



HAMILTON COMMUNITY SCHOOLS
(260) 488-2513 FAX: (260) 488-2348
903 S. WAYNE ST.
HAMILTON, IN 46742

March 6, 2020

Dear Hamilton Community School Families,

The Hamilton Community School Corporation has been closely following recent media reports and information from The Centers for Disease Control and Prevention (CDC) about Coronavirus disease 2019 (COVID-19). Global efforts are currently underway to contain the spread of the virus and mitigate its impact. The Federal Government and several Indiana governmental agencies are working closely with both national and regional public health partners to respond to this threat.

If you or your child has traveled to China, Japan, or Italy within the last 21 days please seek and follow medical advice and monitor your health condition.

Outbreaks like this are always troublesome. Some parents and students might be worried about this virus and how it may impact our schools and communities. Be assured that we are aware of these concerns and are proactively working to ensure our schools are safe for all students and staff. The safety of our students and employees is paramount. This is an emerging, rapidly evolving situation and we will provide updated information as it becomes available.

How can parents help?

Our school nurse, staff and administrators will be working with students to promote good hygiene and to keep everyone healthy and safe. We also work with our custodial providers to ensure our schools receive thorough cleaning every day. Parents are asked for help in reinforcing healthy practices at home with children.

Healthy and Safety Recommendations

Based on the current information, health officials are recommending local communities and schools take the same steps to protect against COVID-19 that are taken to prevent the spread of common colds or influenza:

CENTRAL OFFICE

Tony Cassel, Superintendent

Colleen Karas, Secretary

Brittany Taylor, Business
Manager/Treasurer

Claire Smith, Deputy
Treasurer

Kelly Shafer, Technology
Director

Brad Hennessey,
Maintenance Director
Athletic Director

JR/SR High School
260-488-2161 Phone
260-488-3149 FAX

Tony Cassel, Co-Principal

Greg Piatt, Co-Principal

Lori Zimmerman, Secretary/
ECA Treasurer

Taylor Merritt, School
Counselor

Elementary
260-488-2101 Phone
260-488-3634 Fax

Kristyn Watkins, Principal

Katie Gaetz, Secretary

- Stay home when you are sick.
- Wash your hands often with soap and water for at least 20 seconds (Hum the “Happy Birthday” song from beginning to end twice). If soap and water are not available, use an alcohol-based hand sanitizer.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- If your child is sick, please keep them home until they are fever free for 24 hours without the use of fever-reducing medications.
- Cover your nose and mouth when coughing or sneezing. If you don’t have a tissue, cough or sneeze into your upper sleeve or elbow, not your hands.
- Avoid close contact with anyone with cold or flu-like symptoms.
- Clean and disinfect frequently touched objects and surfaces.

Information is evolving daily. We have found these websites to be helpful:

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

<https://www.in.gov/isdh/28470.htm>

**For additional questions, please contact: Steuben County Health
Department 260-668-1000, ext. 1500**

Thank you for your support of our district, our schools, our students and our staff.

Sincerely,

Mr. Anthony Cassel, Superintendent

Mrs. Shawn Ray, Corporation School Nurse

Mrs. Kristyn Watkins, Elementary Principal

Mr. Greg Piatt, Jr/Sr High School Co-Principal