

TO: Our HFGS Community

This is to inform you that we had a staff member who tested positive over the holidays and is quarantining. This staff member had no contact with any other school personnel or students during our Christmas break. The employee will not return to the school until testing negative. We pray for this staff member's speedy healing and recovery. To continue with our safety precautionary measures, know that disinfecting, sanitizing, use of masks and PPEs, social distancing and the stated guidelines below are followed by our school administration and employees. **Regardless of specific exposure risks, it is always a good practice to:**

- **Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibly soiled.**
- **Disinfect and sanitize work stations and those areas that are frequently visited by guests.**
- **Maintain physical and social distancing of at least six (6) feet.**
- **Avoid touching your eyes, nose, or mouth with unwashed hands.**
- **Practice good respiratory etiquette, including covering coughs and sneezes.**
- **Avoid close contact with people who are sick.**
- **Stay home if sick.**
- **Recognize personal risk factors especially for those those with underlying conditions such as heart or lung disease or diabetes and are at higher risk for developing more serious complications from COVID-19.**

We have indeed taken firm, rapid, and evolving steps to slow the virus's spread, protect employees, parents, guests, and students, and adapt to new ways of holding classes and office business remotely. As our school office and a few classrooms reopen this coming Monday for essential workers to come in-person, HFGS will continue to be in compliance with OSHA and CDC to ensure safe and healthy conditions for our working men and women and those families who have entrusted their children in our Daily Child Care.

FYI, thank you for reading, and please continue to stay healthy, active, and safe! God bless.

- Dr. Suelto