



Newark Community High School
District No. 18

November 23, 2020

413 CHICAGO RD., NEWARK, IL 60541

PHONE (815) 695-5164

FAX (815) 695-5752

Amy B. Smith, Superintendent

James Still, Principal

Dear Newark High School Families and Staff:

The health and safety of Newark Community High School District's community is our highest priority, and we recognize the uncertainty and concern regarding the evolving coronavirus (COVID-19) pandemic. We would like to inform you that one of our students/faculty members has tested positive for COVID-19. We are following guidance from the CDC, as well as communicating with the Kendall County Health Department, for best practices and procedures to protect everyone's health.

We have coordinated our contact tracing efforts with the Kendall County Health Department to promptly identify and directly contact individuals who have been determined to be close contacts of the COVID-19 positive individual. We are confident that this individual did not contract COVID-19 at NCHS #18. If you have not been personally contacted prior to receiving this letter, your child did not have close contact with the individual who tested positive. Given the importance of confidentiality, no names or other personal information will be shared with anyone that has not had close contact with the individual.

To prevent further spread of the disease, the school has taken the following actions:

- **Determined where the ill individual travelled within the school building**
- **Facilitated a deep clean of the applicable areas of the facility**
- **Restricted visitor access into the school**
- **Continue to provide daily screenings and monitor all visitors, students, and staff members for COVID-related symptoms**

We are committed to providing our students/staff with the safest and healthiest environment. We appreciate everyone practicing safe guidelines and staying home when anyone in the family is exhibiting symptoms.

Thank you,

**Amy B. Smith
Superintendent**

**Jim Still
Principal**