



**How FCS Will Communicate COVID-19 Information
with Parents/Guardians and Staff Members**
Updated 10/16/20

For the 2020-21 school year we are dealing with unprecedented and challenging situations. Below is how we will communicate with you during this time. Please note that this may change if necessary. We ask that you actively stay informed and continue to practice patience. Thank you!

1. Our main method of communication will be email. We will be using emails listed in Parent Portal accounts. All parents/guardians MUST have a Parent Portal account.
 - If you DO NOT have a Parent Portal account, [view directions here](#).
 - If you DO have a Parent Portal account, [learn how to update your email addresses and phone numbers](#)
 - [Additional information on Parent Portal](#)
2. Similar to inclement weather/school closures, parents/guardians MUST have a plan in case their child is transitioned temporarily or for an extended period of time to virtual learning from home.
3. All parents/guardians MUST check their email frequently for updates. Direct exposure emails will be sent between 5-10 pm and by 6:05 am.
4. A daily list of positive student and staff member COVID-19 cases by school will be posted week-days by 6 pm at www.forsyth.k12.ga.us. This DOES NOT mean that the individual was physically at school on this day. Monday totals include those from the prior weekend. Information is entered by 6 pm daily; for cases reported after 5 pm, the chart will be updated for that day the next morning.
5. If a student or a staff member receives a positive COVID-19 result DURING the school day, contact your school nurse or school administrator immediately. Note, that when a positive case is reported to FCS, it is confirmed by the DPH.
6. If a student or a staff member receives a positive COVID-19 result AFTER school hours, including weekends, contact your school principal or assistant principal by email (email addresses are posted on [school websites](#)). Note, that when a positive case is reported to FCS, it is confirmed by the DPH.

7. School staff will send the name and contact information for the individual with the positive test AND the name and contact information for those individuals who have had direct exposure to the individual with the positive test to the Georgia Department of Public Health (DPH). If your child has had direct exposure and you have not been contacted by a DPH contact tracer by four days after receiving the email below, please contact District 2 Public Health at 770-535-5743.

CDC guidelines suggest that only those who have been in close contact should quarantine. Effective August 26, 2020, FCS assumes any household member to be a direct contact.

8. If a student has had direct exposure to someone that tested positive for COVID-19, you will receive the email below:

- Dear Parent/Guardian,

You are receiving this email because your child, (NAME), has had direct exposure to an individual that has tested positive for COVID-19. Your child must quarantine, which includes staying at home, not participating in school, extracurricular or public activities, and transitioning temporarily to itslearning for 14 days starting from (INSERT DATE), the date of direct exposure. Please contact your child's teacher for questions related to school/itslearning.

The Georgia Department of Public Health (DPH) has been notified and will be in contact with you. Please monitor your child daily for any symptoms, contact your physician for health questions, and access resources provided at www.forsyth.k12.ga.us/COVID. If your child begins to have symptoms or tests positive during the quarantine period, please contact your child's school immediately as this will impact their return date.

Elementary parents/guardians: In addition to the direct exposure email above, the school will notify parents/guardians by email when there is an individual with a positive COVID-19 test within your child's classroom. Please see <http://www.forsyth.k12.ga.us> for a daily list of positive COVID-19 cases by school.

Middle and high parents/guardians: Please see <http://www.forsyth.k12.ga.us> for a daily list of positive COVID-19 cases by school. Direct exposure emails will be sent; however classroom emails will not be sent since students change classes frequently.

9. If a staff member has had direct exposure to student or another staff member that tested positive for COVID-19, they will be contacted by the school nurse/school administrator and informed of their next steps. Following guidance from the DPH for contact tracing:

- Symptomatic Person – They are contagious for 48 hours prior to their onset of symptoms.
- Asymptomatic Person – They are contagious 48 hour BEFORE their test date.

10. If a decision is made to close down a classroom or larger (grade level, school, etc.) parents/guardians will receive a Parent Portal/Campus Messenger email and inbox message, while staff members will receive an email for notification of this information, as well as next steps.

11. Due to privacy laws we are unable to share the name of a student that tests positive for COVID-19. We are only allowed to share the name of the staff member if they give their administrator/supervisor permission to do so.

12. A parent/guardian's first point of contact for issues, including those related to COVID-19, should always be the teacher/staff member at their child's school, followed by a school administrator. A staff member's first point of contact should be their immediate supervisor. For matters of a system-wide nature, please contact the appropriate [district department](#) or email info@forsyth.k12.ga.us

For COVID-19 questions outside of communications, visit <http://www.forsyth.k12.ga.us>.