(School Letterhead)

(Date)

Dear

The safety of our students, employees, and school community is our top priority.

We were recently informed that one of our (student, employees) in [identify department, working area, grade level or name with written consent] tested positive for COVID-19. The (student, employee) is currently at home and receiving care. Due to medical privacy laws, we cannot identify the (student’s/employee’s) name, except for the purposes of contact tracing.

Through our Contact Tracing Process, the person who tested positive indicated that they may have had contact with you. Consequently, we ask that you (or your child) self-monitor, continue to practice [social distancing](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html) and other [personal prevention strategies](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html) per the CDC and follow the COVID-19 Decision Tree. If you have specific questions, please contact the school principal directly. If you develop COVID-19 symptoms, you should contact your physician. Please know that our school is required to cooperate with the Department of Health in regard to communicable disease and epidemiological investigations. Consequently, a representative of the Health department may contact you in the future.

We reiterate our commitment to the health and safety of our school community and others with whom we interact. We pray for healing for all affected by COVID-19 and their families. We thank you for your understanding during this challenging time.

Sincerely,

Principal