

# Chattahoochee Communication: Covid-19

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For the 2020-21 school year we are dealing with unprecedented and challenging situations.

This presentation will explain how we will communicate with you during this time.

Please note that this may change if necessary.

We ask that you actively stay informed and continue to practice patience.

Thank you,

Chattahoochee Administration





The Following Presentation Explains this FCS COVID-19 Communication Guide.

# COVID-19 Communication Guide

Our main method of communication will be email. We will be using parent/guardian emails listed in Parent Portal. Visit <https://www.forsyth.k12.ga.us/portal> for all things Parent Portal, including setting up a new account and updating your email. Additional information is available at [www.forsyth.k12.ga.us/restart](http://www.forsyth.k12.ga.us/restart).

## #1: Student Tests Positive for COVID-19

Parent/guardian are responsible for notifying their school nurse or school administrator.

## #2: Notify the Department of Public Health (DPH)

The school notifies the DPH of the positive student and those that have had direct exposure\* to the positive student.

## #3: Notify Parents/Guardians and Staff

The school sends an email to the parent/guardian of the student that has had direct exposure and notifies staff; the DPH also contacts to the parent/guardian of the student that has had direct exposure .

\* Direct exposure: Less than 6 feet for 15 or more minutes of consecutive contact.

## #4: Continue Student Learning

Students with direct exposure are temporarily transitioned to virtual learning through itslearning for 14 days starting from the day of direct exposure.

## #5: Share Additional Notifications

Elementary parents/guardians receive email notification concerning the positive case in their classroom. Week days by 6 pm the number of positive cases by school are posted at [www.forsyth.k12.ga.us/restartforsyth](http://www.forsyth.k12.ga.us/restartforsyth).

## #6: Continue Daily Preventive Habits

Check temperature before leaving for school, wear a mask if able, wash hands frequently, cover coughs and sneezes, and social distance when possible.

# Updated Parent Portal Account



## Infinite Campus Mobile Portal App Setup Instructions:

1. Download the Infinite Campus Mobile Portal App
2. District Name: Forsyth
3. Select a State: Georgia
4. Click on Search
5. Click on Forsyth County
6. Enter Username
7. Enter Password
8. Click on Login



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## Our main method of communication will be email

We will be using emails listed in Parent Portal accounts. All parents/guardians MUST have a Parent Portal account with updated email and phone numbers!

## Who do I contact to set up Parent Portal?

Your child's current school.

or

Cindy Little, Parent Liaison

Phone: 678-947-0863, ext 312253

Email: [parentportal@forsyth.k12.ga.us](mailto:parentportal@forsyth.k12.ga.us)

[Click Here for Online Parent Portal Request Instructions with Screen Shots](#)

# Have a Plan

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Similar to inclement weather/school closures, parents/guardians MUST have a plan in case their child is transitioned temporarily or for an extended period of time to virtual learning from home

All parents/guardians MUST check their email frequently for updates. Emails will be sent between 5-10:00 pm and by 6:05 am.

A daily list of positives student and staff member Covid-19 cases by school will be posted weekdays by 6:00 pm at [www.forsyth.k12.ga.us/restartforsyth](http://www.forsyth.k12.ga.us/restartforsyth).



# Keep the School Informed

If a student receives a positive Covid-19 result:  
contact the school nurse or administration  
immediately, even on weekends.

[lholcomb@forsyth.k12.ga.us](mailto:lholcomb@forsyth.k12.ga.us)

[bvella@forsyth.k12.ga.us](mailto:bvella@forsyth.k12.ga.us)

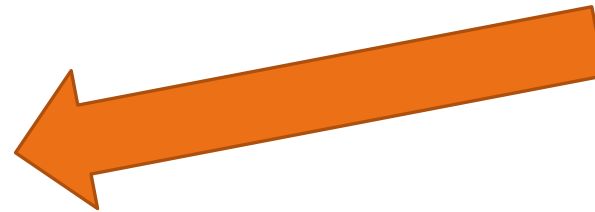
[jenwilliams@forsyth.k12.ga.us](mailto:jenwilliams@forsyth.k12.ga.us)



# What happens when the school is informed a student or staff has tested positive?

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Administration will send the Parent Portal contact information of the student/staff that tested positive AND Parent Portal contact information of the student/staff that had direct exposure to the individual with the positive test to the GA Department of Public Health (DPH).



