***Jamie Gordon***
*Executive Director*
*for Human Resources*

***Office of the Executive Director***
***for Human Resources***

**Kentwood Public Schools**
5820 Eastern Avenue, S.E.
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Phone 616•455•4400
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October 29, 2020

Dear Pinewood Parents, Guardians and Staff:

On the evening of Wednesday, October 28, 2020, we were notified that a student or staff member at Pinewood Middle School has tested positive for COVID-19. We are following the procedures for a positive test and working with the Kent County Health Department to notify any staff member or students who may be considered "*close contacts*".

The KCHD defines "close contact" as either:

- Being within approximately six feet of a COVID-19 infected person for a "prolonged period of time" (more than 15 minutes) or
- Having direct contact with infectious secretions from a COVID-19 infected person or a person with any COVID-19 symptom(s) (e.g., being coughed on).

The district is responsible for informing the Kent County Health Department of any positive test. The **Kent County Health Department** will begin its process for contact tracing and may contact you for further follow up if it is determined that you are a "close contact". If the Kent County Health Department determines that you do not qualify as a "close contact", you will **not** hear anything further from them.

Under HIPPA Laws, we are required to protect the confidentiality of this individual unless there is a reason to inform you of their identity. We are informing you that we are moving forward under the guidance of the Kent County Health Department and that measures have been taken to protect the wellbeing of staff, students and families.

Please continue to monitor yourself for any new symptoms that may be related to COVID-19, including fever, cough, difficulty breathing, headache, or fatigue. If you notice changes in your health, please contact your medical provider immediately.

As always, the safety of our staff and students is our first priority. All affected areas are being thoroughly cleaned with a disinfectant following district protocol and then are sanitized using the Clorox 360® electrostatic sprayer. If you have questions or concerns regarding COVID-19, please contact the Executive Director of Human Resources, Jamie Gordon, in the KPS Administration Offices at 616-455-4400.

Sincerely,

Jamie Gordon

Mrs. Jamie Gordon
Executive Director of Human Resources