

Dear Employee,

At DC Public Schools we are committed to keeping our staff aware when there is a reported case of coronavirus (COVID-19) at a school. **We are sending this letter to inform you that you have likely been exposed to an individual at your work location on DATE who has since tested positive for COVID-19.** The person who tested positive is no longer on campus and will not return to the school building until medically cleared.

Since you have been identified as a close contact¹ for this reported case, **you must follow the guidance below and, based on your vaccination status, self-quarantine as outlined.** Regardless of your vaccination status, or if you test out of quarantine early, you should still closely monitor yourself for COVID-19 symptoms for 14 days. Please note, you are 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). All [DC Government Employees](#), including DCPS staff and contractors, must be fully vaccinated by September 19 or take a weekly COVID-19 test.

1. If you are NOT fully vaccinated: Self-quarantine for 10 days from DATE through DATE.

- Please consult with your supervisor on next steps.
- Unvaccinated and partially vaccinated staff may end quarantine early and return to the workplace on day 8 if they take the following steps: Take a PCR COVID-19 test on day 5 or later **AND** receive a negative PCR test result **AND** do not develop COVID-19 symptoms² at any point during their quarantine.
- If no test is performed, the individual may return to work after quarantining for 10 days.
- If at any time during self-quarantine you develop COVID-19-like symptoms you should immediately isolate from others, contact your healthcare provider, and notify your supervisor of your symptoms and test results.

2. If you ARE fully vaccinated: You do not need to self-quarantine unless you develop symptoms.

- Fully vaccinated people who experience any COVID-19 symptoms should isolate from others, contact their healthcare provider, and get tested for COVID-19.

If you are waiting for a COVID-19 test result after symptoms, or experience symptoms such as fever, cough, or shortness of breath, stay home and isolate from others, contact your healthcare provider to get tested if you have not already done so, and notify your supervisor. We understand this is a stressful time, and we hope this information is helpful as we all play a role to keep our school community safe. Should you have any questions, please contact me directly at [email address].

Thank you,

School Principal

¹ If you are an adult in a PK-12 setting, DC Health defines a close contact as “Someone who was within 6 feet of an infected person for at least 15 minutes over a 24-hour period, starting from 2 days before illness onset (or for asymptomatic infected people, 2 days prior to positive test collection) until the time the infected person is isolated.”

² 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>.