



March 12, 2020

**of the Island City**

Dear AIK and Girls Inc. Families:

**Girls Inc. of the Island City**  
1724 Santa Clara Avenue  
Alameda, CA 94501  
(510) 521-1743  
www.girlsincislandcity.org

I am writing to let you know our operating procedures based on the concerns of a potential spread of COVID-19, as well as our plans in case of a school or district closure. We appreciate your patience and understanding as we work through the uncertainties of this issue.

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*Founder*

As of this date, no student or staff in our programs and/or administration has been identified as having COVID-19.

**Current Status**

- All Girls Inc. and AIK programs are currently open as usual.
- AIK programs will still operate AM and PM care as usual at each site.
- Girls Inc. elementary and teen programs held at our center will continue as usual.
- Girls Inc. programs held at the school sites during school hours (GEMS and Young Women’s Group) will continue to operate as usual.

**Preventative Measures**

We are taking precautions to minimize the spread of germs at our Meyers Center. This includes:

- Encouraging longer handwashing and using hand sanitizer before snack time.
- Using cleaning products that are approved to fight Covid-19 per the Center for Biocide Chemistries and the Center for Disease Control
- Cleaning all surfaces multiple times a day.
- As per our usual policy, we ask sick children do not attend the program, and staff do not come to work if they are ill. We ask that sick parents/guardians do not come into the schools or center if possible.

At our school sites, AUSD’s janitorial staff manages the cleaning of all classrooms and has increased their cleaning schedule. Please contact AUSD for their cleaning procedures.

### **In the Event that a School Closes**

Our AIK site at that school, and any additional Girls Inc. programs, would cease operation until the school reopens.

In the event that a school closes, participants that attend our Meyers center-based program closes due to an (potentially) infected person, no girls from that school will be able to attend our program until tested and cleared for COVID-19.

### **In the event of an Alameda Unified School District closure of all schools**

Our center would close and reopen when the district opens.

While we understand the burden that program closures would put on our families, this decision comes from an abundance of caution and with the health and safety of our children and staff as our highest priority.

Respectfully,

Christine Chilcott  
Chief Executive Officer  
Girls Inc. of the Island City