**Critical for Up to Date Information**

This is why all parents and guardians MUST have a Parent Portal account with updated information:  
Current Phone Numbers and Email Addresses are CRITICAL for you to receive calls and emails from administration and the GA Department of Health.

# How will I find out if my child was in direct contact with an individual that tested positive for Covid-19?

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If a student or staff has had direct exposure to someone that tested positive for Covid-19, the parent/guardian will receive this email from Forsyth County Schools, along with a call from administration.

## \* Direct Exposure Automated Email:

Dear Parent/Guardian,

You are receiving this email because your child, (NAME), has had direct exposure to an individual that has tested positive for COVID-19. Your child must stay home and transition to virtual learning using itslearning for 14 days starting from (INSERT DATE), the date of direct exposure. Your child will not return to school tomorrow. The Georgia Department of Public Health (DPH) has been notified and will be in contact with you. Please monitor your child for any symptoms and access resources provided at [www.forsyth.k12.ga.us/restartforsyth](http://www.forsyth.k12.ga.us/restartforsyth). Please contact your physician for health questions and contact your child's teacher for questions related to school/itslearning.

\*Direct Exposure: Less than 6 feet for a consecutive 15 minutes

# How will I find out if an individual in my child's class has tested positive for Covid-19?

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If a student or staff has tested positive for Covid-19, the parent/guardian will receive this email from Chattahoochee Elementary.

## **\*\* Elementary Campus Messenger Email for Positive COVID-19 in Classroom:**

Dear Parents/Guardians:

I am writing this email to inform you that a student in (NAME OF TEACHER)'s class has tested positive for COVID-19. If your child has had direct exposure to this child, you will receive an additional email notifying you to keep your child at home and that your information has been shared with the Department of Public Health for them to follow-up with you. If you do not receive this additional email, your child may return to school tomorrow.



# How can I find out the name of the individual that tested positive?

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Due to privacy laws we are unable to share the name of a student that tests positive for Covid-19. We are only able to share the name of the staff member if they give their administrator permission to do so.

# What happens if there are large numbers of students with Covid-19:



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If FCSS makes a decision to close down a classroom or larger (grade level, school, etc.) parents/guardians will receive a Parent Portal/Campus Messenger email and inbox message.

Students would continue learning virtually.

**1. If the number of COVID-19 cases continues to rise, could the district shift everyone to 100% digital learning?**

Yes, if conditions worsen and the Governor or health officials call for school closures, FCS could move all students to a digital platform.

**2. What happens if a student is attending school in-person and must stay home for several weeks because of exposure to COVID-19?**

The student would be allowed to complete his or her in-person lessons through itslearning without being counted absent.

**3. How will the district handle students who become sick at school?**

The school clinic will continue to serve students who feel ill at school. We have an area set up (separate from the clinic) for students who have symptoms associated with COVID-19. Students will be socially distanced and monitored in that area while the parents are contacted to pick them up. It is essential that parents are aware that students who are ill should be kept home and that students who develop symptoms of illness while at school must be picked up in a timely manner.

# **Frequently Asked Questions:**



**First Point of  
Contact:  
Your child's  
teacher,  
followed by a  
school  
administrator**

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restart



FORSYTH COUNTY SCHOOLS 2020-21

For Covid-19 questions and more details, visit [www.forsyth.k12.ga.us/restartforsyth](http://www.forsyth.k12.ga.us/restartforsyth)

Champions are  
Respectful,  
Responsible,  
Problem Solvers.

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**Please support our  
school and  
community by  
encouraging your  
child to follow our  
3W's.**

**Wear  
a facemask**



**Wash  
your hands**



**Watch  
your distance**



# STRONGER TOGETHER

Through the Relationships We Build  
**Staff\*Students\*Parents**

Reach out to your child's teacher or to Chattahoochee Administration with any questions:

Barbara Vella [bvella@forsyth.k12.ga.us](mailto:bvella@forsyth.k12.ga.us) 770-781-2240 x 150105

Jennifer Williams [jenwilliams@forsyth.k12.ga.us](mailto:jenwilliams@forsyth.k12.ga.us) 770-781-2240 x 150111