



# LETTER SAMPLES

Below are some examples of letters to send to parents and/or staff. On the following pages, you'll find the full letter templates.

**SCHOOL NAME**  
Here is the name of the School

Month XX, 2020

**NOTICE: Confirmed case of COVID-19 in our school**

Dear Parents,

We regret to inform you that a student or staff member at (insert school name) has tested positive for COVID-19. The students, faculty and staff that were in close contact with this individual have been notified and mandated to quarantine at home for 14 days from last date of exposure. At this time, your child has not been identified as being in close contact with the positive individual, however, we are working with the health department on "contact tracing" and will individually notify you if we find out otherwise. We are following CDC guidelines and protocols set by the State Department of Health and our school district, to decrease potential spread.

Should your child/children start exhibiting COVID related symptoms, it is strongly recommended that you contact their primary care physician or the local health department to have them tested immediately.

The mandatory quarantine dates for this incident are (insert start date) until (insert return date). Should you have any questions or concerns, please don't hesitate to contact our school office at (insert phone#).

Sincerely,

*John Doe*  
INSERT NAME  
Principal  
INSERT SCHOOL NAME

+000 12345 6789      Street Address Here      yourwebsite.com  
+000 12345 6789      Singapore, 2222      yourname@email.com

**CONFIRMED CASE IN THE SCHOOL**  
Letter to Parents of children who are not in a quarantined classroom.

**SCHOOL NAME**  
Here is the name of the School

Month XX, 2020

**NOTICE: Confirmed case of COVID-19 in our school**

Dear Parents,

We regret to inform you that an individual at (insert school name) has tested positive for COVID-19. This individual was in the same classroom or has been identified as being in close contact with your child during their infectious period. Currently, we are following CDC guidelines and protocols set by the State Department of Health, and our school district, to decrease potential spread. Therefore, it is mandated that your child be immediately switched over to the distance learning platform and will need to be quarantined at home for 14 days from the last date of exposure to the case. We understand that this is not the ideal situation and is an inconvenience for all involved. Your students will not be counted absent during this mandatory quarantine and they will be expected to continue with their class assignments.

(Insert here how they access the distance learning site/online information/check-out devices, etc.)

Should your child/children start exhibiting COVID related symptoms, it is strongly recommended that you contact their primary care physician or the local health department to have them tested immediately. Individuals that have had an exposure and do not display symptoms may consider being tested to prevent spread to others. Ideal times to test after an exposure for an asymptomatic individual is 10-7 days from last date of exposure and/or 15 days from last date of exposure after the quarantine is complete. Please note that a negative test result during one's quarantine does not rule out the risk of testing positive later on in the quarantine.

The mandatory quarantine dates for this incident are (insert start date) until (insert return date). Should you have any questions or concerns, please don't hesitate to contact our school office at (insert phone#).

Sincerely,

*John Doe*  
INSERT NAME  
Principal  
INSERT SCHOOL NAME

+000 12345 6789      Street Address Here      yourwebsite.com  
+000 12345 6789      Singapore, 2222      yourname@email.com

**CONFIRMED CASE IN THE CLASSROOM OR CLOSE CONTACT**  
Letter to Parents of children who were in close contact or in a quarantined classroom.

**SCHOOL NAME**  
Here is the name of the School

Month XX, 2020

**NOTICE: Confirmed case of COVID-19 in our school**

Dear Faculty and Staff,

We currently have a CONFIRMED case of COVID-19 in our school. (Insert Teachers name) classroom is now on quarantine for 14 days from the last date of exposure to the case. If you or any of your students have been in close contact with the students from this classroom, please notify the office immediately so they can work the local health department to determine if further quarantined individuals are required. COVID protocol for cleaning, distance learning, etc. will be followed during this time.

Please keep in mind that confidentiality is important and this information is NOT to be shared to students, parents or social media. All communication regarding this will come from the administration office and/or me directly. We will be sending notification information, as outlined by the superintendent, to all parents.

The mandatory quarantine dates for this incident are (insert start date) until (insert return date). Should you have any questions or concerns, please don't hesitate to contact me.

Sincerely,

*John Doe*  
INSERT NAME  
Principal  
INSERT SCHOOL NAME

+000 12345 6789      Street Address Here      yourwebsite.com  
+000 12345 6789      Singapore, 2222      yourname@email.com

**CONFIRMED CASE IN THE CLASSROOM OR CLOSE CONTACT**  
Letter / Email to Staff

**SCHOOL NAME**  
Here is the name of the School

Month XX, 2020

**NOTICE: Closure due to COVID-19**

Dear Parents,

Due to an increase in COVID cases and an increase in absences within our school, we will transition to distance learning effective immediately. At this time, school is scheduled to resume (insert date here). Meals will be distributed off-site. A list of these distribution locations will be on our district Facebook page and website later today.

