



Caletha White, Ed. D  
Superintendent of Schools

**Park Forest-Chicago Heights  
School District 163  
242 S. Orchard Drive  
Park Forest, IL 60466  
(708) 668-9427  
www.sd163.com**

July 15, 2021

Dear Michelle Obama Staff,

On July 15, 2021 the Park Forest-Chicago Heights School District was notified that an employee (or member of an employees' immediate household) tested positive for the COVID-19 virus. We immediately implemented steps in our emergency response plan to minimize the impact in our workplace and to keep all employees healthy and safe. We want you to be aware of the following actions:

- The employee directly impacted has been requested to comply with quarantine recommendations in place by the Centers for Disease Control and Prevention (CDC).
- We have communicated directly with any specific employees, students and business contacts who are believed to have come in direct contact with the employee in the preceding days.
- We have followed the latest CDC recommendations for cleaning and disinfecting facilities, including the use of ventilating fans and open doors/windows to increase air circulation in the work area and extensive disinfection of the surfaces and workspace where the employee worked.

For reasons of privacy and confidentiality we are not sharing the name of the employee directly impacted. We are working with this employee to communicate the benefits and support available on behalf of Park Forest-Chicago Heights School District 163 for a full recovery during this challenging time.

We continue to encourage all employees to proceed with incorporating good hygiene and social distancing practices in the workplace to minimize the risk of infection:

- Wear a face covering while at work
- Avoid gathering in areas of socialization, such as pantries/kitchen, copier rooms, etc.
- Eat at your desk or other area in the workplace away from larger crowds.
- Avoid face-to-face meetings even when working within the same premises.
- Choose alternative forms of communication such as phone, video conference, chat, instant messaging, etc.
- Avoid close contact with anyone who is sick and stay home if you are sick.
- Avoid touching your eyes, nose, and mouth.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.

**21<sup>st</sup> Century Primary Center**  
240 S. Orchard Drive  
Park Forest, IL 60466  
(708) 668-9490  
Fax (708) 747-0261

**Algonquin Pre-Kindergarten Center**  
170 Algonquin  
Park Forest, IL 60466  
(708) 668-9200  
Fax (708) 503-2267

**Barack Obama School of Leadership and Stem**  
401 Concord Drive  
Chicago Heights, IL 60411  
(708) 668-9100  
Fax (708) 283-2358

**Blackhawk Primary Center**  
130 Blackhawk Drive  
Park Forest, IL 60466  
(708) 668-9500  
Fax (708) 481-0917

**Mohawk Primary Center**  
301 Mohawk  
Park Forest, IL 60466  
(708) 668-9300  
Fax (708) 748-9738

**Michelle Obama School of Technology and the Arts**  
530 Lakewood  
Park Forest, IL 60466  
(708) 668-9600  
Fax (708) 503-2297

***“Continuing to Build Positive and Effective Learning Communities”***

- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Get a COVID-19 vaccine to protect yourself and the people around you.

The symptoms of coronavirus are similar to the regular seasonal influenza and include fever, lethargy, lack of appetite, and coughing. Some people with coronavirus have reported additional symptoms, such as a runny nose, sore throat, nausea, vomiting, and diarrhea. In some situations, the virus can develop into pneumonia.

COVID-19 testing is available to all employees. If you would like to schedule a test today and/or Monday, please contact Dr. Regina Nottke or your building health assistant to schedule the test. Testing will be conducted on-site at Michelle Obama for staff and student convenience.

Individuals who need medical care should call their medical provider to report their illness. If you are experiencing symptoms you are asked to contact The Illinois Department of Public Health at 1-800-889-3931.

We thank all employees for their cooperation and understanding during these times. As we move forward, we encourage employees to contact Dr. Regina Nottke, Assistant Superintendent of Student Services, with any concerns or questions by calling (708) 668-9403 or [rnottke@sd163.com](mailto:rnottke@sd163.com).

Sincerely,

*Caletha White*

Dr. Caletha White  
Superintendent of Schools