



DATE, 2020

Dear SCHOOL NAME Family:

We are sending this letter to inform you that your student has likely been exposed to an individual at SCHOOL NAME sometime between **DATE RANGE OR SPECIFIC DATE, 2020** who tested positive for coronavirus (COVID-19). The person who tested positive is no longer on campus and will not return to the working environment until medically cleared.

DC Health guidance provides that if you are within close contact of a person who tested positive, you must self-quarantine for 14 calendar days. **Your student should self-quarantine for 14 days from DATE, 2020.** Close contact is defined as: (1) being within approximately 6 feet (2 meters) of an individual with COVID-19 for a prolonged period of time (e.g., being in the same office or classroom as a positive and symptomatic individual), or (2) having direct contact with the infectious secretions from an individual with COVID-19 (e.g., being coughed on). Note: The definition of “close contact” does not include all other individuals on the same floor or in the same building as a positive individual, unless they also meet criteria (1) or (2).

Since your student has been identified as a close contact of the affected individual, they will be placed on full-time virtual learning during this 14 day quarantine period. School administrators will reach out to discuss a plan. If at any time during self-quarantine your student or family member develops COVID-19-like symptoms¹ such as fever, cough, or shortness of breath, you should immediately contact your healthcare provider.

If your student experiences symptoms such as fever, cough, or shortness of breath **on or after** the date they are scheduled to return to school, please notify your school and contact your healthcare provider. If you reside with others, please review and share the DC Health guidelines for household members, which can also be found on <https://coronavirus.dc.gov/>.

Additional steps you can take to keep you and others around you safe from COVID-19 include:

- Frequently washing your hands with soap and water, especially before eating, after using the bathroom and upon returning home;
- Covering your mouth when you cough and sneeze, and then washing your hands;
- Avoiding touching your eyes, face and mouth; and
- Staying home.

We understand this is a stressful time and we hope this information is helpful. Should you have any questions, please contact me directly at **PRINCIPAL EMAIL**.

Thank you,

NAME

Principal, **SCHOOL NAME**

¹ The Centers for Disease Control and Prevention (CDC) lists the currently-acknowledged symptoms here: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.