SCHOOL NAME

Address | Telephone

Tuesday, August 18, 2020

Dear Parents/Guardians:

This letter is to inform you that your child has been identified as a **close contact** of a laboratory-confirmed case of COVID-19 that occurred at [school building] on [enter date(s) of exposure]. A close contact is defined as someone who was within 6 feet of a confirmed case of COVID-19 for at least 15 minutes.

**Due to this exposure, your child will need to be kept home from school through [14 days from date of last exposure].** We ask that you be on the lookout for the signs and symptoms of COVID-19 in your child through [that date]. Symptoms can include but are not limited to **fever, cough, runny nose, shortness of breath, sore throat, headache, diarrhea, vomiting and abdominal pain**. Not everyone will get all these symptoms. The Saginaw County Health Department (or health department of your county of residence) will also be in touch with additional information.

We encourage you to contact health care provider to discuss testing or management of any symptoms that develop. Should you want your child to be tested you can call 2-1-1 or your healthcare provider may order a test. **Please note that even if your child tests negative for COVID-19 during the quarantine period he/she may NOT return to school until [Enter Date].**

Cleaning and disinfecting of all exposed areas has been completed. The school is also taking precautions to prevent the introduction and spread of viruses and other germs and is cleaning frequently touched surfaces daily. The status of this situation is fluid, and we are monitoring it closely.

As always, we appreciate our community’s support and cooperation. You can assist us by remaining vigilant but sensible in your approach to dealing with this health concern. Practice the **3 W**s (**W**ash your Hands, **W**ear a Mask, and **W**atch your Distance).

Should you have any questions about this situation, please feel free to contact [contact person] at [phone number] or the Saginaw County Health Department hotline at (989) 758-3828.

Sincerely,

[Administrator’s name]