Letter to Staff and Families: Case of COVID-19 in School

Dear Staff and Families of \_\_\_\_\_\_\_\_\_\_\_ School,

Recently, we learned that a person in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ school has tested positive for COVID-19. As members of the school community, we understand that this might raise concerns alongside a caring response. We are working closely with [INSERT local health department] to respond to this news, protect the health of our community and maintain education opportunities for the affected individual.

Each situation calls for different protocols. In this case, we will follow the following steps:

1. (customize steps)

2. [Examples: explaining cohort impacts, addressing contact tracing, any relevant information on quarantine or isolation, staying home or testing, a deep clean of classrooms and common areas in the school, manual wiping of surfaces, use of an electrostatic disinfectant sprayer that deploys charged disinfectant particles into an area that covers every surface in the space.]

The best way to prevent the spread of COVID-19 is through vaccinations for those who are eligible, wearing face coverings, physical distancing and to practice good health hygiene habits.

Be sure to wash your hands frequently with soap and water, cover your coughs and sneezes, and avoid contact with people who have signs of illness. Get plenty of rest, exercise, and eat healthy food.

Wearing cloth face coverings reduces the spread of viruses and helps prevent those who have the virus, but do not have symptoms, from passing it to others. [Insert local details] .

We will keep you updated with any new information as it comes out, while meeting the requirements to honor everyone's right to privacy.

More information can be found on [the Oregon Department of Education’s Ready Schools, Safe Learners page](https://www.oregon.gov/ode/students-and-family/healthsafety/Pages/Planning-for-the-2020-21-School-Year.aspx), [the Oregon Health Authority’s COVID-19 page](https://www.oregon.gov/oha/PH/DISEASESCONDITIONS/DISEASESAZ/Pages/emerging-respiratory-infections.aspx) and [INSERT district website with COVID information, if applicable].

If you have any questions, please contact [INSERT contact information].

Sincerely,

Superintendent