

COVID-19 Exposure Notification Letter Template for Educational Settings

Dear Parent or Guardian,

We have learned that your child may have been exposed to a person with COVID-19 while at [facility name] between [date] and [date].

We understand that this news may cause you concern. [facility name] is committed to implementing measures to protect attendees and staff from exposure to COVID-19 and to making sure you have all the information you need to make informed decisions about your family's health.

What is COVID-19?

COVID-19 is a respiratory illness caused by a virus. The virus is spread mainly between people who are in close contact (within 6 feet) through respiratory droplets produced when a person coughs, sneezes, talks, or sings.

People with COVID-19 can have a range of symptoms from a mild illness to severe pneumonia. **Symptoms of COVID-19 include fever (>100.4°F), cough, shortness of breath, difficulty breathing, chills, sore throat, headache, muscle/body aches, runny nose or congestion, vomiting, diarrhea, and/or a new loss of taste or smell.** <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

What do I do next? Should my child get tested for COVID-19?

People who have been exposed to COVID-19 are at risk of becoming ill for up to 14 days after the exposure. It is important to monitor your child and members of your household for symptoms up to 14 days. If your child or any family member develops symptoms, contact your healthcare provider and/or get tested for COVID-19. <https://www.coconino.az.gov/2338/Testing-Information>

Assisting your child

Children may worry about how COVID-19 may impact them, their family, and friends. Parents and guardians can help children navigate this experience in an honest and accurate way to help minimize anxiety or fear. The CDC has created recommendations to assist with these conversations. <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/talking-with-children.html>

Recommendations

[Facility Name] is following all recommendations from Coconino County Health and Human Services to stop COVID-19 from spreading in our school. This includes reminding staff and students to stay home when they are sick, recommending the use of protective face coverings, and physical distancing when possible.

Additional information is available at <https://www.coconino.az.gov/covid19> and <https://www.cdc.gov/coronavirus/2019-ncov/communication/guidance.html> and by calling the Coconino County COVID-19 Information Line at 928-679-7300.

Thank you for your patience during this challenging time.