



August 18, 2020

Dear Parents and Families:

Thank you for making the start of our school year a good one. I appreciate your cooperation and support as we have implemented new routines and procedures to keep our students and staff safe. Thank you for screening your children at home each morning and not sending them to school if they are experiencing symptoms, and for calling the nurse to report issues as well.

While we have not had a COVID-19 positive case in any of our buildings yet this year, the purpose of this letter is to explain how we will communicate due to a COVID-19 positive case. Our goal is to have traditional school as many days as possible. We have protocols and cleaning procedures in place to limit the disruption so that we may continue instruction when we have a COVID-19 positive student or staff member. **If school has to close, information will be sent via phone call and email, as in the past.**

If a student or staff member tests positive for COVID-19, the school will determine all close contacts. A close contact is anyone who was within six (6) feet of the individual for fifteen (15) minutes or longer. The parents of all students who are considered a close contact will receive a phone call from school personnel or the local health department. Per the Indiana State Department of Health (ISDH) and our Back to School Plan, the student must be quarantined for fourteen (14) days before returning to school and must remain symptom-free. If the student develops symptoms they must follow the symptomatic protocol described in the plan.

Parents of students in the classroom (or on the bus), but not considered a close contact, will receive a letter notifying them a student or staff member in their child's classroom is COVID-19 positive. The students in class, but not considered a close contact do not have to be quarantined; however, the letter will remind parents to monitor for symptoms. Per healthcare privacy laws, the name of the student or staff member who is COVID-19 positive will not be shared.

There will be no other notification to students or staff members. **The school will not send out a general message to other parents in the school.** We expect to have COVID-19 positive students and staff during the school year and we will work diligently to follow these guidelines.

Refer to our Milan Community School Corporation [Back to School Plan](#) for detailed information including our cleaning and disinfecting procedures to keep everyone safe. If you have questions, please contact your child's school. Again, thank you for your cooperation during this pandemic. We will get through this together.

Sincerely,

Jane E. Rogers  
Superintendent