Dear (School Name) Community,

The Health Services COVID Team has been notified that a student/staff member in your building has tested positive for COVID-19. As part of the contact tracing process, this letter is to inform you that you may have been exposed to the individual who tested positive for the virus between [INSERT DATE] and [INSERT DATE]. You are receiving this letter simply out of a spirit of transparency.

As a reminder, we recommend that all families monitor their students for potential symptoms, such as new cough, headache, congestion, fever and/or sore throat. Please have your child stay home if they develop symptoms and contact their building nurse and principal.

COVID-19 is spread via person-to-person contact through contaminated air droplets from coughing and sneezing by an infected person. As with controlling the spread of other viruses, we urge everyone to take the following preventive measures:

* Stay home when you are sick.
* Wash your hands frequently with warm, soapy water for at least 20 seconds.
* Cover your mouth with tissues whenever you sneeze, and discard used tissues in the trash.
* Avoid people who are sick with respiratory symptoms.
* Clean frequently touched surfaces.

Board policy requires a mask to be worn at all times on district property. Refusal to adhere to the policy will be addressed appropriately.

 We will continue to work closely with the Unified Government Public Health Department (UGPHD) to address concerns related to COVID-19. Updates and revisions will be implemented as new information and recommendations are provided by the CDC, UGPHD, and KDHE.

Sincerely,

Principal, (School Name)