**Template Letter for Parents**   
Topic: Positive Case of COVID-19 in Classroom  
*Health officials say quarantine is necessary.*

***This letter can be customized and attached to the quarantine letter provided by the county health department. (Please call to request a letter from them if you have not already received one.) It is designed to be used for quarantines for close contacts, not isolation for positive individuals.***

*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.*

*If the parent disagrees with the need to quarantine or has additional questions, please ask them to contact their medical provider or your county health officials. You may also contact county health officials if you know a student is not complying with the quarantine letter.*  
  
**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.

**Because your child is considered a close contact of the positive individual, [County] County Health Department guidance is that your child needs to quarantine as a precaution and to help protect the safety of others**. You are expected to comply by keeping your child from all public and social settings, including school and daycare. (Please see their letter attached)

Exceptions to this requirement include:

1. Individuals who are fully vaccinating from COVID-19, having completed their series of shots at least 14 days before their first exposure.
2. Individuals who have tested positive for COVID-19 in the last 90 days.
3. Schools offering in-school quarantine in accordance with OSDH policies and protocols. In-school quarantine guidance does not include extracurricular activities. [Remove this option if not applicable.]

Below, you will find quarantine timelines approved by the Oklahoma State Department of Health. Please use the quarantine timeline that is best and most fitting for your family.

* Quarantine for 10 days and then return to school on day 11, but only if you continue to monitor your child for symptoms and they follow the 3 Ws for four additional days: wearing a mask, washing their hands and watching their distance by staying six feet from others. **Your child’s return date will be: [Date].**
* Quarantine for 7 days and take a COVID test on or after day 5. If the test is negative, your child may return to school on day 8 but only if you continue to monitor your child for symptoms and they follow the 3 Ws for six additional days: wearing a mask, washing their hands and watching their distance by staying six feet from others. **Your child’s return date will be: [Date].**

If you have any questions about this quarantine letter, please contact your medical professional or the [County] County Health Department at [phone number].

Your child’s teacher will reach out to you about assignments and available academic support while your child is complying with this quarantine and learning at home. [Or, insert details about the child’s academic plan while quarantining.] We appreciate your cooperation.  
  
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