

Woodstock Community Unit School District 200

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Michael Moan, EdD
Superintendent
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Dear Staff:

This letter is to inform you that an individual in your department has tested positive for COVID-19. We are coordinating our efforts with the McHenry County Department of Health to promptly identify and monitor individuals who have had recent contact with the COVID-19 positive individual to prevent further spread within our school and community. The health and safety of staff is our highest priority, and we recognize the uncertainty and concern regarding the evolving coronavirus (COVID-19) pandemic. We are following guidance from the Centers for Disease Control and Prevention (CDC) as well as the state and local health departments for best practices and procedures to protect everyone's health.

To prevent further spread of the disease, the Transportation Department is taking the following steps:

- Placing staff members and students who are identified as having prolonged close contact to the COVID-19 case(s) in quarantine for 14 days. Close contacts will also receive a separate notification from the McHenry County Department of Health.
- Ongoing monitoring of staff for signs and symptoms of illness and evaluation of illness reports to promptly identify possible outbreaks.
- Conducting a deep clean and disinfection of the areas impacted by potential exposure to the COVID-19 virus.
- Other actions: Reminders to staff regarding social distancing requirements during staff lunches and breaks.

We will continue to enforce safe practices to prevent, promptly identify, and respond to potential COVID cases, as follows:

- Staff who are ill with COVID-like symptoms will promptly be placed in a separate supervised area away from others until they can be sent home.
- Staff are required to wear face coverings at all times while in contact with children and other staff in the facility. Staff should maintain 6 feet of distance while eating lunch together outside.
- We are continuously sanitizing high-touch surfaces including door handles, stair rails, sink faucets, etc.

As we receive more information from the Department of Public Health and other entities, we will implement additional recommendations and guidelines.

As always, everyone should monitor their health and stay at home if they develop symptoms. Sick persons should contact their health care provider to determine if testing is needed. Anyone who develops severe symptoms should seek medical care immediately. If you have had close contact with a known case of COVID-19, stay home and notify your building administrator, School Nurse and your primary healthcare provider.

We are committed to providing our staff with a safe and healthy environment. Thank you for your understanding and ongoing cooperation with our COVID prevention policies and procedures as we work to help protect our staff and their families. For any questions or concerns, please feel free to contact us.

Sincerely,

Mike Moan
Superintendent of Schools

Lisa Tate
Director of Nursing & Health Services