



**How FCS Will Communicate COVID-19 Information
with Parents/Guardians and Staff Members
*Effective 8/13/20***

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. 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/restartforsyth.
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.
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](#)).
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).
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. The Georgia Department of Public Health (DPH) has been notified. Your child must stay home until the DPH contacts you and provides further guidance, such as when your child may return to school. During this time your child will be learning virtually from home using itslearning. Please monitor your child for any symptoms using the CDC Symptom Checker and the Georgia Department of Public Health Decision tree, both available at www.forsyth.k12.ga.us/restartforsyth Please contact your physician for health questions and contact your child's teacher for questions related to school/itslearning.

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 www.forsyth.k12.ga.us/restartforsyth for a daily list of positive COVID-19 cases by school.

Middle and high parents/guardians: Please see www.forsyth.k12.ga.us/restartforsyth 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.

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 www.forsyth.k12.ga.us/restartforsyth.