This shutdown is going to differ from the one we experienced this past spring. All students will be transitioned over to our distance learning platform. (Insert information on accessing distance learning/access to devices, here) Student medications that are held in your school nurse's office can be picked up at each site by the parent or guardian if needed during this mandatory shutdown. Please call the school at (insert phone #) to schedule a time. Picture ID is required for pick up.

The safety and well-being of students and employees is our top priority. We continue to monitor the evolving health crisis caused by coronavirus. We are adhering to guidance from the Oklahoma State Department of Health, State Department of Education, the CDC, and Emergency Management in all decisions made.

Thank you for your understanding and partnership with us as we take the necessary steps to protect our school community. Again, the situation is being closely monitored and we will keep you apprised of any changes.

Sincerely,

*John Doe*  
INSERT NAME  
Principal (if one campus) Superintendent (if multiple campuses or whole district)  
INSERT SCHOOL NAME

+000 12345 6789      Street Address Here      yourwebsite.com  
+000 12345 6789      Singapore, 2222      yourname@email.com

**CLOSURE OF ENTIRE SITE OR DISTRICT**  
Letter to Parents

**SCHOOL NAME**  
Here is the name of the School

Month XX, 2020

**NOTICE: COVID-19 Symptom Checklist**

Dear Parents,

The safety of your child and our staff is of utmost importance as we return to school. During the school year, we are asking you to daily check your child for signs of COVID-19. Below is a checklist of statements you may use as a reference. If your child exhibits any of the following signs, indicating by answering yes to the questions below, please keep them at home.

This checklist must be used separately for each child attending school from your household. You can print a checklist/log from our website at [www.durantisd.org](http://www.durantisd.org).

\_\_\_ 1. Does your child have a temperature of 100 degrees or more today?  
\_\_\_ 2. Does your child have a sore throat?  
\_\_\_ 3. Does your child have a cough?  
\_\_\_ 4. Does your child have a loss of smell or taste?  
\_\_\_ 5. Does your child have shortness of breath?  
\_\_\_ 6. Does your child have close contact with a positive COVID case?

By sending your child(ren) to school, you agree the answer to each of the statements above is "No."

Thank you,  
*John Doe*  
School Principal

+000 12345 6789      Street Address Here      yourwebsite.com  
+000 12345 6789      Singapore, 2222      yourname@email.com

**SYMPTOM CHECKLIST**  
Letter to Parents

## CONFIRMED CASE IN THE SCHOOL - PARENT LETTER

Letter to Parents of children who are not in a quarantined classroom.

Place the message below on your school letterhead. Be sure to replace the variable information.

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Month XX, 2020

### **NOTICE: Confirmed case of COVID-19 in our school**

Dear Parents,

We regret to inform you that a student or staff member at (insert school name) has tested positive for COVID-19. The students, faculty and staff that were in close contact with this individual have been notified and mandated to quarantine at home for 14 days from last date of exposure. At this time, your child has not been identified as being in close contact with the positive individual, however, we are working with the health department on “contact tracing” and will individually notify you if we find out otherwise. We are following CDC guidelines and protocols set by the State Department of Health and our school district, to decrease potential spread.

Should your child/children start exhibiting COVID related symptoms, it is strongly recommended that you contact their primary care physician or the local health department to have them tested immediately.

The mandatory quarantine dates for this incident are (insert start date) until (insert return date.) Should you have any questions or concerns, please don't hesitate to contact our school office at (insert phone#).

Sincerely,

INSERT NAME

Principal

INSERT SCHOOL NAME

## CONFIRMED CASE IN THE CLASSROOM OR CLOSE CONTACT: PARENT LETTER

Letter to Parents of children who were in close contact or in a quarantined classroom.

Place the message below on your school letterhead. Be sure to replace the variable information.

---

Month XX, 2020

### **NOTICE: Confirmed case of COVID-19 in our school**

Dear Parents,

We regret to inform you that an individual at (insert school name) has tested positive for COVID-19. This individual was in the same classroom or has been identified as being in close contact with your child during their infectious period. Currently, we are following CDC guidelines and protocols set by the State Department of Health and our school district, to decrease potential spread. Therefore, it is mandated that your child be immediately switched over to the distance learning platform and will need to be quarantined at home for 14 days from the last date of exposure to the case. We understand that this is not the ideal situation and is an inconvenience for all involved. Your students will not be counted absent during this mandatory quarantine and they will be expected to continue with their class assignments.

