



**Health Services Department**

12465 Warwick Boulevard, Newport News, VA 23606-3401 • phone: 757-591-4646

(School Name) School Staff,

The Health Services Department has received notification of a confirmed case of COVID-19 in a person associated with (Name of School). The person has been placed on self-isolation in accordance with protocols established by the Centers for Disease Control (CDC) and Virginia Department of Health.

Officials from the Peninsula Health District may contact any individuals who have been identified as coming into “close contact” with the person who has tested positive to provide further information and guidance. Close contacts of a person with a positive COVID-19 test are those individuals who have been in contact with the person for 15 minutes or more over a 24 hour period a distance of 6 feet or less.

The novel coronavirus causes a respiratory illness with symptoms including fever, cough and shortness of breath. Persons experiencing these symptoms should see a healthcare professional. Any person experiencing flu-like symptoms (fever of 100.4 degrees or higher, cough and/or congestion) should stay home and monitor their symptoms. People with underlying health conditions should contact their healthcare provider for guidance.

Should any additional cases of COVID-19 be identified within our school community, Newport News Public Schools will work closely with local and state health officials to ensure that employees are well informed.

To minimize the spread of the virus, if you are sick, the CDC offers the following recommendations:

- Stay home except to get medical care
- Separate yourself from other people in your home
- Call ahead before visiting your doctor
- Cover your coughs and sneezes
- Clean your hands often
- Avoid sharing personal household items
- Clean all “high-touch” surfaces everyday
- Monitor your symptoms

The Peninsula Health District has created a COVID-19 hotline to assist citizens with health-related questions and concerns. Call (757) 594-7069 from 8 a.m. to 6 p.m. seven days a week for assistance.

For more information about coronavirus, visit [www.cdc.gov/coronavirus/](http://www.cdc.gov/coronavirus/).

The health and wellbeing of our staff is our top priority. We will continue to keep you informed.

Nancy Carlson  
Supervisor, Health Services