



# Pocono Mountain School District

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**Dr. Kathleen Smith**

Executive Director for  
Human Resources

ksmith@pmsd.org

December 21, 2020

Dear Tobyhanna Elementary Center Parents/Guardians & Staff,

We have been notified that two TEC staff members have tested positive for COVID-19. Close contacts of these individuals have been identified, according to CDC and the PA Department of Health Guidelines. Faculty, staff and students who were identified as being in close contact with these individuals have been notified and mandated to quarantine at home for 14 days from the last date of exposure.

We are following all CDC guidelines and protocols set by the Pennsylvania Department of Education, Pennsylvania Department of Health and our school district, regarding the cleaning, disinfection and sanitizing of our classrooms and schools to prevent the spread of COVID-19.

In addition to the morning symptom check, parents and students are encouraged to do the following to help prevent the spread of illness at home and in school:

- Avoid close contact with people who are sick.
- Wash your hands frequently.
- Avoid touching your eyes, nose and mouth.
- Stay home when you are sick.
- Cover your mouth and nose with the inside of your elbow when you cough and sneeze.
- Clean and disinfect frequently touched objects and surfaces.
- Practice social distancing and wear a mask.

Please know the health and safety of our students and staff is our utmost priority. If you have any questions or concerns, please contact your school administration and/or nursing department.

Thank you for your support and understanding.

Sincerely,

*Dr. Kathleen Smith*

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