



Sunday, 15<sup>th</sup> March 2020

Dear Parent / Guardian,

The health and safety of our students, staff and our surrounding community is a priority. The evolving 2019 Novel Coronavirus (COVID-19) situation has caused education institutions, organisations and virtually all industries to make difficult decisions to protect the safety of those they serve.

While there may only be 6 confirmed cases of COVID-19 in Ghana, the situation is very fluid and may change at any moment.

After much discussion, the Board of Directors of British International School have decided to act with caution and remain ahead of a potential outbreak that could result in further spread of the coronavirus. As such, BIS will suspend in-class instruction, all school activities, and child care effective **Monday, 16<sup>th</sup> March 2020**. A decision about resuming our regular or a modified school schedule will be announced based on circumstances as they develop.

Online learning education will be provided for students during the period of school closure. Parents will receive communication and directives from the school regarding online learning education within the coming week via email.

We understand that the closing of any school has real consequences beyond the loss of instruction time. We thank you for your patience and trust as we work together to proactively maintain a healthy and protective environment during these difficult times.

#### **At this time Public Health advises the following steps as preventive measures**

- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Stay home if you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash and/or cough or sneeze into the crook of your arm, not into your hands.
- Clean and disinfect frequently touched objects and surfaces.
- Avoid shaking hands or hugging of others.
- Try to avoid travel at this time if possible.
- If you return from travel outside the country self-isolate for 14 days even if you are feeling well as incubation period is usually 14 days.

We hope to have our students back in school soon. Do stay safe.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Franklin Adjetey'.

Franklin Adjetey  
Principal

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