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March 13, 2020

Dear Summit Families/Caregivers –

Like you, we are continuously monitoring developments related to the spread of the coronavirus (COVID-19) and taking guidance from the Department of Health, New York State Department of Education, and Office for People with Developmental Disabilities.

We appreciate the trust you place in us and want you to know that the health and safety of the people we serve and our staff is our top priority.

I'm writing to inform you about actions we have taken regarding this evolving situation:

- ❖ Enhanced cleaning protocols have been established at all locations
- ❖ Staff have been informed about the symptoms of coronavirus and preventative measures they can take to avoid the spread of germs.
- ❖ Signage at entrances to our buildings ask guests and parents not to visit if they have fever, shortness of breath, cough, nasal congestion, runny nose, sore throat, nausea, vomiting and/or diarrhea.
- ❖ Summit Academy is limiting group activities and field trips are suspended until further notice. In addition, Family Fun Night (March 25) will be postponed until a later date. The Book Fair will also be postponed to a later date.
- ❖ Staff travel *to conferences* has been suspended.
- ❖ Summit staff who work in homes (Early Autism Program, Respite, Community Habilitation) may choose NOT to provide service in a home where a family member is ill. We ask for your understanding and cooperation with this.

We ask for your continued cooperation in keeping your child home if they are sick. We also ask that you notify us immediately if there is a confirmed case of COVID-19 in your home. In the event that an individual we serve, or a staff member has been identified as testing positive for COVID-19, we will notify state health officials to determine any necessary next steps.

This situation is changing very rapidly and we will do our best to keep you informed. I encourage you to sign up for School Messenger to receive alerts by text, phone, and/or email.

<https://www.thesummitcenter.org/parent-resource/e-alert-sign-up/>

Thank you for your continued cooperation.

Sincerely,



Stephen R. Anderson, Ph.D., BDB
Chief Executive Officer