Date, 2020

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

The health and safety of our students and staff are our top priority. This letter is to inform you that a student or staff member in your child’s class or small group at [XXX School] has tested positive for COVID-19. The last date of known exposure to the classroom was [XXX date].

You will be notified by a Santa Barbara County Public Health Department (SBCPHD) employee as part of their contact investigation. In the meantime, in accordance with SBCPHD guidance, we advise that your child immediately quarantine to the greatest extent possible, even if your child is asymptomatic. In addition, you may inform your healthcare provider and follow their advice. Be sure to let the provider know that you or your child has had a direct exposure through this classroom.

The classroom will be closed through at least [date] for the duration of the quarantine, which is 14 days from the last exposure.

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

Thank you for your prompt response to this matter.

Sincerely,

School Administrator

(School)