(School Letterhead)

(Date)

Dear (NAME OF SCHOOL) Employee,

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

We were recently informed that one of our (students/employees) in [identify grade, other descriptor, or name with parents’ written consent] is at home receiving care after testing positive for COVID-19.  Due to medical privacy laws, we cannot identify the (student’s/parent’s) name, except for the purposes of contact tracing.

We have already notified the individuals who we believe had contact with the infected (student/employee), based on information gathered on our Contact Tracing Form. However, we ask that all employees continue to self-monitor for symptoms, follow the CDC’s personal prevention strategies and follow the COVID-19 Decision Tree. If you develop COVID-19 symptoms, you should contact your physician.

For your safety, we are deep cleaning areas possibly exposed to COVID-19, along with our daily regimen of comprehensive cleaning and sanitizing.

We hope these protocols, along with our open and transparent communication, will demonstrate our commitment to your health and safety. We pray for healing for all affected by COVID-19 and their families. We thank you for your understanding during this challenging time.