

2450 Bible Rd. Lima, OH 45801 Phone (419) 221-1837 FAX (419) 221-3937

October 23, 2020

Dear Elementary Parents, Students and Staff:

This letter is to inform you that a student or staff member has been diagnosed with COVID-19. We are working with the Allen County Health Department to prevent the spread of this disease. Those who have been identified as close contacts will be communicated with and provided guidance. If you or your student has not been individually communicated with other than this letter, it is unlikely that you or your student were identified as a close contact.

A close contact is generally defined as being within 6 feet of an infectious person for 15 minutes or more. However, other factors may play a role in determining if someone is a close contact.

If you were not identified as a close contact, please continue to monitor for symptoms associated with COVID-19. Symptoms include:

- · Fever or chills
- Cough
- · Shortness of breath or difficulty breathing
- · Fatigue
- · Muscle or body aches
- · Headache
- · New loss of taste or smell
- · Sore throat
- · Congestions or runny nose
- · Nausea or vomiting
- · Diarrhea

Please contact your healthcare provider for evaluation if you have any of these symptoms. If you do not have a healthcare provider, please contact the Allen County Health Department at 419-228-4457.

Sincerely,

Jennifer Garver, RN-BSN