**Template Letter for Parents**   
Topic: Positive Case of COVID-19 in Classroom  
*Health officials have not recommended quarantine.*

*This letter can be customized and shared with parents following an exposure in the classroom, if their child is not required to quarantine. As always, it is important to work with your county health officials to determine which students should quarantine in each situation. If you need assistance finalizing this letter, please contact Amber Graham Fitzgerald, Director of Member Engagement, at* [*amberf@ossba.org*](mailto:amberf@ossba.org) *or 580.541.0597.*   
  
**Click** [**here**](https://www.ossba.org/wp-content/uploads/2021/08/COVID-Symptom-Assessment.pdf) **for additional handouts you may want to include with this letter.**

[Date]

Dear [School] parents:

Today, we received notification that a person in your child’s class tested positive for COVID-19.

There is nothing more important to [District] than the safety and health of our students, our staff and their families. We are working directly with county health officials to address this matter, and we want to provide you with as much information as possible to help you make well-informed decisions for your family.  
  
**Based on the specifics of this situation, [County] County Health Department officials do not believe it is necessary for your child to quarantine; however, it is important to continue to monitor them for COVID-19 symptoms.** The CDC also recommends getting tested 3-5 days after the exposure and wearing a mask indoors for 14 days or until a negative test result is received. If symptoms arise, please isolate and contact a medical professional.

COVID-19 is transmitted through person-to-person contact and through the exchange of respiratory droplets. Symptoms of COVID-19 include allergy-like symptoms, such as fever, cough, shortness of breath and new loss of taste or smell. If you or any member of your family exhibit these symptoms, please contact your medical provider for advice immediately. Symptoms usually appear 2-14 days after exposure.

The CDC recommends the following best practices to help prevent the spread of COVID-19:

* If you or a loved one are over the age of 12, talk to your doctor about receiving the COVID-19 vaccine.
* Stay home if you are sick.
* Get tested if you are exposed as a close contact or if you have symptoms.
* Wear a mask in public.
* Practice social distancing, leaving at least six feet between you and other people.
* Wash your hands often with soap and water for at least 20 seconds.
* Use alcohol-based hand sanitizer with at least 60% alcohol if soap and water are   
   not available.
* Cover your coughs and sneezes with a tissue or your sleeve.
* Avoid touching your eyes, mouth and nose.
* Disinfect frequently touched surfaces and objects.

Unfortunately, COVID cases in our state are on the rise. [District] will continue to follow all COVID-related safety procedures including: [insert implemented precautions and protocols].

Our greatest priority is the safety of our students, staff and community members. We are grateful for the opportunity to serve you and your family, especially as we face this challenging situation together.

Thank you for your support of [District].

Sincerely,

[Superintendent Name]  
 Superintendent