

Aug 20

Dear USD 345 Families,

I would like to share with you the notification steps our staff and families should follow if/when we encounter a positive COVID case in one of our buildings during the school year.

1. Contact USD 345 nurse with confirmation of a positive COVID test
2. Maintenance department will close the affected area for 24 hours when possible, then disinfect
3. USD 345 nursing staff will interview COVID patient to identify possible close contacts
4. USD 345 notifies Shawnee County Health Department of positive COVID case
5. USD 345 corresponds with identified close contact(s) to initiate 14-day quarantine for those affected (USD 345 will only be contacting affected school personnel and families. Contact tracing outside of the district will be handled by someone other than USD 345)
6. USD 345 sends an email to all staff and parents of affected buildings

When the number of close contacts is considered too great for timely correspondence (i.e. mass gatherings) then the district will work with the Shawnee County Health Department for public notices regarding potential COVID exposure.

[Click here to view the COVID exposure guidelines.](#)

Please do not be alarmed if you have heard of a case in the district but have not been directly informed; this simply means that your student was not in close contact or in the building with the positive COVID patient. We will be as transparent as we can with our staff and families throughout this process while honoring confidentiality of our students and staff.

A student who is suspected to be sick while at school will be evaluated by the school nurse. If the school nurse suspects that the student may have COVID-19, the student will be moved to an isolation room away from others and arrangements will be made for the student to be picked up by a parent or guardian. Parents will be encouraged to contact their primary care provider for possible testing if symptoms warrant. The same guidelines will apply to staff members who become ill while at school.

Temperatures will be taken upon the first entry of school buildings each day. The Seaman School District uses a temperature reading of 100 degrees when determining if somebody has a fever or not. Therefore, anybody who registers a temperature of 100 or greater on the initial temperature screening upon entry to the building will be referred to the school nurse (students or staff) or denied entry to the building (visitors).

If your child is ill and will not attend school, either on-site or virtually, parents will report the absence as normal by contacting the school office. Please provide symptoms as usual. If no symptoms are given, parents will receive a phone call to find out the child's symptoms to help us monitor COVID. Middle and high school students also need to report class absences because of various appointments as our families normally would for both on-site and remote learning days.

We will work as quickly as possible to keep families updated and informed with accurate information. There may be times you hear of speculated cases and/or situations before we are able to authenticate facts. Please be patient with us as we work through this process. We do not want to pass along misinformation and will be systematic in our reporting of actual facts.

Please remember to check our [R2R website](#). We are updating it daily with information to keep you informed on our reopening plan.

Thank you for taking the time to read through this process. It will be important for us to be prepared and consistent in how COVID situations will be handled.

Sincerely,

Dr. Steve Noble
Superintendent