

COMMUNICATIONS TEMPLATE FOR K-12 SCHOOLS

SACRAMENTO COUNTY PUBLIC HEALTH

To be utilized to inform families when their student may have been a close contact of a student or staff member who tests positive for COVID-19. Note that every scenario is unique and this template is provided only as a guide. Schools and school districts should tailor their communications for their specific situations.

Date

Dear [School/Classroom] Parents/Guardians,

The health and safety of our students and staff are our top priority. This letter is to inform you that a student or staff member in your child's [Class, Team, etc.] at [School Name] has tested positive for COVID-19.

The person who tested positive is completing their isolation period at home. The extent of contact between your child and the person who tested positive for COVID-19 is not known. Your child may continue to attend school **AND** should monitor closely for any new symptoms of illness. If they do develop any new symptoms, please keep them home and contact [School Contact] for further guidance.

Please contact your healthcare provider if you have further questions or concerns. Thank you for all that you do to support the learning and success of students at [School Name] and the health and wellbeing of our community.

Sincerely,

[Site Administrator/Teacher]

[School Name]