[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 your child returns to class. 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 quarantine at home for up to 10 days. 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).

**Next Steps for Unvaccinated Students**

Because your child and the sick person were both wearing masks in a supervised setting, your student’s chances of having been infected are reduced. If your child is unvaccinated or not fully vaccinated, this means your child is eligible for “modified quarantine” and can keep attending class in person under these conditions over the next 10 days:

* The child does not develop [symptoms of COVID-19](https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Symptoms-Risks.aspx)
* Continues to wear a mask at school
* Gets tested **two times a week** during the 10-day modified quarantine
* Does no extracurricular activities at school, including sports, and activities within the community setting during the quarantine period

Modified quarantine may end early if testing is done on or after Day 5 (date) and Day 10 (date). Quarantine can end after Day 7 (date) if a test taken on or after Day 5 (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 after their close contact.

If your child develops [COVID-like symptoms](https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Symptoms-Risks.aspx) 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.

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