

NHS Grampian Public Health Directorate
Summerfield House
2 Eday Road
Aberdeen
AB15 6RE

3rd December 2020

Dear Parent or Guardian,

A new confirmed case of COVID-19 has been identified associated with Ellon Academy. After Track and Trace have formally identified close contacts, their families will be contacted by individual letter or phone call from Track and Trace.

Parents or guardians of those pupils who have been identified as potential close contacts have been contacted via email/xpressions and have been advised to keep their child at home and await a communication from Track and Trace. If you have not had that communication, there is no need for you to remove your child from school at this stage.

Further information and advice will be provided by Public Health to **those affected** by telephone prior to the weekend.

Only close contacts need to self-isolate, not the rest of their household or their siblings.

All precautions remain in place. Advice about how to reduce the risk of you and anyone you live with getting ill with COVID-19 includes:

- wash your hands with soap and water often – do this for at least 20 seconds
- use hand sanitiser gel if soap and water are not available
- wash your hands as soon as you get home
- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- put used tissues in the bin immediately and wash your hands afterwards

Further information is also available at:

<https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19>

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Yours faithfully

Dr William Moore

Consultant in Public Health NHS Grampian.