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**Template Letter for Parents or Guardians**
Topic: Confirmed Case of COVID-19 in Classroom/Close Contact
**Before this communication goes out, ensure it is consistent with your local health district guidance.**

*If you need assistance finalizing this correspondence, please contact
Karen Echeverria, ISBA Executive Director, at karen@idsba.org or 208.890.6506 or Quinn Perry, Policy & Government Affairs Director, at quinn@idsba.org or 208.407.8644*

[Date]

Dear [District] parents/guardians:

We regret to inform you that an individual at (school) has tested positive for COVID-19. This individual was in the same classroom or has been identified as being in close contact with your child during their infectious disease period. Currently, we are following CDC guidelines and protocols set by local health authorities and our school district to decrease potential spread. Therefore, it is necessary that your child be immediately switched over to the distance learning platform.  According to the local Health District, your child should be quarantined at home for 14 days from the last date of exposure.We understand that this is not the ideal situation and is an inconvenience for all involved. Your students will not be counted absent during this mandatory exclusion from school, and they will be expected to continue with their class assignments.

{Insert here how they access distance learning site/online information/check out devices, etc.)

Should your child/children start exhibiting COVID-19 related symptoms, it is strongly recommended that you contact their primary care physician or the local health department to have them tested immediately. Individuals that have had an exposure and do not display symptoms may consider being tested to prevent spread to others. The best time to test after an exposure for an asymptomatic individual is 5 to 7 days from last date of exposure and/or 15 days from last date of exposure after quarantine is complete. Please note that a negative test result during one’s quarantine does not rule out the risk of testing positive later on during the quarantine period.

The mandatory exclusion from school dates for this incident are (start date) until (return date.). Should you have any questions or concerns, please don’t hesitate to contact our school office at (phone#).

Sincerely,

Principal Name
Principal
School Name