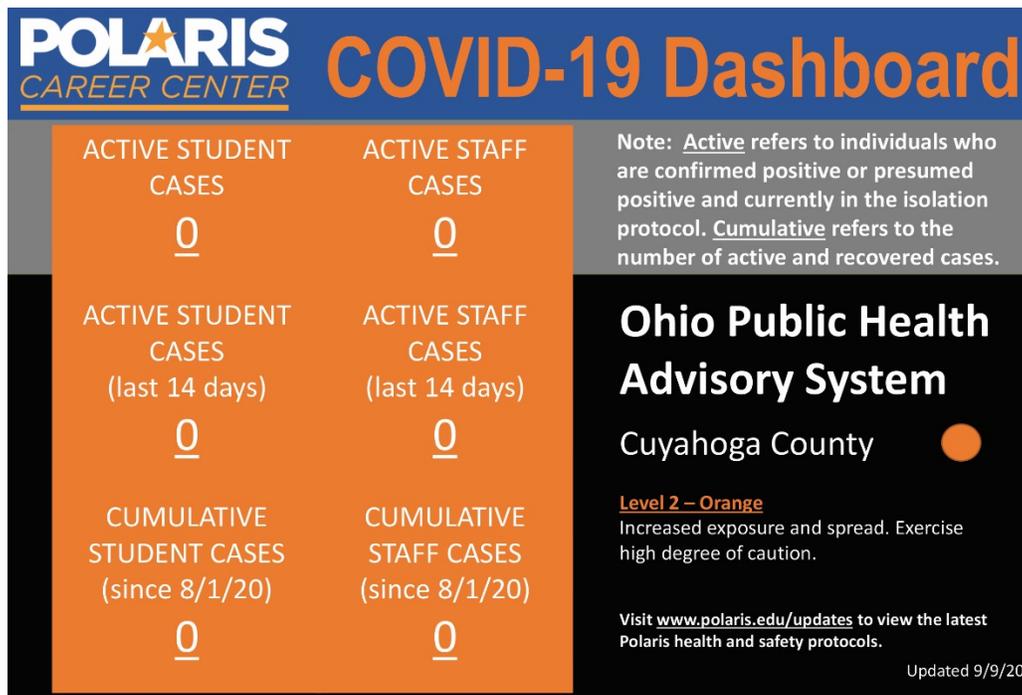




September 10, 2020

Dear Polaris Community,

The official Polaris COVID-19 Dashboard is now available to provide families and staff with a transparent summary of COVID-19 related positive cases. When Polaris Career Center receives notification of a positive case, families and staff in the building will be notified. A Polaris administrator will begin the contact tracing procedure and notify direct contacts and provide quarantine instructions. A positive case indicates that the student or staff member has been tested and received a report confirming that they have the virus. This document will be updated daily and can be viewed at [www.polaris.edu/dashboard](http://www.polaris.edu/dashboard).



As part of the District's Responsible Restart Plan, we have prepared health and safety protocols across all areas of our campus. As part of that preparation, we have been coordinating with and receiving direction from the Cuyahoga County Board of Health (CCBH) on the required procedures to follow should a student or staff member be suspected of having or received a positive diagnosis of COVID-19.

**If a student or staff member tests positive for COVID-19:**

- In the event of an exposure or suspected exposure of a staff member, student, or household member of a staff member or student, we will coordinate with the CCBH on the appropriate next steps.
- Anyone testing positive for COVID-19 is to isolate at home and will receive a call from the Cuyahoga County Board of Health with additional instructions on how to keep themselves and their family safe.
- A Polaris administrator will acquire a list of close personal contacts to begin the contact tracing process. The names of close contacts, those within six feet for at least 10 minutes, will be notified by either a Polaris administrator or the CCBH and provided with quarantine instructions. A Polaris administrator or CCBH will determine close contact on a case-by-case basis.
- Anyone exhibiting symptoms should contact their Primary Care Provider for direction.
- As with strep throat, influenza, etc., school families and staff will be alerted of a positive COVID-19 diagnosis.

**Preventative Measures:**

- Conduct your Daily Health Assessment. Anyone exhibiting symptoms should NOT come to school and contact their Primary Care Provider for direction.
- Polaris has a separate isolation clinic for students or staff who present COVID-19 symptoms while at school.
- Because masks dramatically decrease the risk of exposure, all students and staff are required to wear masks unless an exemption is on file.
- Wash your hands frequently throughout each day - hand washing is easy, and it's one of the most effective ways to prevent the spread of germs.
- Anyone traveling out of the country or from COVID-19 hot spots are asked to quarantine for 14 days before returning to school.

**Additional Information:**

Please understand federal law prohibits the release of anyone's medical information.

Thank you to the Cuyahoga County Board of Health for their guidance, and to you for your continued support and partnership during these uncharted times. Please note that as new information becomes available, these policies may change and will be updated accordingly. For the latest information and an overview of our health and safety protocols, please visit [www.polaris.edu/updates](http://www.polaris.edu/updates).

Sincerely,



Bob Timmons  
Superintendent