

# Richmond Community Schools

35276 Division \* Richmond, Michigan 48062 \* (586) 727-3565 \* [www.richmond.k12.mi.us](http://www.richmond.k12.mi.us)

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Brian J. Walmsley, Ed.S.  
Superintendent

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**Richmond Early Childhood Learning Center  
& Will L. Lee Elementary School**  
68399 Forest  
Richmond, Michigan 48062  
David Kochan, Principal

**Richmond Middle School**  
35250 Division  
Richmond, Michigan 48062  
Keith Bartels, Principal

**Richmond High School**  
35320 Division  
Richmond, Michigan 48062  
Andrew Kastl, Principal

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October 2, 2020

Dear Parents/Guardians:

**THE MACOMB COUNTY HEALTH DEPARTMENT (MCHD) RECEIVED ADDITIONAL INFORMATION RELATING TO YESTERDAY'S CONFIRMED CASE OF CORONAVIRUS (COVID-19) IN A STUDENT/STAFF PERSON AT WILL L. LEE ELEMENTARY SCHOOL. DUE TO THIS ADDITIONAL INFORMATION, THE MCHD IS REQUIRING ADDITIONAL CONTACT TRACING. THERE ARE NO ADDITIONAL CASES OF COVID-19 AT THIS TIME.**

The MCHD and Richmond Community Schools are working closely to identify persons who may have been exposed. If your child is identified as a close contact, you will receive a telephone call from administration and a separate communication from a health department staff member.

The virus that causes COVID-19 is thought to spread mainly through respiratory droplets produced when an infected person coughs, sneezes or talks. Spread is more likely when people are in close contact with one another (within 6 feet for at least 15 minutes). Illness begins 2 to 14 days after a person is exposed. The symptoms of COVID-19 can include: fever, cough, shortness of breath, nausea, vomiting, diarrhea, runny or stuffy nose, loss of taste or smell, and abdominal pain.

It is extremely important that parents/guardians monitor their children closely and complete at-home screening each day, including a temperature check, prior to sending their child to school. Please notify the school if your child is exhibiting any symptoms and keep them home until you can see your healthcare provider.

If you have questions, feel free to contact us here at school. Additionally, you can contact the Macomb County Health Department Communicable Disease Program at (586) 783-8190.

Thanks for your continued support.

Sincerely,  
Brian J. Walmsley, Ed.S.  
Superintendent

*Guaranteed Learning for All Students!*