

Staff - LETTER WITHOUT CLOSURE - ENG ONLY NEEDED

10/21/2020

Subject Line: COVID-19 Update - Confirmed Case

Dear Staff:

This letter is to inform you that an individual at the Transportation Department has tested positive for COVID-19.

The local county health department and a U-46 Health Services staff member will implement the contact tracing process and directly communicate with any individual who was believed to be in close contact with said individual who tested positive. The Centers for Disease Control and Prevention (CDC) and the Illinois Department of Public Health define close contact as being within six feet for 15 minutes or longer on any given day to a person with a confirmed case. If you were not contacted, you were not found to be in close contact.

In this case, this individual did not have contact with students at school, therefore this message will not be disseminated to the greater school community.

The health and safety of students and staff is a top priority, and we recognize the uncertainty and concern regarding the evolving coronavirus (COVID-19) pandemic. We are following guidance from the CDC, the Illinois Department of Public Health and local health departments for best practices and procedures to protect everyone's health. We are coordinating our efforts with the local county health department to promptly identify and monitor individuals who have had recent contact with the COVID-19 positive individual to prevent further spread within our school and community.

To prevent further spread of the disease, we are taking the following steps:

- School remains in operation at this time.
- We have closed rooms/areas within the building where possible exposure occurred (i.e., persons who were within six feet of a COVID-positive individual for 15 minutes or longer) for deep cleaning and disinfection.
- If you did not see a sign in your work area or were not contacted by the Health Service Department, we do not believe you to be in close contact or exposed. If you have any questions, please contact your immediate supervisor or principal.
- Placing staff members and students who are identified as having prolonged close contact to the COVID-19 case(s) in quarantine for up to 14 days. Close contacts will also receive a separate notification from the local health department or U-46 staff.

- Ongoing monitoring of students and staff for signs and symptoms of illness and evaluation of illness reports to promptly identify possible outbreaks.

Here are important reminders of our U-46 safety procedures:

- See the [U-46 Pandemic Safety Procedures](#) on the Staff Intranet. These procedures are also share on our COVID-19 public facing safety measures page.
- Remember to maintain at least six feet of distance between yourself and another person at all times.
- Remember to always wear a face covering/mask unless in a room, alone, with the door closed.
- Wash your hands frequently

As always, everyone should monitor their health and stay at home if they develop symptoms. Those who are sick should contact their healthcare provider to determine if testing is needed. Anyone who develops severe symptoms should seek medical care immediately.

We are committed to providing a safe and healthy environment. Thank you for your understanding and ongoing cooperation with our COVID prevention policies and procedures as we work to help protect our students and staff and their families.

For any questions or concerns, please call me or email me.

Sincerely,

Jeff Prowell
Director
Transportation Department