



DATE

Dear SCHOOL NAME Parents and Families,

This letter is to inform you that an individual, who was last present at SCHOOL NAME between XX and XX, 2020, tested positive for coronavirus (COVID-19). The individual is no longer on campus and will not return until medically cleared. Upon notification of the positive case, and out of an abundance of caution, the building will be cleaned and disinfected, including office areas, conference rooms, and other common areas. Persons for whom we know were in close contact with the individual were immediately notified and provided guidance based on DC Health and CDC guidelines.

Per current DC Health guidance, you do not need to be tested or undergo voluntarily quarantine based on this possible exposure. However, you should immediately contact your healthcare provider if you develop symptoms such as fever, cough, or shortness of breath. You may also consult with your medical provider to determine if you need to take additional steps as a result of this possible exposure.

We strongly urge you to closely monitor yourself for symptoms of COVID-19 such as fever, cough, and shortness of breath. If you develop any of these symptoms at all, please stay home and contact your healthcare provider immediately for advice. You should also contact your supervisor to let them know you will be staying home.

As a reminder, here are the steps that we can all take to keep ourselves, families, and others around us safe from COVID-19:

- Wash your hands frequently with soap and water, especially before eating, after using the restroom, and upon returning home
- Cover your cough and/or sneeze into a tissue then discard in the trash and immediately wash your hands for 20 secs or use hand sanitizer
- Avoid touching your eyes, face, and mouth
- Clean and disinfect frequently touched surfaces
- Stay home if you are sick
- Practice social distancing
- Visit coronavirus.dc.gov for updated information

These are difficult and uncertain times. We are all in this together, and we will get through this together.

Thank you,

PRINCIPAL
SCHOOL NAME