

Date:

9/24/20

Subject:

COVID Communications: Process Update

Email:

Urbandale CSD Families and Staff,

I'd like to provide an update regarding adjustments we're making for how we'll be communicating the status of COVID-19 in our schools. Here's a brief summary of the process we have been following, the reason why the process is changing, and the process we'll follow going forward.

Past Process

- Since our school year began, we have been providing notifications to all parents/guardians and staff when we have received confirmation of a positive case of COVID-19 in the building.
- We have been conducting contact tracing with the Polk County Health Department in order to directly notify close contacts to provide direction for quarantine.
- In addition, we have been updating the current status of the virus on a weekly basis on our [COVID-19 status page](#).

Change In Process

- Based on new guidance received from the Iowa Department of Education and the Iowa Department of Public Health, we are to notify parents/guardians and staff when there are six or more positive cases in a building.
- Thus, when there are between one and five positive cases in a building we will no longer send out a notification to all parents/guardians and staff in that building.
- While we won't be providing notifications when there are five or fewer cases in a building, it can be assumed that COVID-19 exists in our buildings as it does in our community. Please be sure you/your student is taking the necessary precautions by socially distancing, wearing a face mask, practicing good hand hygiene, and staying home if ill.

Process Going Forward

- When we receive notification of a positive case (student or staff), we will continue conducting contact tracing with the Polk County Health Department in order to directly notify close contacts to provide direction for quarantine.
- Parents/guardians and staff will be notified within 24 hours if they are considered a close contact.
- We will continue updating the current status of the virus in our district on a weekly basis, typically on Fridays, on our [COVID-19 status page](#).
- If there are ever six or more positive cases in a building, we will notify all parents/guardians and staff within that building on a weekly basis (typically on Fridays).

As a reminder, please review the following information related to [illness prevention, monitoring health/reporting illness, and isolation/quarantine](#) that we have shared in previous newsletters and posted on the [Return To Learn section of our site](#). Thank you for all you are doing to help maintain safe and healthy learning environments.

Sincerely,

Steve Bass
Superintendent