(Insert here how they access the distance learning site/online information/check-out devices, etc.)

Should your child/children start exhibiting COVID related symptoms, it is strongly recommended that you contact their primary care physician or the local health department to have them tested immediately. Individuals that have had an exposure and do not display symptoms may consider being tested to prevent spread to others. Ideal times to test after an exposure for an asymptomatic individual is 5 to 7 days from last date of exposure and/or 15 days from last date of exposure after the quarantine is complete. Please note that a negative test result during one's quarantine does not rule out the risk of testing positive later on in the quarantine.

The mandatory quarantine dates for this incident are (insert start date) until (insert return date.) Should you have any questions or concerns, please don't hesitate to contact our school office at (insert phone#).

Sincerely,

INSERT NAME

Principal

INSERT SCHOOL NAME

## CONFIRMED CASE IN THE CLASSROOM OR CLOSE CONTACT: STAFF LETTER

Letter / Email to Staff

Place the message below on your school letterhead. Be sure to replace the variable information.

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Month XX, 2020

### **NOTICE: Confirmed case of COVID-19 in our school**

Dear Faculty and Staff,

We currently have a CONFIRMED case of COVID-19 in our school. (Insert Teachers name) classroom is now on quarantine for 14 days from the last date of exposure to the case. If you or any of your students have been in close contact with the students from this classroom, please notify the office immediately so they can work the local health department to determine if further quarantined individuals are required. COVID protocol for cleaning, distance learning, etc. will be followed during this time.

Please keep in mind that confidentiality is important and this information is NOT to be shared to students, parents or social media. All communication regarding this will come from the administration office and/or me directly. We will be sending notification information, as outlined by the superintendent, to all parents.

The mandatory quarantine dates for this incident are (insert start date) until (insert return date.) Should you have any questions or concerns, please don't hesitate to contact me.

Sincerely,

INSERT NAME

Principal

INSERT SCHOOL NAME

## CLOSURE OF ENTIRE SITE OR DISTRICT: PARENT LETTER

Place the message below on your school letterhead. Be sure to replace the variable information.

---

Month XX, 2020

### **NOTICE: Closure due to COVID-19**

Dear Parents,

Due to an increase in COVID cases and an increase in absences within our school, we will transition to distance learning effective immediately. At this time, school is scheduled to resume (insert date here). Meals will be distributed off-site. A list of these distribution locations will be on our district Facebook page and website later today.

This shutdown is going to differ from the one we experienced this past spring. All students will be transitioned over to our distance learning platform.

(Insert information on accessing distance learning/access to device/etc. here.) Student medications that are held in your school nurse's office can be picked up at each site by the parent or guardian if needed during this mandatory shutdown. Please call the school at (insert phone #) to schedule a time. Picture ID is required for pick up.

The safety and well-being of students and employees is our top priority. We continue to monitor the evolving health crisis caused by coronavirus. We are adhering to guidance from the Oklahoma State Department of Health, State Department of Education, the CDC, and Emergency Management in all decisions made.

Thank you for your understanding and partnership with us as we take the necessary steps to protect our school community. Again, the situation is being closely monitored and we will keep you apprised of any changes.

Sincerely,

INSERT NAME

Principal (if one campus) Superintendent (if multiple campuses or whole district)

INSERT SCHOOL NAME

## SYMPTOM CHECKLIST

Letter to Parents

Place the message below on your school letterhead. Be sure to replace the variable information.

---

Month XX, 2020

### **NOTICE: COVID-19 Symptom Checklist**

Dear Parents,

The safety of your child and our staff is of utmost importance as we return to school. During the school year, we are asking you to daily check your child for signs of COVID-19. Below is a checklist of statements you may use as a reference. If your child exhibits any of the following signs, indicating by answering yes to the questions below, please keep them at home.

This checklist must be used separately for each child attending school from your household. You can print a checklist/log from our website at [www.durantisd.org](http://www.durantisd.org).

- \_\_\_\_\_ 1. Does your child have a temperature of 100 degrees or more today?
- \_\_\_\_\_ 2. Does your child have a sore throat?
- \_\_\_\_\_ 3. Does your child have a cough?
- \_\_\_\_\_ 4. Does your child have a loss of smell or taste?
- \_\_\_\_\_ 5. Does your child have shortness of breath?
- \_\_\_\_\_ 6. Does your child have close contact with a positive COVID case?

By sending your child(ren) to school, you agree the answer to each of the statements above is "No."

Thank you,

School Principal