



# Shelby Public Schools

*Learning Today for a Successful Tomorrow*

November 16, 2020

*Central Office*  
525 N. State Street  
Shelby, MI 49455  
(231) 861-5211  
(231) 861-5416 fax

*Shelby High School*  
641 N. State Street  
Shelby, MI 49455  
(231) 861-4452  
(231) 861-6867 fax

*Shelby Middle School*  
525 N. State Street  
Shelby, MI 49455  
(231) 861-4521  
(231) 861-0415 fax

*New Era Elementary*  
2752 Hillcrest Drive  
New Era, MI 49446  
(231) 861-2662  
(231) 861-6203 fax

*Thomas Read Elementary*  
155 Sixth Street  
Shelby, MI 49455  
(231) 861-5541  
(231) 861-6764 fax

*Early Childhood Center*  
155 Sixth Street  
Shelby, MI 49455  
(231) 861-6629  
(231) 861-0601 fax

Dear Parent/Guardian,

Late Saturday we were notified of one student at Thomas Read Elementary and one student at New Era Elementary who have been diagnosed with COVID-19. We have worked closely with Health Department #10 to identify any close contacts. The students has not been in school since November 10<sup>th</sup> and had no symptoms at that time. All families have been contacted and all students and staff that were exposed have been contacted and informed of quarantine timeline, with Thanksgiving break next week, all may return November 30, 2020.

The virus that causes COVID-19 is spread most commonly from person to person, through respiratory droplets made when an infected person coughs, sneezes, or talks. It spreads easiest when people are in close contact with one another (within about 6 feet for at least 15 minutes). You can also get COVID-19 by having direct physical contact with someone that is infected, like touching, hugging, or kissing, as well as sharing eating or drinking utensils. It may also be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes. Once infected, illness begins within 2 to 14 days.

We ask that you help protect your family and your community from this disease by taking the following steps.

- Watch for symptoms of COVID-19 illness, which are fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea.
  - It is recommended you get tested for COVID-19 if you do get symptoms. You can call 2-1-1 or go to [www.michigan.gov/coronavirustest](http://www.michigan.gov/coronavirustest) for testing locations.
- Wash your hands often with soap and water for at least 20 seconds especially before eating, after you have been in a public place, or after blowing your nose, coughing, or sneezing.
  - If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.
- Avoid touching your eyes, nose, and mouth.
- Avoid close contact with people who are sick. Stay home if you are sick.
- Avoid gathering in groups, stay at least 2 arms' length (about 6 feet) apart from others, and stay out of crowded areas.
- Cover your mouth and nose with a cloth face cover when around others.
- Cover your mouth and nose with a tissue or the inside of your elbow when you cough or sneeze.
- Clean and disinfect surfaces that are touched often at least once a day.

More information can also be found at: [www.cdc.gov/coronavirus/2019-ncov/index.html](http://www.cdc.gov/coronavirus/2019-ncov/index.html).

Sincerely,

Kara Vanderweele  
Thomas Read Principal