**Dear Parents,**  
As you are all aware that The Ministry of Health and Family Welfare (MoHFW), GOI is closely monitoring the outbreak of a respiratory illness caused by a novel (new) coronavirus (termed “2019-nCoV”) that was first detected in Wuhan City, Hubei Province, China and which continues to expand.  
This is a rapidly evolving situation and information will be updated as it becomes available. These guidelines have been developed based on what is currently known about the disease and guidance from WHO. These are subject to change as additional information becomes available at a short notice.   
From information that we have as of today the human-human spread is likely through contact and droplet spread. Symptoms include fever, cough and sore throat. The incubation period is likely to be 2-10 days from contact and an individual may be contagious prior to any symptoms. The number of cases is increasing, but percentage mortality has been decreasing.   
While there have been no cases confirmed in Delhi or the rest of Northern India, it is advisable to be cautious in case you have travelled recently or have been in contact with someone from the affected regions.   
As per protocol, the school will maintain its high levels of hygiene and cleaning of all areas as a daily practice. Normal medical protocols will be followed. Students and staff with flu like symptoms and specially those who may have been in recent contact with travelers from affected regions will be sent home.  
The best practice to stay safe is to wash your hands regularly and use hand sanitizers. One can reduce droplet spread by sneezing/ coughing into your elbow. **If your child has been sick, please ensure that he/she has been free from vomiting, diarrhoea and/ or fever (non-medicated) for at least 24 hours before returning to school. This measure will provide the best care for your child and minimize the spread of illness through our community.**Directives from the Indian government will be honored and we will act under instructions from the Indian authorities. For now there is no cause of concern and the basic protective measures have been listed in Annexure 1 below, for your ready reference.

**Annexure 1 - Basic protective measures against the new coronavirus**

**Wash your hands frequently**

Wash your hands frequently with an alcohol-based hand rub or soap and water.

**Why?** Washing your hands with an alcohol-based hand rub or soap and water kills the virus if it is on your hands.

**Practice respiratory hygiene**

When coughing and sneezing, cover mouth and nose with flexed elbow or tissue – discard tissue immediately into a closed bin and clean your hands with alcohol-based hand rub or soap and water.

**Why?** Covering your mouth and nose when coughing and sneezing prevent the spread of germs and viruses. If you sneeze or cough into your hands, you may contaminate objects or people that you touch.

**Maintain social distancing**

Maintain at least 1 meter (3 feet) distance between yourself and other people, particularly those who are coughing, sneezing and have a fever.

**Why?** When someone who is infected with a respiratory disease, like 2019-nCoV, coughs or sneezes they project small droplets containing the virus. If you are too close, you can breathe in the virus.

**Avoid touching eyes, nose and mouth**

**Why?** Hands touch many surfaces which can be contaminated with the virus. If you touch your eyes, nose or mouth with your contaminated hands, you can transfer the virus from the surface to yourself.

**If you have fever, cough and difficulty breathing, seek medical care early**

Tell your health care provider if you have traveled in an area in China where 2019-nCoV has been reported, or if you have been in close contact with someone with who has traveled from China and has respiratory symptoms.

**Why?** Whenever you have fever, cough and difficulty breathing it’s important to seek medical attention promptly as this may be due to a respiratory infection or other serious condition. Respiratory symptoms with fever can have a range of causes, and depending on your personal travel history and circumstances, 2019-nCoV could be one of them.

**If you have mild respiratory symptoms and no travel history to or within China**

If you have mild respiratory symptoms and no travel history to or within China, carefully practice basic respiratory and hand hygiene and stay home until you are recovered, if possible.

**As a general precaution, practice general hygiene measures when visiting live animal markets, wet markets or animal product markets**

Ensure regular hand washing with soap and potable water after touching animals and animal products; avoid touching eyes, nose or mouth with hands; and avoid contact with sick animals or spoiled animal products. Strictly avoid any contact with other animals in the market (e.g., stray cats and dogs, rodents, birds, bats). Avoid contact with potentially contaminated animal waste or fluids on the soil or structures of shops and market facilities.

**Avoid consumption of raw or undercooked animal products**

Handle raw meat, milk or animal organs with care, to avoid cross-contamination with uncooked foods, as per good food safety practices.

**Regards**

**Principal**