

Dear Parents, Guardians and Caregivers:

The [School District Name] considers the health and well-being of our students and staff to be of the utmost importance. It is with that in mind that this letter is being sent home for your information.

Today, [insert date], we were alerted to the possibility that a student/staff member may have been exposed to the Coronavirus 2019 (COVID 19). This has not been confirmed and will not be confirmed for the next few days until medical authorities can make a determination. The student/staff member is under quarantine and will not return until medical authorities have determined if the person has tested positive for COVID 19. Following the diagnoses, we will advise you of any additional precautions that you may need to take.

For now, please observe your child/children over the next few days for any of the common symptoms of the Coronavirus, including:

Fever  
Cough  
Headaches  
Body aches  
Shortness of breath  
Lung infection

If you have any questions or concerns, please contact your health care provider for additional information. We will keep you updated as more information becomes available.

Sincerely,