



**TRINITY**  
**SCHOOL**  
EST. 1961

March 4, 2020

Dear Families,

As promised, I'm going to continue to regularly update you with news on the COVID-19 virus as it develops. Additionally, tomorrow morning at 8:30 am, I invite you to join me on the Upper Campus for coffee and discussion about how we're addressing the virus as a campus, if your schedule allows.

Yesterday evening, I learned that a staff member at Menlo School in Menlo Park was in contact with a relative who tested positive for coronavirus. In an abundance of caution, Menlo has decided to close through the weekend. As you can imagine, together with our administrative team, I am closely monitoring this situation. As a school, we continue to closely follow the guidance and protocol offered by local public health departments and national ones. It's important to underscore that there are no known cases of COVID-19 at Trinity.

At tomorrow's coffee, I will present an overview of our approach to keeping our campus and families as healthy as possible in the coming weeks. The rubric that we have developed, in partnership with area schools and based on the advice of public health institutions, tiers levels of risk by what is happening with the virus and describes the impact on our school programming – on everything from classes and learning to extended care, field trips, and community events.

Thank you for your patience and continued support as information develops, and as always I'm here should you have questions.

Matt

**Head of School**