

October 19, 2020

Dear Career-Tech Center and Transition Campus School Community,

We were informed by the Grand Traverse Health Department on Sunday, October 18, 2020 of a positive school-associated case of COVID-19 on the TBAISD Transition Campus, and on Monday, October 19, of a separate positive school-associated case on the TBAISD Career-Tech Center campus. Transition Campus and CTC are located on the same property at 880 Parsons Road in Traverse City. A thorough cleaning and disinfecting of the school property was completed. Communication about these cases has been posted to the [TBAISD COVID-19 web page](#), as required by the Michigan Department of Health and Human Services (MDHHS).

The Career-Tech Center and the Transition Campus including the ACE Program, Transition Central, and the Life Skills Center will remain open. We have worked closely with the local health department to identify close contacts of these school associated cases. The health department does not recommend that the school take further action at this time. Anyone identified as a close contact will be notified by the health department as a part of the COVID-19 investigation process. If you have not been contacted by the health department, that means you have not been in close contact with the person who tested positive.

We recommend taking action to help limit the spread of COVID-19, even if staff members or students are not experiencing symptoms:

- **Wear a mask** (covering mouth and nose) while in public places or if people who do not live with you must visit your home.
- **Practice social distancing** by maintaining 6 feet away from others
- **Practice frequent handwashing** (using soap for 20 seconds or hand sanitizer with at least 60% alcohol).
- **Follow [capacity restrictions](#)** for social gatherings.
- **Cover coughs and sneezes** with a tissue or with the inside of your elbow and immediately wash your hands.
- **Stay home if you are sick**; you can also [get tested](#).

Thank you for understanding that, due to medical privacy laws, we are not able to release the names of the individual with COVID-19. With your participation, we believe we can maintain a safe environment while also providing quality education.

Please feel free to contact the center supervisor of your school community directly if you have questions about this matter. We have included contact information to local health departments and encourage you to call them any time with your questions or concerns about COVID-19.

Grand Traverse County Health Department  
Traverse City - 231-995-6111  
Benzie-Leelanau District Health Department  
Benzie Office - 231-882-4409

Leelanau Office - 231-256-0200  
District Health Department #10 (serving Kalkaska county)  
Kalkaska Office - 231-258-8669  
Health Department of Northwest Michigan (serving Antrim county)  
Bellaire Office - 231-533-8670  
Michigan Department of Health and Human Services (MDHHS)  
COVID-19 Hotline at 888-535-6136 or visit [Michigan.gov/Coronavirus](https://Michigan.gov/Coronavirus).

We will continue to work to keep our school community safe and keep you informed every step of the way.

Sincerely,

Rena Spencer, Supervisor  
TBAISD Life Skills Center  
231-922-6359

John Breithaupt  
TBAISD Supervisor  
231-922-6466

Pat Lamb  
Assistant Superintendent of  
Career & Technical Education  
231-922-6260