



November 23, 2020

Dear Families and Staff of the Potter Center:

The health and safety of our students and staff is our top priority. With that in mind, the purpose of this letter is to inform you that an individual that was present in one of our programs at the Potter Center on Nov. 13 has tested positive for COVID-19. Please be aware that we cannot release the name or any personally identifiable information regarding this individual.

Your receipt of this notice alone DOES NOT mean that you and/or your child have been exposed to or have come in close or proximate contact with the individual who has tested positive.

The local department of health has taken steps to notify those determined to be close and proximate contacts. Our school will remain open. Unless you were notified otherwise, you should continue to follow your class schedule.

We will provide further updates if additional steps need to be taken by our program. Please continue to monitor child or self for symptoms and stay home if they/you are sick. In addition, please contact their/your healthcare provider if they/you develop symptoms or if you have any additional questions or concerns.

More information on the symptoms of COVID-19 can be found at <https://coronavirus.health.ny.gov/home> or on the Centers for Disease Control and Prevention website <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>.

If you have questions regarding the information in this letter, please contact us.

Thank you,

Mr. Luke Vogel
Principal