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Letter to Caregivers, Parents, and Families: Prevention and Information

*Use this letter to help prepare caregivers, parents, and families for COVID-19 events in your school or district. Let them know how they’ll be updated and where to go for more information.*

Dear Caregivers, Parents, and Families,

As students return to full-time in-person learning, this letter will help you prepare should our school or school district have a COVID-19 event occur. Events may include positive cases, outbreaks, or exposures. We want you to know that your health and safety is our top priority.

[Describe the appropriate method of communication for your school/district, such as:

When an event (positive case, outbreak, or exposure) occurs in our school or district, you will receive information via [email, text, alert notification, etc.]

This information will outline the protocols and steps taken by our school to help protect you and your school community. We ask that you follow any guidance you receive.

**If your school is performing symptomatic testing on-site, please customize the information below for your specific context:**

We will have school staff available to conduct on-site rapid tests for COVID-19, with consent, as needed. If your student tests positive for COVID-19 at school, they will be sent home and asked to stay home for 10 days.

If your student comes into close contact with an ill person with COVID-19 symptoms or a person with a confirmed positive COVID-19 case, and it is determined by school and local public health officials that they have been exposed, you will be asked to quarantine your student at home for 14 days. If your student is asked to quarantine, you may get a call from your local health department and if your child is 15 years or older, they may ask to talk to your child directly. Quarantine means keeping someone who has been exposed to COVID-19 away from others outside the home.

If your student is fully vaccinated and is exposed to someone with COVID-19, they do not need to quarantine at home if they do not show symptoms. Being fully vaccinated means they have received both doses of a two-dose vaccine, or one dose of a single-dose vaccine, AND it has been more than 14 days since completing the vaccine series. We ask they watch for symptoms of COVID-19 for 14 days after being exposed, and if symptoms develop, isolate at home, and get tested.

[Depending on your school procedures, include information about how students can continue education at home or online in the event they need to quarantine]

We have attached guidance that can help you decide the best course of action should your student become exposed to COVID-19 and need to stay home. We ask that you read through it as your student returns to school.

We want our community to protect themselves against COVID-19. Right now, the best tools to protect individuals are vaccination for those eligible, physical distancing, face coverings, ventilation and airflow, hand hygiene, and staying home if ill or exposed to someone with COVID-19. Here are some other ways to protect yourselves and your community:

* Keep students who are sick at home. Don’t send them to school.
* Teach your student to wash hands with soap and water for 20 seconds. Be sure to set a good example by doing this yourself.
* Teach your student to cover coughs and sneezes with tissues or by coughing into the inside of the elbow. Be sure to set a good example by doing this yourself.
* Teach your student to stay at least *three* feet away from people who are sick.
* People who are sick should stay home from work or school and avoid other people until they are better. If you have questions, please contact your school nurse, healthcare provider or your local board of health, or check the CDC website.

More information can be found on [the Oregon Department of Education’s Ready Schools, Safe](https://www.oregon.gov/ode/students-and-family/healthsafety/Pages/Planning-for-the-2020-21-School-Year.aspx) [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,

Principal

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Signature

**Document accessibility:** For individuals with disabilities or individuals who speak a language other than English, OHA can provide information in alternate formats such as translations, large print, or braille. Contact the Health Information Center at 1-971-673-2411, 711 TTY or COVID19.LanguageAccess@dhsoha.state.or.us