



March 11, 2020

Dear Summit Academy OIC Community:

As you may be aware, five confirmed cases of COVID-19 (novel Coronavirus) have been documented in MN. These cases are being investigated by the Centers for Disease Control and Prevention (CDC) in coordination with the Minnesota Department of Health (MDH). We believe there has been minimal potential for exposure to the community-at-large. To date, no one in Hennepin County or on the Summit Academy OIC campus has tested positive for Coronavirus.

Many of you have asked about the status of classes, campus operations, and scheduled events. We will follow the guidance of MDH and the CDC. We are not planning to cancel classes or suspend operations at this time. Currently, we believe there is no need to do so. As we continue to monitor the community spread of the Coronavirus, we will communicate with you should there be changes to any scheduled events and/or activities.

There is, however, one event that we will postpone. Due to our concerns for the health and safety of the community-at-large, Summit Academy OIC has opted to **postpone its Spring 2020 graduation ceremony**. Additional communication regarding the rescheduling of this event will be provided as soon as it is available.

We understand that there is a great amount of concern, uncertainty and anxiety in the campus community. The safety and wellbeing of our students, faculty and staff is our highest priority. We are taking all appropriate measures and will coordinate with the CDC and MDH should additional measures become necessary.

Here are actions that you can take to ensure we all stay as healthy as possible:

- Stay informed:
 - [MDH information about COVID-19](#) (in multiple languages)
 - View the [CDC information page](#) for additional links
 - Continue to pay attention to notices and suggestions on the TV monitors on campus
- Practice daily preventative care:
 - Wash your hands frequently with soap and water.
 - Use the hand sanitizer provided around campus.
 - Avoid touching your eyes, nose and mouth.
 - Stay home if you are sick.
 - Clean and disinfect frequently touched surfaces at home, work and school.
 - Practice healthy habits: Get plenty of sleep, be physically active, manage your stress, drink plenty of fluids and eat nutritious food.
 - If you have not received your annual flu shot, please schedule one with your provider to help protect yourself against the flu.
 - Do not smoke or use e-cigarettes.
- Remain calm:
 - While the progression of COVID-19 is still emerging, the CDC is reporting that for the general American public, who are unlikely to be exposed to this virus at this time, the immediate health risk from COVID-19 is considered low.

Again, we are taking all necessary precautions and are working with public health officials as needed. We ask you to be kind and respectful to one another, as you always have.

We will continue to provide you with updates as we have them. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Louis J. King".

Louis J. King
President & CEO
Summit Academy OIC