

Message to School Community When a Student or Staff Member is a Case

This letter goes to the whole school community

Note: Every situation is unique, and this template is only provided as a guide. The template will be updated as public health guidance changes and should be customized to meet the unique needs of your school/district.

ENGLISH VERSION

Dear [XXX School/Classroom] Parents/Guardians and Staff:

The health and safety of our students and staff is our top priority. This letter is to inform you that a member of our school community has tested positive for COVID-19.

Consistent with Centers for Disease Control and Prevention (CDC), California Department of Public Health, and our protocols, the community member is self-quarantining, monitoring symptoms, and working with their healthcare provider to identify additional steps.

We will also reach out to staff members and families who might be considered a *close contact*. (Close contacts are individuals who were in proximity to the person who tested positive, less than 6 feet, for more than 15 minutes). If you do not receive a separate notice, you can consider your [self/child] an indirect contact, and no further action is required on your part.

We will update you with any additional pertinent information when we receive it. Please continue to monitor [your self/child] for symptoms and keep them home if they or someone in your household is experiencing symptoms. Please contact your healthcare provider if you have any additional questions or concerns.

Consistent with privacy laws and our own policies, we are not able to share more specific information concerning the community member. As members of a compassionate and caring community, I ask everyone to respect each other's privacy, especially around health information.

Finally, there are concrete things we all can do to keep ourselves and families healthy and safe: practice good hygiene, wear face coverings, practice physical distancing when outside of the home, and avoid public gatherings.

Thank you for your continued support.

Message to Cohort When a Student or Staff Member is a **Close Contact**

This letter goes to the whole school community

Note: Every situation is unique, and this template is only provided as a guide. The template will be updated as public health guidance changes and should be customized to meet the unique needs of your school/district.

ENGLISH VERSION

Dear [XXX School/Classroom] Parents/Guardians and Staff:

The health and safety of our students and staff is our top priority. This letter is to inform you that a member of your child's [class/cohort] has been in close contact with a person who has tested positive for COVID-19.

Consistent with the California Department of Public Health's and our protocols, the community member is in quarantine, monitoring symptoms, and working with their healthcare provider to identify additional steps, including testing if advised. We have also conducted a thorough cleaning of the [school/classroom]. [School/the program] will be open on [Monday?] as planned.

At this point in time, there is no laboratory-confirmed case in your child's [class/cohort]. We will update you with any additional pertinent information when we receive it. Please continue to monitor [your self/child] for symptoms and keep them home if they or someone in your household is experiencing symptoms. Please contact your healthcare provider if you have any additional questions or concerns.

Consistent with privacy laws and our own policies, we are not able to share more specific information concerning the community member. As members of a compassionate and caring community, I ask everyone to respect each other's privacy, especially around health information.

Finally, there are concrete things we all can do to keep ourselves and families healthy and safe: practice good hygiene, wear face coverings and practice social distancing when outside of your home, and avoid public gatherings.

Thank you for your continued support.

Message to Those Who May Be a Close Contact in the School

This letter goes only to specific families and staff - not the whole school

Note: Every situation is unique, and this template is only provided as a guide. The template will be updated as public health guidance changes and should be customized to meet the unique needs of your school/district.

ENGLISH VERSION

Dear [XXX School/Classroom] Parents/Guardians and Staff:

The health and safety of our students and staff is our top priority. This letter is to inform you that [you or your child are/is] a likely contact of a member of our school community who has tested positive for COVID-19. That person is considered a *Case* and [you/your child are/is] considered a *Close Contact*.

The school community member who is a *Case* is in quarantine and working with their healthcare provider to identify additional steps. We have also conducted a thorough cleaning of the [school/classroom]. [School/the program] will be open on [Monday?].

San Mateo County Health advises that [you/your child] immediately quarantine to the greatest extent possible, even if [you/they] do not have any symptoms. In addition, please work with your healthcare provider to schedule testing as soon as possible. Be sure to let the provider know that [you/your child] has had a direct exposure through this cohort. Information and [links to testing sites](#) are available from the County of San Mateo.

We will update you with any additional pertinent information when we receive it. Please continue to monitor [your self/child] for symptoms and keep them home if they or someone in your household is experiencing symptoms. Please contact your healthcare provider if you have any additional questions or concerns.

Consistent with privacy laws and our own policies, we are not able to share more specific information concerning the community member. As members of a compassionate and caring community, I ask everyone to respect each other's privacy, especially around health information.

Thank you for your continued support.