



UNION LOCAL SCHOOL DISTRICT

THE POWER OF

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JETS THINK...JETS CARE...JETS AIM High COVID Reporting MEMO

TO: STAFF and FAMILIES
FROM: Ben Porter Superintendent
RE: COVID Notification
DATE: September 8, 2020

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Please find attached information in regards to the Ohio Department of Health order encouraging families and requiring schools and local health departments to report information about positive COVID-19 cases in children.

Also, there will be a sample letter attached to this. This sample letter is what will be sent home with children in the event there would be a positive case of COVID-19 within the child's school. Also, there will be a parent broadcast that will accompany anytime a letter is sent out to families.

Please familiarize yourself with the letter and the procedures for which the district will utilize. Specifically note that the Union Local School District will be working closely with the Belmont County Health Department to contact families of children who may be required to quarantine.



Ben Porter <bporter@ulschools.com>

Important Information for School Superintendents on Reporting positive COVID-19 cases

1 message

Ohio Ed Updates <updates@subscription.education.ohio.gov>
 Reply-To: updates@subscription.education.ohio.gov
 To: bporter@ulschools.com

Tue, Sep 8, 2020 at 11:01 AM

Sept. 8, 2020

Dear Superintendent:

On Thursday, Sept. 3, the Ohio Department of Health issued [an order](#) encouraging families and requiring schools and local health departments to report information about positive COVID-19 cases in children. The goals of the order are to provide communities with information to minimize the further transmission of COVID-19 and to allow local health officials to begin timely contact tracing. Parents/guardians are being asked to report to their schools new positive COVID-19 cases for their children enrolled in school, from preschool-aged through grade 12, beginning Tuesday, Sept. 8. Districts and schools must notify affected students/parents (in same classroom and building) and their local health departments within 24 hours of learning of student and/or staff cases.

[Reporting templates and guidance for schools](#) are available on the [coronavirus.ohio.gov website](#). The reporting template will only need to be submitted to your local health department on days when you have new cases to report. Additionally, if you are unsure of your primary local health department, the Ohio Departments of Education and Health have provided [a list based on geographic location](#) to use for reporting purposes. A list of health department contacts and email addresses is being sent to you in a follow-up email.

Notification letter templates have also been posted at [coronavirus.ohio.gov](#), which you may use to inform affected students and parents/guardians: [for those in the same classroom as a positive case](#), [for those in the same school building as a positive case](#), and [for students who are symptomatic](#).

Below is a timeline for major activities outlined in the order requiring reporting and notification of COVID-19 cases.

- Sept. 3 — Order signed by the Director of the Ohio Department of Health.
- Sept. 8 — Parents begin notifying schools of positive COVID-19 cases in enrolled children. Schools/school districts notify affected students/parents and their local health department within 24 hours of learning of student and staff cases.
- Sept. 15 — Local health departments report cumulative data to the Ohio Department of Health.
- Sept. 17 — Ohio Department of Health reports cumulative statewide data on [coronavirus.ohio.gov](#).

We encourage you to contact your local health department with questions. We know you are managing many operational changes and challenges due to COVID-19, and we appreciate your willingness to include case reporting among your efforts as we strive, together, to protect Ohioans. Thank you for your leadership in overseeing the safety, health, and wellness of your students.

Sincerely,

Lance Himes, Interim Director
Ohio Department of Health

Paolo DeMaria, Superintendent
Ohio Department of Education





This is the letter that will
 be sent home in the event
 of a confirmed positive COVID
 UNION LOCAL SCHOOL DISTRICT case



SAMPLE
 LETTER

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SAMPLE
 LETTER

JETS THINK...JETS CARE...JETS AIM High

Dear Parents/Guardians,

The Union Local School District was notified of a confirmed case of COVID-19 in your child's school. Your child's health is of the utmost importance. The school system, in coordination with the Belmont County Health Department, is working to provide a low risk environment for the students and staff while continuing to offer excellent education opportunities. The CDC states that a single case of COVID-19 will not likely warrant closing the entire school. If your student is identified as a close contact, you will be notified by the Belmont County Health Department.

In response to a case of COVID-19 in our school system, the following steps will occur:

1. Any student or teacher identified by the school as having close contact, within 6 feet for 10 minutes or more with a person with a confirmed case of COVID-19 will be quarantined at home for 14 days. The Belmont County Health Department will be working with the Union Local School District to contact identified student parents for quarantine guidance.
2. The classroom/bus/school will be thoroughly sanitized
3. Students and staff who remain in the affected classroom may be checked for fever and symptoms at the beginning of each day and at mid-day.

The symptoms include the following:

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| Fever or Chills | New loss of taste or smell |
| Headache | Sore Throat |
| Cough | Congestion or runny nose |
| Shortness of Breath or Difficulty Breathing | Nausea or vomiting |
| Fatigue | Diarrhea |
| Muscle or Body Aches | |

If other parents or students are concerned, please remember that the best preventative steps for any communicable disease include these simple but important measures to practice as part of a daily routine, especially during times when COVID-19 may be spreading in the community:

- Wash your hands for 20 seconds or more with soap and water. If unavailable, use hand sanitizer
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Stay home while you are sick (except to visit a healthcare professional) and avoid close contact with others.
- Cover your mouth/nose with a tissue or sleeve when coughing or sneezing
- Get adequate sleep and eat well-balanced meals to ensure a healthy immune system.

- Wear a face covering when in school and out in the public.
- Practicing social distancing, staying 6 feet or more from others

Sincerely,

A handwritten signature in black ink, appearing to read "B Porter".

Ben Porter
Superintendent
Union Local School District

SAMPLE
Letter