



November 18, 2021

Dear Westwoods Families,

On November 18, 2021, Traverse City Area Public Schools received confirmation of two positive school-associated cases of COVID-19 related to Westwoods Elementary School. Any families or staff members who need to quarantine or take additional action will be notified by the Grand Traverse County Health Department.

Due to confidentiality laws and policies, including the Family Educational Rights and Privacy Act and the Americans with Disabilities Act, our school and school district are not able to provide specific information regarding any particular case. However, please know that ***you will be notified if you or your child is a close contact to someone in the school setting who has tested positive for COVID-19 or has been identified by the Health Department as a probable case of COVID-19.*** The Health Department will provide a letter advising you on what steps to take.

Families and staff members are reminded to continue to monitor themselves and their children closely for symptoms of COVID-19 illness, which are 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, or diarrhea.

We continue to do everything we can to keep our school community safe and appreciate your ongoing support and partnership in this effort. If you have concerns about this matter, we encourage you to contact the Health Department directly.

This public notice and additional information about school-associated cases can be found at: [www.tcaps.net/safestart](http://www.tcaps.net/safestart).

Sincerely,

Dan Tiesworth  
Principal, Westwoods Elementary School