***TEMPLATE FOR NOTIFICATION OF COVID IN SCHOOL***

ON SCHOOL LETTERHEAD

Dear Families:

|  |
| --- |
| We received confirmation today that a staff/student in our school has tested positive for the COVID-19 virus. The staff/student has not been in school since (DATE). We are notifying you because your child may have come into contact with the staff/student. We are asking you to self-isolate your child for 14 days effective (DATE). We have already begun the intense cleaning and disinfecting of the area in which the staff/student worked.  It may take up to 14 days to know if your child will get sick. From home, you may contact (NAME OF PERSON AT SCHOOL TO CONTACT) to report your absence and discuss a plan for your leave and return to school. All information will be kept confidential in accordance with federal, state, and local law.    We continue to urge our staff, students and families to practice CDC recommendations and social distancing outside of school.    As always, please continue to practice social distancing, wash your hands and wear your face mask. If you have any symptoms of infection such as a temperature, cough, difficulty breathing, headache, muscle ache, chills, new loss of taste or smell, etc. our guidance and that of the CDC is to stay home. Please contact your health provider to see if you should be tested.  I ask you to join me in keeping everyone in prayers. Because of our belief in the dignity of the person, we will not be sharing any personal information about the person who tested positive.  Please feel free to contact me with any additional questions or concerns.      Respectfully, |
|  |