

**Date: 2 March 2020**

Dear Parents and Carers,

We wanted to get in touch with you to share the latest advice and information in relation to Coronavirus (COVID-19), as you may be aware that advice for people who have travelled from affected areas across the world is rapidly changing.

Travel to some areas of the world means that people, regardless of whether they are showing any symptoms, are being asked to call NHS 111 and stay indoors.

Travel to other parts of the world means that people are being asked to be vigilant of any signs or symptoms of a cough, fever or difficulty breathing. If this occurs, they should follow the advice to call NHS 111 and stay indoors.

It is likely that these areas will change, and you should therefore look at the following information to ensure that you have the most up to date advice:

[www.gov.uk/coronavirus](http://www.gov.uk/coronavirus)

The risk to individuals remains low, however we ask that people continue to check the latest advice from Public Health England. There are simple steps that you can take to protect yourself, your family and others:

- Wash your hands regularly with soap and water. If soap and water are not available, use an alcohol-based hand rub available to buy in most supermarkets and community pharmacies.
- **'Catch it, Bin it, Kill it'**. Catch coughs and sneezes in a tissue ensuring the nose and mouth are fully covered to prevent any spray escaping. Dispose of the tissue as soon as possible in the bin and wash your hands or use alcohol-based hand rub to kill any germs.
- Avoid close contact with people who are sick.

- Clean and disinfect frequently touched objects and surfaces in the home and work environment.

**Yours sincerely**

A handwritten signature in black ink, reading "Amanda Hatton". The signature is enclosed in a thin black rectangular border.

**Amanda Hatton**  
**Corporate Director Children,**  
**Education and Communities**

A handwritten signature in black ink, reading "Sharon Stoltz".

**Sharon Stoltz**  
**Director of Public Health**