



**Kip Crain, Ph.D., Superintendent**  
**Mary A. Workman, Treasurer**  
**Matt Brown, Principal**

518 West Prospect Street  
Smithville, Ohio 44677

High School: 330-669-7000  
High School Fax: 330-669-7001  
Adult Education: 330-669-7070  
Adult Ed Fax: 330-669-7071  
Website: [www.wcsc.org](http://www.wcsc.org)

Date: 11/2/2020

Dear Wayne County Schools Career Center Families,

We received notification of a confirmed COVID 19 case with in the school. While we must protect the privacy of our staff and students we feel it is important to communicate transparently with you.

We have been working with the Wayne County Health Department to address the situation. Please remember that a confirmed case in the building does not mean your child was exposed to COVID 19. **Contact tracing has been conducted and no additional individuals needed to be quarantined.**

To protect the confidentiality of our students and staff the Wayne County School Career Center is not allowed to give out any personal information related to this matter.

The safety of our students and staff are most important to us and we will continue to be in close contact with the Wayne County Health Department regarding any positive COVID 19 cases with in the school.

We will continue to follow the appropriate COVID-related recommendations and guidelines and the appropriate steps under the current circumstances for cleaning and disinfecting have/will be taken. We will continue to follow all school guidelines and protocols as outlined for re-entering this school year.

You can visit our school website for more COVID 19 information or to access our “Positive COVID test data dashboard”.

We are still encouraging the following recommended guidelines.

- Wash your hands often with soap and water for at least 20 seconds
- Use alcohol-based hand sanitizer if soap and water are not available
- Wear a mask
- Avoid close contact with those who are sick
- Avoid touching your eyes, mouth and nose.
- Cover your coughs and sneezes with a tissue or by using your sleeve



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- **Conduct a daily health/symptom self-evaluation, stay home if you are sick and contact our school nurse/COVID 19 coordinator Tracy Hackworth at 330-669-7011 if you or someone in your household is ill.**
- Disinfect frequently touched surfaces and objects
- Maintain social distancing of at least six feet from non-household members
- Decrease in-person interactions with others and avoid contact with anyone considered high-risk
- Consider necessary travel only
- Seek medical care as needed, but limit or avoid unnecessary visits as much as possible

We are grateful for the opportunity to serve you and your family, especially as we face this challenging situation together. Thank you for your continued support.

Sincerely,

Dr. Kip Crain, Superintendent  
Matt Brown, Principal  
Tracy Hackworth, School Nurse