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March 6, 2020

Re: **Coronavirus (COVID-19)**

Dear Parents, Guardians, and Staff,

I am writing to provide you with information regarding NCFL's efforts to monitor and respond to the rapidly changing situation surrounding the novel coronavirus (COVID-19) outbreak in the country. Please be assured that senior leadership at NCFL has been actively following developments with the goal of protecting the health and safety of all the individuals we serve as well as our staff.

NCFL is following the guidance of the Centers for Disease Control and Prevention (CDC) and the World Health Organization (WHO) in setting policy for the agency. We want to confirm that currently there are no cases of coronavirus at NCFL, but we continue to monitor and approach this evolving situation with caution.

At this point in time, given the amount of uncertainty surrounding the virus and how it may spread, we are keeping up to date with the latest developments and doing what we can to protect clients and staff.

NCFL recommends following the precautions below to reduce the probability of getting sick or transmitting illness:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose and mouth.
- Wash your hands often with soap and water for at least 20 seconds, especially after using the bathroom, before eating, and after blowing your nose, coughing, or sneezing.
- Cover your cough and sneeze with a tissue, immediately discarding the tissue.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Stay home if you are sick.

In closing, please know that I consider our clients and staff to be part of the NCFL family and that is how we are approaching this situation. I know what it means to be a concerned parent or staff member and I want to assure you that we are establishing policies with the safety of our clients and staff as our top priority.

Sincerely,

Steve Setteducati
Chief Executive Officer