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March 13, 2020

Dear Staff, Families, Board and Policy Council,

In recent weeks, we have been monitoring COVID-19 (Coronavirus), and have been reviewing guidance from the CDC, our county and state authorities. We also hear the voices of our staff, our families and our community. We realize this is a difficult time, and may cause significant unpredictable hardships, and the decisions we make in response are very carefully considered. Clearly, the best method for mitigating the progression of the virus is to minimize the opportunities for transmission.

In an effort to protect our students, staff, families and community, we are adjusting our center and home-based calendars to include the following changes:

- Monday, March 16 – March 18, 2020 will be optional workdays for **all staff**. Students will not be in school on those days. The purpose of those workdays will be for staff to prepare for a prolonged period of extended learning of students.
- Durham Head Start/Early Head Start will be closed to **all students** March 16 – April 3, 2020
- Orange County Head Start/Early Head Start will be closed to **all students** March 16 – April 3, 2020
- KidSCOPE Early Learning Center will be closed to **all students** March 16 – April 3, 2020
- Child Care Partners should follow the same calendar as the CHTOP Head Start & Early Head Start program
- Home Based program will follow the same calendar as Center-Based program.
- Beginning March 19, through April 3, 2020 all students will be learning from home (we will send more information soon)
- CCDC Program in Chatham County will follow Chatham County Schools schedule

If we are cleared, students and teachers will return to centers on Monday, April 6. However, we understand the severity of the current situation and there are still many unknowns. That date could be altered depending on many factors.

Effective Monday, March 23, 2020, our KidSCOPE (KELC), and all Head Start and Early Head Start centers will be closed to the public. CHTOP's main office will remain open, however Leadership team members working remotely.

As we continue to assess the situation, we will communicate with the Regional Office of Head Start and our Program Specialist regarding any necessary make-up time required, which could include lengthening the school day once we return.

We will be in frequent communication with our staff and families throughout the coming weeks, providing updates as information becomes available.

Thank you for your patience, your flexibility, and your continued support

A handwritten signature in blue ink, appearing to read "T. David", with a stylized flourish at the end.

Terry David, MSW  
Executive Director  
CHTOP, Inc.