



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

January 31, 2020

Dear Parent or Guardian,

We were recently notified by the Licking County Health Department (LCHD) that an individual 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 for at least 15 minutes in a 24 hour period or less than 3 ft 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