

December 15, 2020

Dear Ketcham Elementary School,

This letter is to inform you that an individual who was last present at Ketcham Elementary on December 11, 2020 has reported a positive test for coronavirus (COVID-19). The individual is no longer on campus and will not return until medically cleared. Upon notification of the positive case, and out of an abundance of caution, the building will be cleaned and disinfected, including classrooms, office areas, conference rooms, and other common areas.

Persons for whom we know were in close contact with the individuals were immediately notified and provided guidance based on DC Health and CDC guidelines. Close contact is defined as: (1) being within approximately 6 feet (2 meters) of an individual with COVID-19 for a prolonged period of time (e.g., being in the same office or classroom as a positive and symptomatic individual), or (2) having direct contact with the infectious secretions from an individual with COVID-19 (e.g., being coughed on). Note: The definition of “close contact” does not include all other individuals on the same floor or in the same building as a positive individual, unless they also meet criteria (1) or (2).

Per current DC Health guidance, you do not need to be tested or undergo voluntary quarantine based on this possible exposure. However, we strongly urge you to closely monitor yourself and your family for symptoms of COVID-19 such as fever, cough, and shortness of breath. If you develop any of these symptoms at all, please stay home and contact your healthcare provider immediately for advice. You should also contact your school to let them know your student will be staying home.

As a reminder, here are the steps that we can all take to keep ourselves, families, and others around us safe from COVID-19:

- Wash your hands frequently with soap and water, especially before eating, after using the restroom, and upon returning home
- Cover your cough and/or sneeze into a tissue then discard in the trash and immediately wash your hands for 20 secs or use hand sanitizer
- Avoid touching your eyes, face, and mouth
- Clean and disinfect frequently touched surfaces
- Stay home if you are sick
- Practice social distancing
- Visit [coronavirus.dc.gov](https://coronavirus.dc.gov) for updated information

These are difficult and uncertain times. We are all in this together, and we will get through this together.

Thank you,

Maisha Riddlesprigger  
Principal, Ketcham Elementary School