# COVID-19 Case Notification: Sample Notification Letter to Parents and Guardians of Students (General Notification)

[Date/Time]

Dear Parent or Guardian:

[Insert School Name] considers the health and well-being of our students and staff a priority. With that in mind, we are sending this letter home for your awareness. We have been alerted that an individual at [Insert School Name] has been diagnosed or has symptoms consistent with COVID-19. We are following Centers for Disease Control and Prevention (CDC) recommendations to help ensure that the person diagnosed with or suspected to have COVID-19 follows instructions for isolation and remains away from others until they can safely return to the school setting. We will also continue to clean and disinfect all areas of the school.

Any student who has been identified as a [close contact](https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html#contact) of the individual diagnosed with or suspected to have COVID-19 has been notified of their close contact status **prior** to the distribution of this letter. If you did not receive that notification, **your student is NOT a**[**close contact**](https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html#contact) of the individual diagnosed with COVID-19. Therefore, they are **NOT required to quarantine at home or be tested**. However, we do recommend that you continue to monitor your child each day for [symptoms](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html). If your child develops COVID-19 symptoms, please:

1. Contact their healthcare provider immediately.
2. Follow testing and isolation instructions described here [Insert link to the school’s isolation guidance or this [**CDC Overview of COVID-19 Isolation for K-12 Schools**](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-contact-tracing/about-isolation.html)**.**]
3. Notify the school immediately if they test positive for COVID-19.

We also encourage you to visit [insert hyperlink to local public health department or other appropriate sites] for additional information for ways to keep our school community safe. CDC also provides additional information about [COVID-19 and Schools and Child Care Programs.](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html)

We will continue to provide regular updates, as needed and appropriate, and will provide prompt notification of any COVID-19 or other health-related concerns that require your attention. We encourage you to contact us with questions and concerns. Please call us at [NUMBER], email us at [EMAIL], or visit our website [INSERT LINK HERE] for updates.

We are committed to facilitating an optimal learning experience and ensuring the safety of our students and staff. COVID-19 vaccination among all eligible students as well as teachers, staff, and household members is the leading public health strategy to help end the pandemic and support schools to continue full operations. Please visit CDC’s [COVID-19 Vaccines for Children and Teens](https://www.cdc.gov/coronavirus/2019-ncov/vaccines/recommendations/children-teens.html) page for more information on how to get your child vaccinated as soon as they are eligible.

Sincerely,

[NAME, TITLE, and CONTACT INFORMATION]