

Dear Staff Members,

This letter is to inform you that on January 21, 2021, the District was notified of a case of coronavirus (COVID-19) at one of our buildings. The individual, who is an employee of Henry Hudson School No. 28, has tested positive for COVID-19. The employee was last on site on January 15, 2021.

Required regular cleaning and disinfection has taken place daily. The area(s) the student was in has undergone a thorough disinfection. If the Monroe County Department of Public Health (MCDPH) indicates that additional steps need to be taken, we will update you immediately.

You may have questions as to whether or not you or your family members should be tested for COVID-19, or who is considered a close contact. The MCDPH performs investigations on all positive cases of COVID-19. Contact tracing is underway, and a representative from Monroe County will contact you if it is determined that you were exposed. If the MCDPH does not contact you, then there is no risk of exposure. Per federal privacy laws, the District cannot disclose any further details or personal identifiable information about COVID-19 cases.

If you are experiencing any symptoms – fever, cough, loss of taste or smell, or shortness of breath – please call your healthcare provider. RCSD employees must also contact Benefits (585-262-8206, [benefits@rcsdk12.org](mailto:benefits@rcsdk12.org)) immediately if you become ill.

It is important that all of us continue to practice social distancing and wear a face covering that covers the nose and mouth. The District also encourages you to continue taking steps to minimize the spread of all respiratory illness, including COVID-19. The New York State Department of Health recommends the following:

- Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer if soap and water are not available.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Avoid close contact with people who are sick, and stay home when you are sick.

Thank you for your patience and cooperation, as we continue to observe these safety measures and work together to help minimize the spread of COVID-19 in our community.

Sincerely,

Susan Ladd  
Principal