Dear Parents and Guardians,

Thank you for your patience and understanding as we continue to respond daily to the COVID-19 outbreak and ensure the health, safety, and well-being of our school community. We write today with several important updates related to these plans.

As of this date, no confirmed cases of COVID-19 have been reported within the Fordham University or Fordham Prep communities.

In light of Fordham University’s Spring Break which begins next Monday, the University decided yesterday to move all classes to a distance learning format for the rest of the month. This decision anticipates the possibility of increased rates of infection over Spring Break and the days and weeks to come.

Our administration continues to consult with public authorities, health officials, and medical specialists as we consider different scenarios, including one in which we cancel face-to-face academic instruction and transition to distance learning.

In order to prepare carefully for this scenario, there will be no classes for students (either face-to-face or remote) on Friday, March 13. Our faculty and staff will meet at school to share best practices in order to enhance our Distance Learning Plan (DLP). This is an important opportunity for professional development and careful preparation in distance learning strategies and methods. Our goal is to ensure that our faculty can continue the momentum of your son’s academic progress from remote locations, should this be necessary. A comprehensive DLP gives us the option in the future to cancel face-to-face classes for a variety of scenarios (e.g., weather-related cancellations or an even more widespread outbreak of COVID-19) while still advancing our core academic mission.

On Monday, March 16, we will resume classes at the Prep according to our school calendar (B-Day). At the end of each school day, it is important for students to bring their tablet device home with them, as we plan for unforeseen changes to our calendar.

Many parents have inquired about the status of co-curricular, athletic, and campus ministry activities and events which are currently scheduled on the Prep calendar. We will decide whether to reschedule or cancel these items on a case-by-case basis and communicate these changes to you in a timely fashion.

The COVID-19 outbreak is an unprecedented situation for our community. We are profoundly grateful for your support and care as we work to respond in a thoughtful manner, worthy of our mission, and our great desire to best serve your son, and our community. Let us dedicate our prayers for all those affected by the virus and their caregivers.

Sincerely yours,

[Signature]