

September 30, 2020

**Dear Ivymount, Maddux and Outreach Families and Staff,**

Our commitment amidst the COVID-19 pandemic is to notify families and staff when a COVID -19 related event has occurred. You will receive these COVID-19 Health Alerts related to the quarantine or isolation of staff members, students, clients, or individuals in their household. If the situation involves you, your students, or your family directly, you will receive additional communication.

**Update as of 9.30.20**

**We have been informed that a family member of an Ivymount staff member who works on-site has been diagnosed with a positive case of COVID-19. This staff member does not work in or have contact with our current open program, the Early Childhood Clinic. The staff member is quarantined at home and has not tested positive. The Montgomery County Health Department has investigated the situation and asked two additional Ivymount team members, who were in close contact with this colleague while on-site (6 feet for 15 minutes with or without masks), to stay at home and quarantine. This is out of an abundance of caution since the Ivymount staff member has not tested positive.**

Recognizing that each situation is unique, we will continue to follow the guidance of the health department and our medical advisory team. Ivymount, Maddux, and Outreach continue to maintain best practices to mitigate the spread of COVID-19. Our building remains closed to all but essential staff, and we perform regular cleaning throughout the building.

We ask that you monitor yourself and your family's health and follow guidelines for wearing masks, washing hands, appropriate hygiene, and social distancing. Please consider getting a flu shot to help prevent the spread of the flu during this difficult time.

If you are working on-site or participating in an on-site activity or program, please contact Ivymount if you or a member of your immediate family have a confirmed case of COVID-19, are experiencing COVID-19 like symptoms, or have been exposed to someone who has tested positive.

Send a confidential email to the following address and we will follow up with you:

- [Studentcovidreport@ivymount.org](mailto:Studentcovidreport@ivymount.org)
- [Staffcovidreport@ivymount.org](mailto:Staffcovidreport@ivymount.org)

COVID-19 Health Alerts will be sent to all members of the Ivymount Corporation. This includes families and staff members of the Ivymount School, Maddux School, Outreach Programs, and Corporate Departments to provide transparent communication, whether or not you or your program are affected.

Sincerely,

Susan Holt  
Executive Director