



# WEST SENECA CENTRAL SCHOOL DISTRICT

Administrative Offices • 675 Potters Road • West Seneca, New York 14224-4098

**Matthew J. Bystrak**  
Superintendent of Schools

**Jacquelyn R. Fowler**  
Assistant Superintendent of Exceptional Education

**Tracy L. Spagnolo**  
Director of Pupil Personnel Services

September 2020

Dear Parent/Guardian:

This letter is to inform you of our procedure regarding children who present with symptoms of COVID-19.

If your child is ill and presents with symptoms of COVID-19 it is necessary to keep him/her home from school. An ill child will not be able to perform well in school and is likely to spread the illness to other children and staff. Please arrange for childcare ahead of time so you will have a place for your child to stay if he/she is ill.

Our school protocol states that you should not send your child to school if he/she had:

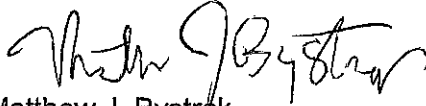
- Fever in the past 24 hours
- Cough
- Shortness of breath and/or difficulty breathing without activity
- Fatigue
- Muscle/body aches
- Headache
- Loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea, vomiting or diarrhea

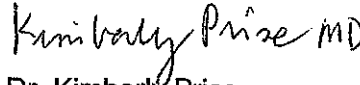
If your child becomes ill at school and presents with COVID-19 symptoms, they may be contagious to other children and staff. You will be called and will be required to take your child home.

***It is essential that the health office have a phone number where you can be reached during the day. Also, please provide an emergency contact person and phone number in the event you cannot be reached.*** Please be sure arrangements can be made to safely transport your child home from school in a timely fashion and that childcare is available.

***We recommend that you contact your child's health care provider for further evaluation and care instructions.***

Thank you for working with us to keep our children and community safe from COVID-19.

  
Matthew J. Bystrak  
Superintendent of Schools

  
Dr. Kimberly Prise  
School Physician