



Dear Parents and Employees:

As a new academic year begins, we realize that you may have questions about what will happen if there is a confirmed case of COVID-19 at your child's school. This letter provides you with information about the process that a school will follow.

Protocol when there is a confirmed case at school

The following information outlines the steps that a school will follow when there is a confirmed case of COVID-19 at a school:

- School officials will work closely with the school nurses, the Cabarrus Health Alliance, and the Rowan County Health Department to follow guidance and procedures outlined by state and local public health officials. Our local health departments will handle the contact tracing process in a confidential manner and collaborate with the school on how to address the situation.
- School administrators are committed to being factual and timely in their efforts to provide pertinent information to you. The ConnectEd communication system may be used to notify parents and employees by telephone and email and it is important for you to have a current telephone number and email address on file with the school.
- In the event of an outbreak, it may be necessary for a school to shift to full remote learning for a certain period of time. Be mindful that a change to full remote learning may have to be done quickly with less than a day's notice.
- Because of our obligation to protect the privacy of students and employees as required by the Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPAA) federal laws, the school cannot release specific information about a confirmed case. The names of the people affected and other personally identifiable information will be provided to public health officials in accordance with reporting requirements; however, this information will not be released to the public or the media.
- Students, employees, parents, and others should refrain from sharing inaccurate information. Please do not spread rumors as this may create panic, anxiety, and mistrust for your child's school family.

Protocol when a student/employee exhibits symptoms

The following information outlines the steps that a school will follow when a student or employee exhibits COVID-19 symptoms while at school:

- If the person is an employee, he or she will be sent home immediately. If the person is a student, the student will be isolated and a parent will be contacted to pick up the student immediately. The student will be supervised by a staff member who maintains at least six feet of space and wears personal protective equipment (PPE).
- Parents/employees will be advised to contact their healthcare professional or the local health department for further guidance on general questions about COVID-19 and information about testing.

- Areas where the student or employee may have been will be closed off and cleaned/disinfected properly.
- The person designated as the school's COVID-19 coordinator will notify Cabarrus Health Alliance of the incident to determine the next steps of action.

Good hygiene practices to remember

We would like for you to review the following hygiene practices and do your part to help limit the spread of the coronavirus. It is a good idea to review these practices with your child and others in your family.

- Wash your hands frequently with soap and water or use hand sanitizer;
- Keep your social distance (at least six feet of space) from others;
- Wear a mask/face covering when in public;
- Use a tissue to cover your mouth and nose when coughing or sneezing;
- Avoid touching your eyes, nose, and mouth;
- Clean touch points, surfaces, and other high-contact areas regularly; and
- Stay at home if you are not feeling well. If you are exhibiting symptoms of COVID-19, please contact your healthcare professional.

Thank you for your continued support of your child's school. The safety of everyone associated with our school community is extremely important, and our hope is that all of us can work together to support each other as we face this global pandemic.

Sincerely,

Chip Buckwell
Superintendent
Kannapolis City Schools

Resources

[Click here](#) for the "Lighting Our Way Forward: North Carolina's Guidebook for Reopening Public Schools" document.

[Click here](#) for the "Strong Schools NC Public Health Toolkit (K-12)" document. [Click here](#) for the document in Spanish.

[Click here](#) for the "Strong Schools NC Public Health Toolkit (K-12)" Frequently Asked Questions. [Click here](#) for the document in Spanish.

[Click here](#) for the "Reference Guide for Suspected, Presumptive, or Confirmed Cases of COVID-19 (K-12)" document.