

TEMPLATE COVID-19 Individual Exposure Notification Letter
2022/23 School Year

[Date]

Dear Parent/Guardian:

[INSERT School Name] has been alerted that on **[INSERT Date(s)]**, your child may have been exposed to an individual with COVID-19. We consider the health and well-being of our community a priority and are providing this notification so that you are aware of the following recommendations:

- **Your child may remain in school unless they develop symptoms or test positive for COVID-19.** Being exposed to somebody with COVID-19 does not necessarily mean that your child will become infected.
- **Your child should wear a mask in indoor settings, especially for the next 10 days, to prevent spreading COVID-19 in case they become infected.** [High-quality masks](#) with good fit and filtration provide the best protection.
- **Your child should get tested for COVID-19 on [INSERT date range, 3-5 days following last exposure] unless they had COVID-19 within the past 90 days.** 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 your child starts to feel sick or show [symptoms](#), they should get tested right away even if they had COVID-19 before.
- **If your child develops [symptoms of COVID-19](#) or tests positive for COVID-19, they should [isolate](#) at home and notify us right away at **[INSERT school contact information]**.** When you notify us, we can take additional steps to keep our school community safe.
- **Your child should 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 child's healthcare provider.

Note that infections diagnosed in students and school staff are not necessarily the result of exposure at school, and when safety protocols are followed in schools, COVID-19 remains more likely to occur outside of school settings.

Thank you for reading this important information. 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]