Letter to Families: Prevention and Information

*Use this letter to help prepare 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 Parents and Families,

This letter will help your family prepare should our school or school district have a COVID-19 event occur. Events may include positive cases, outbreaks or exposures. It is important to know that currently there are no positive cases in our school community. However, we want you to know that your health and safety is our top priority.

We are partnering closely with local public health officials and they will provide support and direction for managing COVID-19 related scenarios that impact our school community.

When an event occurs in our school or district you will receive information via (email, alert, notification). This webpage will have the most up to date information.

We want our community to protect themselves against COVID-19. Here are some ways to protect your family:

* Keep children who are sick at home. Don’t send them to school.
* Teach your children to wash hands with soap and water for 20 seconds. Be sure to set a good example by doing this yourself.
* Teach your children 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 children 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 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 \_\_\_\_\_\_\_\_\_\_