



Date, 2021

Dear School Name School Employee,

We are sending this letter to inform you that you have likely been exposed to an individual at your work location on Date, 2021, who has since tested positive for coronavirus (COVID-19). The person who tested positive is no longer on campus and will not return to the school building 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 10 calendar days. **You should self-quarantine for 10 days from DATE through DATE, 2021.** Close contact is defined as: (1) being within approximately 6 feet (2 meters) of an individual with COVID-19 for a prolonged period (e.g., being in the same office or meeting 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).

Please note, fully vaccinated people do not need to quarantine if they have a close contact exposure to someone with COVID-19, as long as they don't have symptoms. Fully vaccinated people who experience any symptoms suggestive of COVID-19 should isolate and contact their healthcare provider for testing. An individual can be considered fully vaccinated 14 days after completion of a COVID-19 vaccination series (after the second dose of a 2-dose series, or after one dose of a single-dose vaccine).

**Since you have been identified as a close contact of the affected individual,** you are being placed in a situational telework status effective immediately and you should now self-quarantine at home if you are not fully vaccinated. Your supervisor will provide you with a telework plan. If at any time during self-quarantine you develop COVID-19-like symptoms<sup>1</sup> notify your supervisor, and you may be placed on administrative leave. You should immediately contact your healthcare provider if you develop symptoms such as fever, cough, or shortness of breath. If you develop symptoms while you are required to self-quarantine, you cannot return to the workplace until you have a healthcare provider's clearance, in writing.

If you experience symptoms such as fever, cough, or shortness of breath on or after the date you are scheduled to return to work, please notify your supervisor immediately 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,

First Name Last Name  
Principal, School Name School

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<sup>1</sup> 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>.