# Sample Notification Letter to Parents/Guardians of Students Exposed to COVID-19 in School

**[Date]**

Dear Parent/Guardian:

**[INSERT School Name]** considers the health and well-being of our students and staff a priority. We have been alerted that your child may have been exposed to an individual diagnosed with COVID-19. We are following public health recommendations to ensure that the person with COVID-19 follows instructions for isolation and remains away from others until they can safely return to school. The individual with COVID-19 was in school while infectious on **[INSERT Date(s)]**.

What does this mean for you and your child?

* **Your child may remain in school unless they develop symptoms or test positive for COVID-19.** Being exposed to somebody with COVID-19 does not necessarily mean that your child will become infected. In fact, scientific research, and experience from around the country – including from California during this school year – demonstrate that schools remain among the safest places for children to be.
* **Your child should get tested for COVID-19 [INSERT DATES, within 3-5 days after the last date that the individual with COVID-19 was in school], or sooner if your child starts to show** [**symptoms**](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html)**.** You may get tested at **[INSERT local school or community testing resources]** or by [clicking here to find a testing site near you](https://www.arcgis.com/apps/Nearby/index.html?appid=43118dc0d5d348d8ab20a81967a15401). Over-the-counter (at-home) tests may also be used.
* **If your child develops** [**symptoms of COVID-19**](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) **or tests positive for COVID-19, please ensure they** [**isolate**](https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Guidance-on-Isolation-and-Quarantine-for-COVID-19-Contact-Tracing.aspx) **at home immediately and notify us right away at [INSERT school contact information].** When you notify us, we can take additional steps to keep our school community safe.
* **Your child must continue to wear a mask** indoors in the school and community per school, local, and state requirements. Follow school policies to protect against COVID-19. [High-quality masks](https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Get-the-Most-out-of-Masking.aspx) with the best fit and filtration will provide the best protection for your child and the school community.
* **If you haven’t done so yet, your child should get vaccinated against COVID-19.** If your child is 12 years of age or older, a booster dose is recommended five months after the second dose. Vaccinations against COVID-19 remain the best way to protect against the spread of this virus and against severe disease. [Make an appointment to get vaccinated](https://myturn.ca.gov/) or contact your child’s doctor or healthcare provider to learn more.

We will continue to provide you with regular updates as needed. Note that infections diagnosed in students and school staff are not necessarily the result of exposure at school when safety protocols are followed at school, and COVID-19 transmission remains much more likely to occur outside of school settings.

We encourage you to contact us with questions and concerns. Please call us at **[INSERT Number]**,email us at **[INSERT Email]**,or visit our website **[INSERT School Website]** for updates.

Please be assured that we are committed to facilitating an optimal learning experience ensuring the safety of our students and staff.

Sincerely,

**[INSERT Name, Title, and Contact information]**