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■ CHIEF EXECUTIVE OFFICER Stephen R. Anderson, Ph.D., BCBA-D, LBA

March 3, 2020

Dear Summit Parent/Guardian,

As you may be aware, novel (new) coronavirus (COVID-19) was first detected in China and has now been detected in several countries including in the United States. Please be assured that the health of our staff and the people we serve is our greatest concern and we will adhere to directives from federal, state, and local authorities as the situation continues to unfold. The Summit Center's Emergency Preparedness team met today to address the spread of a respiratory disease caused by a novel (new) coronavirus, COVID-19.

Based on recommendations from federal, state, and local government agencies, we want to share the following information with you:

The Centers for Disease Control (CDC) considers this virus to be a serious public health concern. Nevertheless, as of now, the majority of those who contract the coronavirus do not become seriously ill, and only a small percentage require intensive care.

As with any illness, if the child/adult attending our program is sick, we ask that you keep him/her home. If and individual becomes sick while at school or while participating in one of our programs, will contact you to pick up him/her. All programs will be extra vigilant in ensuring that our health procedures are followed closely. Please review the health guidelines in the Parent/Participant Handbook. Thank you for your understanding.

Symptoms

Information to date suggests that COVID-19 causes ***mild-to-moderate illness and symptoms like the flu, including fever, cough, and difficulty breathing. CDC believes at this time that symptoms may appear in as few as 2 days or as many as 14 days after exposure to the virus.***

How does COVID-19 spread? (per CDC)

- The virus is thought to spread mainly from person-to-person.
- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads.

Prevention

There are currently no vaccines available to protect against this virus. The New York State Department of Health (DOH) recommends the following ways to minimize the spread of all respiratory viruses, including COVID-19:

- Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.

- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Stay home when you are sick.
- Cover your mouth and nose with a tissue or your sleeve (not your hands) when coughing or sneezing. If you use a tissue, throw it in the trash.
- Routinely clean and disinfect frequently touched objects and surfaces.

We will take extra measures to clean/disinfect our facilities to minimize the spread of viruses and other illness.

We will continue to communicate with you as needed and provide updates on our website – www.TheSummitCenter.org – in the Resources section.

Thank you for your cooperation as the situation evolves.

Sincerely,

A handwritten signature in black ink that reads "Stephen R. Anderson". The signature is written in a cursive style with a large, stylized initial 'S'.

Stephen R. Anderson, Ph.D., BCBA-D
Chief Executive Officer

PS: We encourage you to keep up to date about COVID-19, its treatment and prevention by visiting the following websites:

Additional Resources:

- Centers for Disease Control: <https://www.cdc.gov/nCoV>
- NYS Department of Health: <https://www.health.ny.gov/diseases/communicable/coronavirus/>
- Erie County Department of Health: <http://www2.erie.gov/health/index.php?q=coronavirus>