



October 23, 2020

Dear Parents,

After communicating with you about several confirmed positive COVID-19 cases at a few of our schools, I believe now is a good time to clarify the communications protocols we have established and the process we will employ to provide accurate and timely information moving forward.

1. **We work hard to ensure that all information parents and staff receive is as timely as possible and without delay.** Once notified of a confirmed case, we use the last day of exposure (most recent date that the student or staff member was on school grounds) as a reference date. It is important to note that in each case -- prior to communicating with parents -- our medical professionals are working collaboratively with County and/or State medical personnel to follow all immediate guidelines, including organizing contact tracing and notifying staff and families of children who have been in direct contact.
2. **We will provide you with as much detail and specificity as we can on affected individuals within the bounds of health privacy laws.** (For instance; we will likely be able to indicate the grade level of an affected student, but, if at the elementary level, not the particular classroom of the individual.) We recognize that parents naturally want as much information as possible so they can make informed decisions for their families around health and safety.
3. **In all instances, parents will be notified if your child has had direct contact with an affected individual as defined by New York State Department of Health guidelines.**
4. **Your child's school building principal will notify parents of individual confirmed positive cases. If there is an outbreak and/or an entire grade or school is impacted and needs to shift to full remote learning, you also will hear from me.**

Once again, I thank you for the role you play in helping your children remain safe. Please continue to remind your children to wash hands frequently, wear a mask and maintain social distancing. If your child exhibits symptoms, please keep him/her home from school and contact your healthcare provider.

Feel free to reach out to me in the future should you have any questions or concerns.

Respectfully,

Dr. Robert Shaps  
Superintendent of Schools  
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