[Date]

Dear parent or guardian of [STUDENT NAME]:

The health and safety of our students and staff is our top priority. We are sending this letter to inform you that **a student or staff member at [NAME OF SCHOOL] has tested positive for COVID-19**. The person who tested positive was last on school premises on [DATE]

**Records indicate that your child may have been exposed to this individual** and is considered a “close contact**.”**

**Next Steps for Fully Vaccinated Students**

If your child is fully vaccinated (it has been at least 14 days since the final dose of vaccine), then they do not need to quarantine and may return to school immediately. You may be asked to show proof of vaccination before the student returns to class. It is recommended to test for 3-5 days after exposure (fill in date). If your child develops [COVID-like symptoms](https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Symptoms-Risks.aspx) or becomes sick, they should get tested and follow regular quarantine at home for up to 10 days.

**Next Steps for Unvaccinated Students**

If your child is unvaccinated or not fully vaccinated, **your child needs to quarantine at home immediately** for 10 days from the last date that they were exposed [fill in date]. You can find instructions on how to quarantine [here](https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Guidance-on-Isolation-and-Quarantine-for-COVID-19-Contact-Tracing.aspx).

Testing should be considered between Day 5 (fill in date) and Day 10 (fill in date) for all students in quarantine. Quarantine can end after Day 7 (fill in date) if a test taken on or after Day 5 (fill in date) comes back negative and the student does not have symptoms.

Your child may return to class after completing quarantine if they do not become ill, but you should still monitor their symptoms closely for the full 14 days (fill in date) after their close contact.

If your child develops COVID-like symptoms or becomes sick, contact a healthcare provider so they can be evaluated and get tested for COVID-19 *immediately*. 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.

Parents and family members of close contacts do not have to quarantine unless your child tests positive for COVID-19.

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