



Mr. Carl L. Albano, Superintendent
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Dear School Staff and Parents,

Today, I learned that an individual who tested positive for COVID-19 was at The Garrison School on Monday and Tuesday while infectious. Please know that The Health Insurance Portability and Accountability Act (HIPAA) and other privacy laws restrict us from disclosing or confirming any personally identifiable information.

Please be advised that The Garrison School will be closed for all K-8 students on Thursday, November 12th and Friday, November 13th. This two-day closure will give us ample time to communicate with all families and staff members who had exposure to the infected individual, and to conduct a thorough cleaning and disinfecting of the entire school building in accordance with the Centers for Disease Control guidelines. If you are not contacted by a school official directly, this means that you or your child was not exposed long enough to the infected individual to be considered a contact by the Putnam County Department of Health.

The Putnam County Department of Health has a contact tracing system in place for Putnam County when there is a confirmed positive case of COVID-19. They work to identify those who have been in close or proximal contact with the positive person. Close contact means being within six feet of a person with COVID-19 for more than 10 minutes. Proximal contact means being in a room or enclosed space with a positive case for an extended period of time. If you are identified as a contact of the person who tested positive, you will receive a call from a contact tracer. For such calls, your caller ID may read *NYS Contact Tracing* or display a phone number with a 518 area code. Please answer these calls promptly and provide the Contact Tracers with the information they need to protect our school community and families.

We have been working collaboratively with the Putnam County Department of Health to identify all staff members and students who were exposed to the infected person. The exposed individuals must quarantine for 14 days from the last date of exposure. If exposed individuals choose to get tested, a negative test result does not shorten the 14 day quarantine.

As a reminder, if you believe at any point you may have been in close contact with someone who has COVID-19, you should self-quarantine and speak to your healthcare provider. Visit the [NY State Find a Test Site Near You](#) page and enter your address to view a list of the nearest testing sites. In addition, if you suspect you are becoming ill, you should stay home. Symptoms of COVID-19 include fever, cough, sore throat, runny nose, muscle pain, fatigue, new onset of loss of taste and/or smell, and sometimes vomiting or diarrhea. You should consult with your physician for medical advice in specific cases.

Thank you for your understanding and patience. I will continue to keep you informed regarding this particular situation, as appropriate. For more information on COVID-19, please call (866) 588-0195 or visit the Putnam County Department of Health at [Putnam County Department of Health website](#).

Sincerely,

Carl L. Albano

Superintendent of Schools