

Letter Template
Scenario Two Possible Exposure
English Version

To be utilized when a student or staff member has been in **close contact with** a person who has **tested positive** for COVID-19.

[DATE]

SCHOOL: _____

PHONE: _____

FAX: _____

Dear Parents/Guardians/Caregiver of

The health and safety of our students and staff is our top priority. This letter is to inform you that a student or staff member in your child's classroom/cohort has been in close contact with a person who has tested positive for COVID-19. **This means that the person your child came into contact with has not yet been confirmed as a positive COVID-19 case.**

Butte County Public Health (BCPH) has been notified and is taking further steps. **Per Public Health guidance, the classroom/cohort will continue to operate.** The individual who came into close contact with a positive COVID-19 case and their immediate family/household members have been alerted. They are working with their healthcare providers for additional steps, including quarantine and testing, if advised.

We will update you with additional pertinent information when we receive it. Please continue to monitor yourself and your child for symptoms and stay home if you are experiencing influenza-like illness. Please contact your healthcare provider if you have any additional questions or concerns.

(OPTIONAL)

Please note the following options for your child should you choose to have them tested for COVID-19, or if they start to show symptoms. **(MAKE SURE THE FOLLOWING OPTIONS ALIGN WITH WHAT IS AVAILABLE)**

- If the test is negative, and your student does not have symptoms, they will be allowed to return to school. However, students of all ages are required to wear a mask while at school. If they have symptoms but test negative regardless, they should wait until they are symptom-free for 24 hours before returning to school.
- If the test is positive, they will be required to stay home for ten days, and until they have been fever-free for 24 hours without medication, and symptoms are resolving.

Symptoms related to COVID-19 or Multisystem Inflammatory Syndrome in Children (MIS-C) to watch for are listed below. Contact your doctor if you or any member of your family/household develop any of these symptoms.

Signs and symptoms of COVID-19:

- Fever ≥ 100.4
- Chills
- Nasal congestion
- Runny nose
- Shortness of breath
- Diarrhea
- Headache
- Nausea/Vomiting
- Fatigue
- Muscle or body aches
- New loss of taste or smell

Signs and Symptoms of MIS-C:

- Rash
- Red eyes
- Cracked/Swollen lips
- Red/Swollen tongue
- Stomach pain
- Swelling of hands/feet

If you have any questions/concerns, please contact the school nurse at this site. [Phone Number]

Sincerely,

[XXX Site Administrator/Teacher]

[School Name]

Butte County Public Health, CDC & Butte County Office of Education Resources:

- Butte County Public Health: (530) 552-3050 | Link: <https://www.buttecounty.net/ph/COVID19>
- Other Resources:
 - [July 3, 2020 Masks and face coverings State Guidance](#)
 - [California COVID Testing Task Force](#)
 - [Butte County Testing Sites](#)
 - [CDC Appendices- Glossary of Terms](#)
 - [CDC Exposure Risk](#)
 - [CDC Symptoms](#)