

# SPRINGWOOD ELEMENTARY

Ms. Sylvia Williams  
Principal

Mrs. Elizabeth De Cardenas  
Assistant Principal



3801 Fred George Rd.  
Tallahassee, Fl. 32303  
Phone # 850-488-6225  
Fax#: 850-922-8932  
[www.springwood.leon.k12.fl.us](http://www.springwood.leon.k12.fl.us)

September 8, 2021

Dear Parents,

Today we were notified that one of our students has tested positive for COVID-19. The student has been sent home to quarantine or they were already home. If your child was in a classroom with the COVID-19 positive student, you will receive a letter from Focus to your documented email address on file early tomorrow morning.

By tomorrow morning we will contact anyone who potentially had close contact with the student and advise them of the next steps they must follow. A close contact is defined as someone who was within six feet of an infected person for at least 15 minutes. These exposures, unfortunate as they are, highlight the importance of everyone doing their part to minimize the spread of this virus: consider being vaccinated, stay home when sick or while waiting for Covid-19 test results, keep things clean and sanitized, utilize proper hand washing, wear masks, and maintain social distancing.

We take our commitment to your child's safety seriously and are working closely with the Leon County Health Department to follow guidelines and best practices during this time. For more information about the student and family protocol please visit <https://www.leonschools.net/Page/49637>. The health and safety of our students is our highest priority. If you have further questions do not hesitate to reach out to me.

Sincerely,

*Elizabeth De Cardenas*

**Assistant Principal**

Springwood Elementary  
[decardenase@leonschools.net](mailto:decardenase@leonschools.net)  
Office: 850-488-6225  
Fax: 850-922-8932

2021 – 2022

“The Leon County School District does not discriminate against any person on the basis of sex (including transgender status, gender nonconforming, and gender identity), marital status, sexual orientation, race, religion, ethnicity, national origin, age, color, pregnancy, disability, military status, or genetic information.”