

## **New Hampshire School Administrative Unit #15**

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**William J. Rearick**  
*Superintendent of Schools*

**Margaret W. Polak**  
*Assistant Superintendent*

**Amy R. Ransom**  
*Business Administrator*

November 15, 2020

Dear David R. Cawley Families and Staff,

This morning we received notification of a confirmed case of COVID-19 at the Cawley Middle School. The administration is in the process of performing the contact tracing protocols, and will notify those identified to have been in close contact with the individual.

We are actively working with and following guidelines from the New Hampshire Department of Health and Human Services (DHHS). **No additional action is required at this time.**

NH DHHS has requested we provide contact information for anyone who has been identified as having had close contact (within 6 feet for longer than 10 minutes) with the infected person. NH DHHS will contact these individuals or their parent/guardian and will instruct them how to self-quarantine at home. Those families and staff will be directed to get tested and keep themselves or their children quarantined until 14 days following their last possible exposure. A guide for self-quarantine can be found [here](#).

If you or your child are experiencing symptoms of COVID-19, such as a fever, chills, respiratory illness, aches or change in taste and smell, please stay home and away from others and get a COVID-19 PCR test. You may also choose to seek out testing from your healthcare provider or at one of the [testing sites](#) located throughout the state (<https://www.dhhs.nh.gov/dphs/cdcs/covid19/documents/covid-testing-options.pdf>). If you choose either of those options, you should bring this letter with you.

Please note that if you or your child are currently quarantined, you must complete quarantine, even if your test is negative. This is because the maximum amount of time from being exposed to the virus that causes COVID-19 and testing positive is 14 days. Therefore, even if your child tests negative today, they would need to quarantine until they reach the 14<sup>th</sup> day following exposure.

The safety of our children, employees and visitors is our top priority. To ensure your health and safety, we have been following [CDC guidelines for cleaning and disinfecting](#) for our high-traffic areas and frequently touched surfaces. In addition, to prevent further spread of the disease in our community, please:

Because COVID-19 is most commonly spread through respiratory droplets, we should all take the following precautions to prevent the spread of the disease:

- Wash your hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.
- Avoid close contact with others. When outside your home, keep a distance of at least 6 feet between yourself and others. This is known as social distancing.
- Wear a cloth face covering that covers your mouth and nose to protect others when in public areas.
- Cover your mouth and nose with a tissue when you cough or sneeze, then throw the tissue in the trash and wash your hands.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Stay home if you have a fever or are not feeling well.

Children may worry about themselves, their family and friends getting sick with COVID-19. Tips for talking to children about COVID-19 can be found [here](#).

To learn more about COVID-19, please check these trusted resources:

- New Hampshire Department of Health and Human Services: <https://www.nh.gov/covid19/index.htm>
- United States Centers for Disease Control and Prevention:  
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Sincerely,



William J. Rearick  
Superintendent of Schools