NOTIFICATION: COVID-19 EXPOSURE AT SCHOOL DISTRICT OF NEW LISBON

This letter is to notify you that a staff member at the New Lisbon Area School District has tested positive for COVID-19. We are working with the Juneau County Health Department to quickly identify, notify, and quarantine any staff who may have come into close contact with this person and who are at increased risk of getting sick. No students had contact with this staff member. In addition to routine cleaning and disinfecting, the school district is identifying focus areas to further control the spread of illness.

COVID-19 spreads from person to person through droplets created when we cough, sneeze, talk, sing or laugh. Symptoms can range from mild, similar to a cold or the flu, to severe, such as pneumonia. Symptoms of COVID-19 include:

- Fever (temperature of 100.4°F or higher)
- Cough
- Trouble breathing
- Chills
- Muscle/body aches
- Loss of sense of taste or smell
- Runny nose or nasal congestion
- Fatigue
- Nausea, vomiting, or diarrhea

For more information, please see the CDC’s website about COVID-19: [www.cdc.gov/coronavirus](http://www.cdc.gov/coronavirus).

The following guidelines will help to prevent further spread of illness at our school:

- Practice physical distancing between you and non-household members (as much as possible).
- Wash your hands frequently with soap and water for 20 seconds, or use hand sanitizer.
- Use face-coverings while in public.
- Stay home when you are sick.
- Cover coughs and sneezes.
- Notify the school if you test positive for COVID-19 or have contact with someone who is positive.

It may or may not be feasible for the School District of New Lisbon to contact everyone for every case.

If you are identified as a close contact, a nurse from the Juneau County Health Department will reach out to you directly.

The School District of New Lisbon will use the COVID-19 Communication Plan on the following page to inform families on how we will communicate important COVID-related information which directly impacts our School District.
COVID-19 COMMUNICATION PLAN

School Building Closure:
- The decision to close the school building, and move to a fully virtual learning model, can be made by the following:
  - Juneau County Health Department
  - Wisconsin Department of Health Services
  - New Lisbon School Board
- If the school buildings are directed to close due to COVID-19 transmission activity levels, the following chain of communication will be used:
  - A phone call will be made using our mass calling system to all families.
  - A follow up family letter will be sent through email, notifying families of the plan to address student needs (instruction, meals, student supports, etc.).
  - The family letter will be posted on the school district website: [https://www.newlisbon.k12.wi.us/](https://www.newlisbon.k12.wi.us/)
  - A notice of closure will be posted on the school district’s Facebook Page: [https://www.facebook.com/New-Lisbon-School-District-325649987589514/](https://www.facebook.com/New-Lisbon-School-District-325649987589514/)

COVID-19 Exposure:
- If your child has been in ‘close contact’ with a positive case of COVID-19, you will be notified by the Juneau County Health Department. The Health Department is responsible, with the cooperation of the School District, for making decisions about which students or staff will be quarantined based on the contact tracing information.
- The School District will not communicate specific information about individual students or staff who have tested positive for COVID-19. The privacy of this health information is protected within federal HIPAA law.

If you have any questions, please call Sonja Preuss, Registered Nurse at the School District of New Lisbon at: (608) 562-3700.

Yours in Education,

Adam Englebretson
Superintendent
School District of New Lisbon