

[School Name]

[Date]

Important Information Regarding Coronavirus

Dear Families,

The health and safety of our students, families, and staff are paramount. Like you, we are adapting to this challenging time for our city and school community. Communication is key during these times.

Today, we have received a report that someone in a **[School name]** **[student's, staff's]** household has tested presumptively positive for COVID-19 (commonly referred to as "Coronavirus") and is receiving medical care. The family has shared that no other member of the household is experiencing symptoms. They are currently under quarantine and following the guidance of medical professionals. While the facility is closed, our custodial team will be on-site deep cleaning and sanitizing the entire school.

As announced yesterday, the _____ has ordered all school facilities in the state to close until _____. City officials expect the number of positive cases to continue to rise over the coming weeks, and many school communities will learn of instances of secondary exposure.

Symptoms of COVID-19 may include fever, cough, and/or shortness of breath. Families are advised to look for symptoms and contact your physician if your child or family member displays any symptoms.

While you and your students are at home, there are steps that all of us can take to safeguard our own health and the health of our community. The CDC recommends that everyone take the following preventive measures:

- Wash hands frequently and effectively (i.e., use soap and water; rub hands under the water for at least 20 seconds). If soap and water are not available, use alcohol-based hand sanitizers.
- Avoid touching your eyes, mouth, and nose.
- Keep a safe distance from anyone who may be sick.
- Clean and disinfect anything you touch frequently.
- Cover your cough or sneeze with a tissue; throw the tissue in the trash immediately.
- Adults and children should stay home when sick, and for at least 24 hours

after a fever breaks.

The _____ is monitoring the situation closely and participating in national calls with the federal Centers for Disease Control and Prevention (“CDC”).

You can learn more about the coronavirus from the _____.

Thank you for your continued partnership to protect the health of our school community.

Sincerely,

[School leader]