



**Administrative Service Center**  
621 Mount Vernon Rd  
Newark, OH 43055  
www.newarkschools.us  
740-670-7000

December 18, 2020

Dear Parent or Guardian,

We were recently notified by the Licking County Health Department (LCHD) that 2 individuals in your child's school tested positive for COVID-19. We are working closely with LCHD to identify any close contacts of the individual that tested positive.

A close contact is defined as someone that has been within 6' of an individual with a laboratory confirmed case of COVID-19 without masks for at least 15 minutes in a 24 hour period or less than 3ft with masks.

Our custodial staff has conducted the necessary cleaning and disinfecting procedures on high touch surfaces at the school.

You can help reduce the spread of COVID-19 in our community by doing the following items:

- Stay home if you or your child are experiencing COVID-19 symptoms
- Practice frequent hand washing and have your child do the same
- Wear a face covering when you are in public spaces
- Practice social distancing by maintaining 6' of distance from others

For more information regarding COVID-19 please visit LCHD's website at <https://www.lickingcohealth.org/COVID-19.html> .

Our staff will continue to work with LCHD regarding this situation, and we will implement their recommendations to control the spread of COVID-19 in our community.

Sincerely,

Olivia Haas  
District Nurse PreK-5

Heather Kee  
District Nurse 6-12

Ben Franklin Carson Cherry Valley Hillview John Clem Legend McGuffey  
Heritage **Liberty** Wilson Newark Digital Newark High School