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Dear Academy for New Americans/PS 234 Queens Community:

The health and safety of our students and staff, and everyone in the DOE family across the city, is our top priority. We are committed to ensuring you have the information you need on COVID-19 as we continue to navigate this public health emergency together.

Today we are writing to inform you, out of an abundance of caution, of a potential case of COVID-19 in our school community. We are handling this situation with the utmost seriousness, working in partnership with the Department of Health and Mental Hygiene (NYC Health) to confirm test results. At this time there are no plans for classroom or school closures, and students should continue to attend as regularly scheduled unless they are feeling ill. If and only if the individual tests positive, you will receive another update informing you and framing the next steps.

If the case is confirmed, we will work with NYC Health and the NYC Test + Trace Corps to quickly take all appropriate action, including tracing close contacts. Any close contacts will be instructed to quarantine for 14 days since their last contact with the individual who tested positive. Out of an abundance of caution, the building has been cleaned and disinfected.

Please be reassured that we are taking every precaution to prevent the spread of COVID-19 within our school community, including ensuring that anyone who feels sick in the school building can isolate. Our school has designated an isolation room where a student with symptoms associated with COVID-19 can be safely isolated and evaluated by a healthcare professional until they are picked up by a guardian.

If the individual tests positive for COVID-19, they cannot return to the school until they have isolated for 10 days **and** been fever-free for 24 hours without use of medication **and** have other symptoms improving.

It's up to all of us to help keep our school community safe and healthy. Please remember to follow these important "Core Four" actions to prevent COVID-19 transmission:

- Stay home if sick: Monitor your and your child's health and stay home if you are sick or keep them home if they are sick, except for getting essential medical care (including COVID-19 testing) and other essential needs.
- Physical distancing: Stay at least 6 feet away from people who are not members of your household.
- Wear a face covering: Protect those around you. Wearing a face covering helps reduce the spread of COVID-19, especially if you are sick and don't have symptoms. For more information about face coverings, visit [nyc.gov/health/coronavirus](http://nyc.gov/health/coronavirus) and look for "FAQ About Face Coverings."
- Practice healthy hand hygiene: Wash your hands often with soap and water or use an alcohol-based hand sanitizer if soap and water are not available; clean frequently

touched surfaces regularly; avoid touching your face with unwashed hands; and cover your cough or sneeze with your arm, not your hands.

We will continue to closely follow directions from public health experts and proactively update you on any measures we are taking. Please do not hesitate to reach out with any questions. For additional information on COVID-19, visit [schools.nyc.gov/coronavirus](https://schools.nyc.gov/coronavirus) or call 311. Finally, to ensure we can rapidly reach you via text and email, please set up a New York City Schools Account (NYCSA) as soon as possible by visiting [schools.nyc.gov/nycsa](https://schools.nyc.gov/nycsa).

Thank you for your cooperation. Health and safety will always come first in New York City public schools, no matter what.

Sincerely,

The Situation Room