# Sample Notification Letter to Parents/Guardians of Students Exposed to COVID-19 in School

**[Date]**

Dear Parent/Guardian:

Keeping all students and staff healthy at **[INSERT School Name]** is essential to student success. Following public health recommendations, we are informing you that your child may have been exposed to someone with COVID-19 on **[INSERT Date(s)]**. We are making sure that the person with COVID-19 follows instructions to remain at home until they can return to school safely.

What does this mean for you and your child?

* **Your child should come to school every day, unless they develop symptoms or test positive for COVID-19.**
* **It is strongly recommended that your child wear a mask when around others, especially for the next 10 days. If they do become infected, they could spread COVID-19 to others.**
* **Even if your child does not have symptoms, it is strongly recommended to get your child tested for COVID-19:**
	+ **[INSERT DATES, within 3-5 days after the last date that the individual with COVID-19 was in school], UNLESS your child had COVID-19 within the past 90 days and has no symptoms (3 months).**
	+ Even if your child had COVID-19 before**,** if theystart to feel sick or show [symptoms](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html), they should get tested right away.
	+ You can use an over-the-counter (at-home) test, get tested at **[INSERT local school or community testing resources]** or by [clicking here to find a testing site near you](https://www.arcgis.com/apps/Nearby/index.html?appid=43118dc0d5d348d8ab20a81967a15401), or contact your child’s healthcare provider.
* **If your child develops** [**symptoms of COVID-19**](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) **or tests positive for COVID-19, they must** [**isolate**](https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/self-isolation-instructions.pdf) **at home immediately. Please notify us right away at [INSERT school contact information]** so we can provide you additional information on home isolation and notify potentially exposed individuals.
* **Vaccinations are safe and are the best protection against COVID-19.** COVID-19 vaccines protect against the spread of this virus, new variants, and against severe disease. Children 5 years of age or older can get two doses of the vaccine. Children 12 and up are also recommended to get a booster. To make a vaccination appointment, contact your child’s healthcare provider or go to [sccfreevax.org](http://www.sccfreevax.org).

Please contact us with questions by calling **[INSERT Number]** oremailing **[INSERT Email]**. For updates, please visit our website **[INSERT School/District Website]**.

We continue to do all we can to provide a healthy and successful learning environment for our students and staff.

Sincerely,

**[INSERT Name, Title, and Contact information]**