



Carle Auditory Oral School at Carle Foundation Hospital

[DATE]

Dear Families and Staff:

This letter is to inform you that an individual(s) at Carle Auditory Oral School has tested positive for COVID-19. We are coordinating our efforts with Champaign-Urbana Public Health Department to promptly identify and monitor individuals who have had recent contact with the COVID-19 positive individual(s) to prevent further spread within our school and community. Individuals/ children of individuals receiving this letter have been identified to be close contacts of the individual that tested positive for COVID-19.

This means that:

- your child works directly with the individual OR
- your child was within 6 feet of the individual for more than 15 minutes during the individual's identified infectious period. (For your reference, the infectious period is defined as 48 hours before the onset of symptoms for symptomatic individuals and 48 hours before the specimen was collected for asymptomatic individuals.)

Your action steps:

- **We ask that you/ your child self-quarantine for the next 14 days**, and continue to monitor for COVID-19 related symptoms. If no symptoms develop, you/ your child would be eligible to return on _____.
- **It is recommended that you/ your child be tested for COVID-19 in 3 -5 days.** This testing will not alter the date that you/ your child are eligible to return to school. Early results from close contacts would inform the school's next steps to contain the virus. Please contact me to share your results once they are available.
- Further, we ask that you stay in communication with your health care provider to determine if and when additional COVID-19 testing or medical treatment might be recommended.
- As part of the Illinois Department of Health's efforts at contact tracing to reduce the spread of the virus, you should expect to receive communication/ recommendations/ guidance from the Champaign-Urbana Public Health District (CUPHD) within 24 – 48 hours (using a phone number that begins with 217-531-XXXX).
 - Follow up contact tracing calls will come from 312-777-1999. We recommend adding this number as a contact in your phone. It is essential that you respond to communication/ guidance from the CUPHD during this time.
 - If you do not receive a call from CUPHD within 48 hours of receiving this letter, please call their COVID hotline at (217) 239-7877.
- **You will need a letter from the CUPHD in order to return to school at the end of your quarantine.**

The health and safety of Carle Auditory Oral School students and 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. Please see below to review the steps we are taking to protect our students and staff.

To prevent further spread of the disease, Carle Auditory Oral School is taking the following steps:

- Temporary closure of the spaces inhabited by the COVID positive individual to identify and notify close contacts (i.e., persons who were within six feet of a COVID-positive individual for 15 minutes or longer).
- 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 Champaign Urbana Public Health District.
- Ongoing monitoring of students and 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.

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

- Students and 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.
- Students are required to wear face coverings at all times, as previously directed and per school policy.
- Staff are required to wear face coverings at all times while in contact with children and other staff in the facility.
- We are continuously sanitizing high-touch surfaces including door handles, stair rails, sink faucets, etc.
- We have removed plush toys and other toys that cannot be properly or frequently disinfected.
- We are using cohorting (keeping the children in small consistent groups) to limit the number of individuals our students and staff are in contact with/ reduce the risk of viral spread.
- We are maximizing outdoor learning time by providing each class with a partially shaded outdoor learning space throughout the day.
- We are teaching students the importance of face coverings, social distancing, and proper handwashing:
 - Students are discouraged from sharing personal items, e.g., water bottles.
 - Students are learning new ways to greet each other without touching.
 - Students are reminded to avoid touching their eyes, nose and mouth, and to cover coughs and sneezes.
 - Students are being taught to wash their hands frequently and properly, following CDC guidelines on handwashing.
- 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 symptoms¹. Sick persons should contact their health care provider to determine if testing is needed. Anyone who develops severe symptoms² should seek medical care immediately.

If your child has had close contact with a known case of COVID-19, keep the child at home and notify your primary healthcare provider, Carle Auditory Oral School, and your local health department.

We are committed to providing your child and 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 your children, your families, and our staff and their families. For any questions or concerns, please contact us at (217) 722-6664.

Sincerely,

Danielle M. Chalfant

Danielle M. Chalfant, MA, CCC-A, Director

¹ 1 Symptoms of COVID-19 include: fever or chills, new cough, shortness of breath or difficulty breathing, fatigue from an unknown cause, muscle or body aches, new onset of moderate to severe headache, new loss of taste or smell, sore throat, new congestion or runny nose, abdominal pain from an unknown cause, nausea or vomiting, diarrhea.

² 2 Severe symptoms of COVID-19 include: trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, bluish lips or face.