Dear Students and Families:

Every important decision I made this summer prioritized the protection of our school's students, faculty, and staff from the spread of COVID-19, the disease caused by the coronavirus. COVID-19 spreads most easily through the air, making it a difficult infectious disease to contain, especially indoors.

While I am enthused by our safety efforts thus far - including daily temperature checks for staff and students, mask-wearing protocols, ventilation system improvements - I am convinced that additional measures must be taken to ensure the safety of students and staff from the spread of COVID-19.

Specifically, steps must be taken to ensure that if and when there is a case of the disease that all people who came in contact with the infected person are quarantined and tested. This process is called contact tracing.

To facilitate contact tracing, we will use a new mobile app called ConTrace (available on iOS and Android operating systems*). Using BlueTooth technology, the app determines with whom you have come in close proximity and the duration of that contact. These "contacts" are stored as unique, unidentifiable numbers, called keys, on your app for 14 days.

If one of your contacts becomes infected with COVID-19, you will be alerted via the app, at which point you must quarantine and be tested for COVID-19. If the result is negative, you are allowed to return to school. If the result is positive, you must report that information on the app (so other contacts are notified) and follow all regular quarantine protocols.

I understand that you probably have concerns about the use of your personal data by the app. These are valid concerns. Here are some things you should know about the app:
1. The app does NOT store or transmit any personal data (such as name or address). The app uses numerical keys, similar to your OSIS number, to communicate with the app on other students' phones.
2. The app does NOT communicate with other apps over WiFi or cellular networks. The app only communicates with other close-by apps via BlueTooth technology.
3. The app only communicates over WiFi or cellular service if a positive test has been found. At which point, the app will notify that infected person's contacts using the stored keys.
4. The app does NOT tell you who has contacted COVID-19 or provide any personal information from your contacts.

I hope this additional information assuages your concerns.

Installation and use of the ConTrace is mandatory for all students every day. If you do not have a cell phone, you will be provided with one that has been enabled for WiFi use only. At morning entry every day, you will be asked to show us that the app has been installed and is running. Thank you for your cooperation in keeping the members of our community safe.

I am sure that you have questions, so please do not hesitate to contact me by email (SSkinner@schools.nyc.gov) or phone (555)-555-5555, ext. 555.

Yours Truly,
Mr. Seymour Skinner
Principal
Springfield Elementary School

* - If you own a Windows phone, it will be confiscated and destroyed.