Dear Hazel Park Schools’ Families and Community,

Information regarding the coronavirus, COVID-19, is changing on an hourly basis. We consider recommendations from the experts and proceed with an overabundance of caution as there is nothing more important than the safety of our families, staff and community. To that end, we want to provide you an outline of our safety procedures for our staff and volunteers as well as our procedures to parents and guardians as you prepare to retrieve your student’s belongings in our schools.

- All schools have one point of entry and all individuals are required to sign in and sign out.
- We are doing our best to only have six people in our building at one time and they are required to wear their PPE’s during work hours unless they are alone in their office.
- When anyone comes into our buildings, if they need gloves and a mask, we ask them first to put on gloves and then their masks.
- All of our incoming deliveries are being sent to the Ford Administration Building and stored in the vestibule for three hours.
- No one is in the building unless scheduled after which our Maintenance department is notified and that area is cleaned thoroughly.

When retrieving student’s possessions at the schools, the adults responsible for student’s belongings will need to follow the following steps:

- Only four parents and guardians are in the buildings at the same time. Please make an appointment with your Principal.
- A HPS staff member will greet you in the school's vestibule to ensure that you are wearing your mask and gloves with hand sanitizer available.
- We hope that if you do have masks and gloves that you bring your own as we are trying to limit our use so PPE’s are available for the medical community.

Prevention
Besides wearing a face mask when in public, experts indicate that the best prevention for COVID-19, and any other virus, such as the cold or flu, is to:

- Wash hands often with soap and warm water for 20 seconds. If not available, use an alcohol-based hand sanitizer.
- Cover your nose and mouth with a tissue when you cough or sneeze, then throw the tissue in the trash.
- Avoid touching eyes, nose and mouth with unwashed hands.
● Avoid contact with people who are sick.
● Clean and disinfect frequently touched surfaces, such as toys and doorknobs.
● Remain six feet from peers and colleagues.

This is an evolving situation. As the situation regarding the coronavirus, COVID-19, continues to evolve around the world, we have heard from families who are both seeking guidance and expressing concerns. We understand your concerns and will continue to provide information as it becomes available. In the meantime, we ask all families to exercise universal precautions whenever possible. If you or your family member have symptoms similar to the flu, please contact your physician.

The Michigan Department of Health and Human Services (MDHHS) has provided the following guide as an additional resource for the community. For more information, please visit the MDHHS website at: https://www.michigan.gov/coronavirus.

With Students In Mind,

Dr. Amy Kruppe
Superintendent