



# Shelby Public Schools

*Learning Today for a Successful Tomorrow*

## 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

Letter for Positive Case in School  
February 3, 2020

Dear Parent/Guardian,

A staff member that works at Shelby Public Schools and with your child has been diagnosed with COVID-19. Health Department #10 is investigating the situation and is working with the school to identify the close contacts that will need to stay home in quarantine. You would have been contacted by the school if your child was a close contact. We would like to share information with you on COVID-19 and ask that you watch your child closely for symptoms.

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  
K-5 Principal