**Parent/Guardian COVID-19 Notification Letter Template**

**[DATE]**

Dear Parent/Guardian,

This letter is to inform you that an individual in **[NAME OF SCHOOL/TRANSPORTATION/ACTIVITY]** has been diagnosed with COVID-19. At this time, **[NAME OF SCHOOL/TRANSPORTATION/ACTIVITY**] will remain open based upon isolation of the positive individual, contact tracing and quarantine in accordance with public health guidance, and appropriate building cleaning and disinfection being completed.

While your child was not specifically identified as a close contact\* of the positive individual, we encourage you to watch for any symptoms of COVID-19 in your child. If your child develops any symptoms of COVID-19, please notify [**NAME AND CONTACT INFORMATION FOR COVID-19 ILLNESS MONITORING LEAD]**, contact your child’s doctor for evaluation and/or testing, and keep your child home from school.

Symptoms could include any of the following:

* Fever of 100.4°F / 38°C or higher
* Cough
* Shortness of breath or difficulty breathing
* Chills
* Fatigue
* Muscle pain or body aches
* Headache
* New loss of taste or smell
* Sore throat
* Congestion or runny nose
* Nausea or vomiting
* Diarrhea

Unless you are notified that your child was identified as a close contact of the case in a separate letter, your child’s exposure risk for COVID-19 is considered low, and we do not recommend testing unless your child develops symptoms.

Unless your child is experiencing any COVID-19 symptoms or has a positive test for COVID-19 infection, there are no restrictions for your child or any other household members.

Find additional COVID-19 information at **[Local County Health Dept. COVID-19 WEBSITE].**

If you have any questions, please contact **[NAME AND CONTACT INFORMATION FOR SCHOOL COVID-19 COORDINATOR].**

Thank you,

**[NAME OF PERSON SIGNING LETTER]**

**\*Close contact:** A close contact is someone who was exposed a person with COVID-19 infection. A close contact is generally defined as someone who was within 6 feet of a COVID-19 case for 15 cumulative minutes or more over a 24-hour period of time during the case’s infectious period. In a K-12 indoor classroom, the close contact definition excludes students who were at least three feet away from an infected student when both students were consistently and correctly wearing face coverings/masks. The definition of a close contact may vary in some situations (e.g., less time spent in close proximity to an unmasked person who is coughing, direct cough/sneeze spray, or other contact that is more intense like sharing drinks, eating utensils, etc.). The ultimate determination of close contact is made by the local health jurisdiction during its investigation; it may delegate this determination if appropriate.