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10:51 AM, October 19, 2020

Dear Metro Technology Centers Students, Parents and Staff,

We are in unusual times as we establish protocols to safely protect individuals on our campus during the COVID-19 Pandemic. As a district, we have worked with the Oklahoma City – County Health Department and the Oklahoma State Department of Health (OSDH) in creating and implementing Safe at Work Protocols and Procedures.

We wish to inform you that we received notification of two students and two other individuals on our campus at Metro Technology Centers who tested positive for COVID-19.

Our response team responded quickly, moving through our established procedures to ensure we keep our staff, students, and visitors as safe as possible. I am grateful for our team that has prepared us for this event. We have established Health & Hygiene Requirements of social distancing, wearing protective face coverings, and creating a social distancing in all classrooms with a staggered schedule for employees and students on all campuses.

We have followed the district's COVID-19 Response plan in order to appropriately communicate and respond to this situation.

The individuals involved did a wonderful job informing the district and we have followed our tracing procedures and contacted students and staff that needed to be contacted.

If you have further questions or concerns, please contact the Chief Officer, Environmental Safety and Regulatory Affairs, Melanie Stinnett at [melanie.stinnett@metrotech.edu](mailto:melanie.stinnett@metrotech.edu). Our Return to school guidelines and safety protocol information can be reviewed at [www.metrotech.edu/return-to-campus](http://www.metrotech.edu/return-to-campus)

It is important in these times to keep safe, clean, and calm.

Sincerely,

Aaron Collins, Superintendent/CEO