

December 15, 2020

Dear PSP Staff and Families,

A staff member at Ottawa Elementary has tested positive for COVID-19. This notification is consistent with the testing protocols in the District Preparedness and Response Plan, which is summarized below. If you or your child are directly involved with the student, you will receive additional communication from school staff and / or a staff member of the Health Department of Northwest Michigan.

The District will cooperate with the Health Department of Northwest Michigan regarding the implementation of screening and testing protocols for students and staff.

* Symptomatic students and staff will need to follow all of the CDC and Health Department guidelines before returning to the school.
* Staff and families will be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home. This notification will be made while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.
* In the event of any laboratory positive or clinically diagnosed case of COVID-19, the Health Department of Northwest Michigan will initiate contact tracing. Anyone who was within close contact of the identified case will be asked to self-quarantine for up to 14 days after exposure.
* Staff will be provided with guidance and training regarding confidentiality laws and statutes protecting student and staff privacy related to health information.
* The District will not release the names of anyone who was diagnosed with COVID-19, as this is protected health information. The school district will only acknowledge a positive case and will discourage parents and community members from engaging in discussions related to the identity of the individual(s) diagnosed with COVID-19.
* Staff who have been confirmed with a case of COVID-19 will return to the workplace only after they are no longer infectious. Local health officials will provide instruction about their return to work, using up-to-date CDC guidelines for this determination.
* Classrooms, buses and common areas that were inhabited by an individual with a confirmed case of COVID-19 will be cleaned using proper cleaners by custodial staff equipped with appropriate PPE. Smaller areas, whenever possible, will be closed for 24 hours before allowing staff or students to return to the area.

Respectfully,

Christopher Parker, Superintendent