care fees may be suspended until school resumes. All other provisions of a signed Enrollment Contract remain as stated. Once an invoice is issued, you are obligated to provide payment by the 15<sup>th</sup> of that month. Invoices are normally issued on the first school-day of the month. Payments are non-refundable and non-transferable.

We will continue working together, striving to ensure our children and staff have a safe, healthy learning environment. Donations of hand sanitizer gel will be happily embraced. Thank you for your support!

Peace,

Suzanne Watkins, Director of Holy Trinity Episcopal Day School

The Centers for Disease Control lists [three most common symptoms of COVID-19](#):

- Fever
- Cough
- Shortness of breath

**Important COVID-19 Precautions:**

- Anyone experiencing early symptoms of a cold should seek medical advice and assistance immediately. Do not wait for symptoms to develop into serious complications.
- If you are exposed to someone with COVID-19, you should call your doctor or local health authority and seek guidance.
- If you or someone in your household comes into contact with someone who has a known case of COVID-19, please inform me immediately, 864-654-0298. It is important for EDS to act swiftly to protect others and prevent further spread.

### **Holy Trinity Episcopal Day School**

193 Old Greenville Highway

Clemson, SC 29631

School Office: 864-654-0298

Church Office: 864-654-5071

<http://www.holytrinityclemson.org>