Dear [XXX School/Classroom] Parents/Guardians and Staff:

The health and safety of our students and staff are a top priority. This letter is to inform you that a student or staff member in your child’s class or small group has been in close contact with a person who has tested positive for COVID-19.

Public Health has been notified and is taking further steps. **In accordance with Santa Barbara County Public Health guidance, the classroom will continue to operate.** The individual and their immediate family/household members have been quarantined, are monitoring symptoms, and are working with their healthcare providers for additional steps, including testing if advised.

Please continue to monitor [yourself/your student] for symptoms and stay home if you are experiencing influenza-like illness. COVID-19 symptoms (as identified by the Centers for Disease Control) [https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) include, but are not limited to the following:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

The safety of our students, staff, and school community is our priority. Please keep students who are ill home.

Please contact your healthcare provider if you have any additional questions or concerns. For school related questions, please contact, (insert contact name and phone number.)

Sincerely,

School Administrator

(School)