**Template Letter to Parents/Guardians – COVID-19 Case(s) in the School**

[date]

Dear [insert name] community,

This letter is to notify you that our [insert county/city] Health Department has confirmed an outbreak of COVID-19 in our school. We are actively working with the [insert county/city] Health Department to quickly identify, notify, and quarantine any students or staff who may have come into close contact with them and who may be at risk of getting sick. We are also cleaning and disinfecting the school to control the spread of illness.

**About COVID-19**

COVID-19 is an illness caused by a new coronavirus. It spreads from person to person through droplets created when we cough, sneeze, talk, sing or laugh. Most people—especially young people—who get COVID-19 have mild illness, like having a cold or the flu. However, in others it can cause severe illness, such as pneumonia. Symptoms of COVID-19 include:

* Fever (temperature 100.4°F or higher)
* Cough
* Trouble breathing
* Chills
* Muscle/body aches
* Loss of sense of taste or smell
* Runny nose or nasal congestion
* Fatigue
* Nausea, vomiting, or diarrhea

**What to Expect**

[Include details about the LEAs activities to keep current staff, faculty, students, students' parents and guardians safe]

**Prevent Further Spread**

The following guidelines will help to prevent further spread of illness at our school:

* Notify the school if your child is diagnosed with COVID-19.
* Notify the school if your child had contact with someone who you know was diagnosed with COVID-19.
* Keep students’ home from school if they are feeling sick.
* Encourage good habits: frequent handwashing, covering coughs and sneezes, using face coverings in public, and staying home when possible.

If you have any questions, please call [Full name and position] at [phone #].

Sincerely,

[Print name]

[Title]