



September 30, 2021

Dear Parents, Staff and Community Members:

The Intensive Education Academy was notified that a member of our school community has tested positive for coronavirus (COVID-19). The affected person has been instructed to remain home in self-isolation for 10 days and has been provided with additional instructions to follow prior to returning to school.

Contact tracing has been completed. Those who have been identified as close contacts have been notified and will be quarantining and/or monitored as necessary. Questions about who is determined to be a close contact and who needs to quarantine, can be answered by the Connecticut Department of Public Health's [Addendum 5](#) that continues to be updated as necessary. This document can also provide information on what to do if you or a family member has possible symptoms, a diagnosis, or exposure to COVID-19.

Should your child need to quarantine at any point this school year, they will be able to participate in their class remotely and receive their related services as well. They can log into their Google Classroom and join their classroom remotely via the Google Meet link, as soon as we are notified of the quarantine or as soon as they return home (if they are sent home midday). They can take breaks when the class has break time (snack, mask breaks, lunch, etc.) If you need to wait until the next day to make remote learning arrangements, or if your child is feeling too unwell to participate, please just let us know. If your child needs technology or materials, those will be ready in no more than 24 hours (not including weekends). We do have a courier service if you are unable to pick the materials up from the school.

**Please remember that it is essential that members of our school community, students and staff, stay home if they are feeling unwell or if they have come in contact with someone who has tested positive for COVID-19. We remind you to review the [health checklist](#) daily.** Paper copies will be sent home this week so you can hang them in a convenient location.

Be especially mindful of monitoring yourself and family members for these COVID-19 symptoms:

- ☐ Fever (100.4° Fahrenheit or higher)
- ☐ Chills or shaking chills
- ☐ Uncontrolled new cough (not due to other known cause, such as chronic cough)
- ☐ Difficulty breathing or shortness of breath

Intensive Education Academy, Inc.

840 North Main Street West Hartford, CT 06117 ■ 860-236-2049 ■ [www.ie-academy.org](http://www.ie-academy.org)

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- ☐ New loss of taste or smell
- ☐ Other non-specific symptoms such as headache, fatigue, sore throat, body aches, nausea/vomiting/diarrhea

**It is vital that the school nurse be informed if an IEA student or staff person is taking a COVID-19 test due to symptoms, has received a positive test result or has been in close contact with someone who has COVID-19.** Terri LeDuc can be reached at [ieanurse@ie-academy.org](mailto:ieanurse@ie-academy.org) or 860-310-2784.

For additional information on COVID-19 symptoms, please see:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

We are closely monitoring this situation and working with the West Hartford-Bloomfield Health District and will provide you with updates as necessary. As always, if you have questions, please do not hesitate to contact me at [jforman@ie-academy.org](mailto:jforman@ie-academy.org) or 860.236.2049.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jeff Forman', is written over a light blue circular background.

Jeffrey Forman  
Executive Director

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