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Date: October 14, 2020

To: TEC Families, Students and Staff

From: Liz McGonagle, Executive Director

Re: **COVID-19 Communication Procedures for TEC Learning Community Infections**

Dear TEC Families, Students and Staff Members,

The safety and wellbeing of our students and staff is our first priority and during this pandemic we realize there will be times when we encounter possible and confirmed infections due to COVID-19. As a regional learning community, we have developed and trained our staff on [protocols to guide](#) our knowledge of and responsiveness to any situation that could potentially pose a risk to our students and staff. I am writing to share our communication procedures with you.

According to state guidance, only “close contacts” to infected individuals should be placed on quarantine. However, out of an abundance of caution, I want to reassure you that if we do encounter a staff member or student who receives a positive test, we will close the impacted program/s for a minimum of one day to perform contact tracing, review our mitigation procedures, sanitize the facility, and determine the best course of action.

If that happens you will receive a letter from TEC and a follow-up email from your program director detailing next steps. This may mean that your child’s school will immediately transition to a remote or hybrid learning schedule for a few days, or possibly a few weeks, to mitigate the spread of the virus. We may also need to move to hybrid or remote learning if clusters of TEC staff members are required to quarantine making it impossible to adequately staff our classrooms.

There are times when your child’s teacher or therapist may be teaching from a remote location. This might occur if a teacher’s family member is diagnosed with COVID and they must quarantine, if they have a sick family member for whom they care, or any other reason that may make this necessary. Please remember that one cannot assume that all absences from school or work are COVID related. We caution against speculation about absences that could lead to rumors, misinformation and more anxiety for all. At TEC, we will treat everyone’s privacy seriously and we will inform you of any matter that has bearing on public health.

How can you help us keep our schools healthy? Please perform the [daily screening of your child](#) for COVID symptoms before sending them to school. If your child is sick, please keep them home. TEC has developed a [COVID Guide for Students](#) that provides detailed information.

When will we communicate with you?

We know in this uncertain period families want to receive timely information about COVID-19 health issues in our school community. If there is a positive case of COVID in your child's program, we will communicate in writing and follow up with an email from your program director. In an emergency, we will also use the automated emergency communication system. It is our commitment to be as transparent as possible. Below you will find a summary of our communication protocols:

You WILL be promptly notified by TEC when:

- A positive case of COVID-19 is identified in your student's class, cohort and/or school.

If your child is considered a close contact of a student or staff member who has tested positive for COVID-19, you will be notified personally by phone by the TEC Nurse Leader, Kerry Kubera or the Walpole Public Health Nurse. Any "close contacts" will be required to quarantine according to state expectations. Further guidance for quarantine will be provided to you during that call.

Close Contact is defined as:

- Proximity within 3-6 feet distance for at least 15 minutes to someone who has COVID-19
- Direct physical contact with someone who has COVID-19
- Sharing eating or drinking utensils with someone who has COVID-19
- Contact with respiratory droplets of someone who has COVID-19 (i.e. sneeze, cough, saliva)


You WILL NOT be notified when...

- A COVID-19 infection occurs in your school community, but was NOT infectious at the time they were in the school building.
- Individuals outside your student's program are placed in a precautionary quarantine but have not tested positive.
- There is a COVID-19 positive case in a different building.

Thank you for all of your patience and support. Only by working together can we keep our students and staff safe during this difficult time.

If you have any questions, please feel free to reach out to your child's Principal.

Best wishes for good health,



Executive Director