

TEMPLATE COVID-19 General Notification Letter
2023/24 School Year

[INSERT Date]

Dear Parent/Guardian:

This notice is to inform you that we are experiencing high levels of COVID-19 in our schools and community. **[Optional: INSERT additional information on why a decision was made to release a health notification letter]**. Please know that there is currently a high potential to be exposed to someone with COVID-19 (both in and out of school) and we encourage ALL students to follow the actions below to protect one another:

- **Wear a mask in indoor settings to protect yourself and prevent COVID-19 spread.** High-quality masks with a good fit and filtration provide the best protection.
- **If you develop symptoms of COVID-19, stay home and get tested.** You may get tested at **[INSERT local school or community testing resources]** or by [clicking here to find a testing site near you](#). Over-the-counter (at-home) tests may also be used.
- **If you test positive for COVID-19, follow instructions from the California Department of Public Health **[or INSERT information from your local health department]**.**
- **Stay up to date on COVID-19 vaccinations.** Vaccination remains the best way to protect yourself against severe disease. [Make an appointment to get vaccinated](#) or contact your healthcare provider.

We will reassess the situation every week. Note that infections diagnosed in students and school staff are not necessarily the result of exposure at school.

Thank you for considering this important information. We consider the health and well-being of our community a priority. If you have questions and concerns, we can be reached at **[INSERT phone number, email address, and/or website link]**.

Sincerely,
[INSERT Name, Title, and Contact information]