**Send a final copy to CSO prior to sending to families.**

[SCHOOL LETTERHEAD]

[Date]

Dear \_\_\_\_\_\_\_\_\_\_\_,

I am writing to inform you that a positive COVID-19 case has been reported at [School Name] in [grade/cohort]. We were notified of the positive result [date] and are notifying you of this case.

**Please watch for symptoms.** People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. Anyone can have mild to severe symptoms. People with these symptoms may have COVID-19:

Fever or chills Cough

Fatigue Shortness of breath or difficulty breathing

Muscle or body aches Headache

New loss of taste or smell Sore throat

Congestion or runny nose Nausea or vomiting

Diarrhea

**If symptoms develop:**

* Please keep your child home.
* Get tested.
  + Maryland - <https://coronavirus.maryland.gov/pages/symptoms-testing>
  + District of Columbia - <https://coronavirus.dc.gov/testing>
* Call your healthcare provider to discuss your symptoms
* If positive, Self-isolate – Remain at home until you receive instructions about next steps from your healthcare provider or local health department.
* If symptoms worsen or you need medical attention, call ahead before going to your doctor’s office, urgent care or the emergency department. If in a medical emergency, call 9-1-1 and notify dispatch of your potential exposure concerns.

[School Name] will continue to take all steps necessary to minimize the impact and to keep all children and staff healthy and safe. We are following the latest CDC recommendations for cleaning facilities. We will continue to implement strategies to maintain a healthy environment.

Thank you for your cooperation and understanding. If you have any questions or concerns, please reach out for assistance.

Sincerely,