**K-12 School Name/Letterhead**

From School Principal (or Designee)

[Date]

Dear Parents/Guardians,

The health and safety of our students and staff is our top priority. We are sending this letter to inform you about a confirmed case of COVID-19 in a member of our school community. The individual who tested positive (“the case”) was last on school premises on [DATE].

**Our school is working to follow up with the case and will reach out to all persons identified as having had close contact with the case to recommend quarantine and COVID-19 testing**. **If you are not contacted, it means that your child was not identified as having been exposed to the case.**

Please remind your child to use their face covering and wash their hands regularly. Symptoms of COVID-19 may appear 2-14 days after exposure to the virus.

Anyone with [COVID-19 symptoms](https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Symptoms-Risks.aspx) should be tested. However, many infected people do not develop symptoms, which is why it is recommended that exposed people be tested whether they have symptoms or not. No-cost COVID-19 test appointment can be made at [www.lhi.care](http://www.lhi.care) or call 888-634-1123 or visit [www.sbccovid19.us](http://www.sbccovid19.us) for more information.

For more information regarding COVID-19 and Schools, please visit [www.schools.covid.ca.gov](http://www.schools.covid.ca.gov).

Ensuring the health and safety of our students, teachers, and staff members is of the utmost importance to us. If you have any questions or concerns, please contact [CONTACT NAME] at XXX-XXX-XXXX.