



**School Name**

School Address, Calgary, AB T3G 2V7 t | 403-777-6410 e | hawkwoodl@cbe.ab.ca

September 17, 2020

Dear Parent/Guardian,

We have been notified by Alberta Health Services (AHS) that a case of COVID-19 has been diagnosed in an individual from Hawkwood School.

Our school remains open to in-person learning for all students, and we are working closely with AHS to ensure necessary measures continue to be in place to protect all staff and students. This includes cleaning and disinfecting all items touched by the individual, and removing and storing items that cannot be cleaned and disinfected (paper, books, etc.) in a sealed container for a minimum of 72 hours. Our Facilities staff have conducted extensive cleaning and disinfecting of the area.

We know parents have many questions about who the individual might be, but it is important that we respect the confidentiality of the individual. AHS will be contacting only those parents/guardians of students, as well as any staff/visitors/volunteers who may have been in close contact with the individual who has tested positive.

All students directed to quarantine by AHS will be supported in maintaining course work during the designated period through Google Classroom. They will not join Hub online learning.

We remind parents/guardians of students, as well as any staff/visitors/volunteers to monitor for any signs or symptoms of COVID-19. The Alberta Health daily checklist can be found [here](#). Please remember to complete the checklist each day prior to attending school.

If you/your child has any of the symptoms of illness listed on the Alberta Health daily checklist, please fill out the online [Alberta Health Services COVID-19 self-assessment](#) or call Health Link at 811 and stay home/keep your child at home. We will continue to provide additional information to parents / guardians as it is available.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Mike MacDonald'.

Mike MacDonald  
Principal, Hawkwood School  
t | 403-777-6410  
mpmacdonald@cbe.ab.ca