

February 3, 2021

RE: School-Wide Notification of a Confirmed Case of COVID-19

This letter is to inform you that a student or staff member at Ottoville Local School District has been diagnosed with COVID-19. We are working with the Putnam Co. Health Department to prevent the spread of this disease. Those who have been identified as close contacts will be communicated with and provided guidance by the Putnam County Health Department. If you or your student have not been individually communicated with other than this letter, it is unlikely that you or your student were identified as a close contact.

Close contact is generally defined as being within 6 feet of an infectious person for 15 minutes or more. However, other factors may play a role in determining if someone is considered a close contact. If you were not identified as a close contact, please continue to monitor for symptoms associated with COVID-19. Symptoms include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

If you or your student have any of these symptoms or they develop, please do NOT go to school or work. Please contact your healthcare provider. If you do not have a healthcare provider, please contact the Putnam County Health Department at 419-523-5608.

Should you have any questions or concerns, please do not hesitate to contact Ottoville Local Schools at 419-453-3357. Thank you for your continued support to keep our community safe and healthy.

Sincerely,

Scott Mangas
Superintendent