



March 26, 2020

To the Princeton Day School Community,

I learned this morning that a member of the faculty/staff is symptomatic for COVID-19. The employee has contacted his/her personal physician who, in turn, believes that our employee has the virus. The physician told the employee that he/she will not be tested for the virus. While the employee became symptomatic on or about March 23, he/she was last on campus during the week of March 13, almost two weeks ago.

As a reminder, spring break began for faculty and staff on Friday, March 6. Still, I thought it best to share this information today with all members of our community, as I want to reassure you that we are taking every precaution and following rigorously all School protocols, together with those established at the local, county and state levels.

The School has notified all those with whom the employee had—or is anticipated to have had—contact during the week ending March 13. Those individuals are taking precautionary measures, including self-monitoring. According to [CDC Risk Categories](#), the risk level for those in general contact with the employee is “low.”

I will remind us all of the steps we must take to ensure the health of our School community, our families and ourselves:

- Wash your hands often and thoroughly with soap and water; and use an alcohol-base hand sanitizer if you are unable to wash with soap and water.
- Avoid touching your eyes, nose, and mouth or sharing dishes, glasses, and utensils.
- Cover your cough or sneeze with a tissue and dispose of it properly.
- Should you choose to leave your home, observe social distancing.

Of course, if you or a member of your family feels ill or exhibits symptoms associated with the virus, please contact your family physician immediately.

I appreciate the anxiety all of us face now and the manner in which this announcement may heighten it. The precautions we have taken in the last few weeks—from limiting access to the facility to cleaning it vigorously—have allowed us to minimize the risk to students, parents, faculty and staff. Our plan and approach—of which each of you is an integral part—have proved highly successful, even as COVID-19 has made its inevitable appearance on our campus.

As you have questions or suggestions, please reach out to [Dr. Candy Shah](#). As always, if I can be of help to you as we move forward, please let me know.

Sincerely,

Paul

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