Letter to Families: Notification of a Positive Case of COVID-19 in the Classroom

Dear Families of [INSERT teacher name]’s classroom,

We learned on \_[Date]\_ that a person in [INSERT your student’s or Ms. Williams] classroom has tested positive for COVID-19. We understand that this might raise concerns alongside a caring response. We want to keep you informed, while also meeting the requirements to honor everyone's right to privacy. We have identified those who had close contact; they have already been contacted individually.

Because our students are correctly and consistently wearing masks, and the classroom uses other prevention strategies (ventilation, handwashing, screening, contact tracing, and cleaning), students who were sitting 3 feet or more from the COVID positive student are not confirmed exposures and will not be required to quarantine.

Each COVID-19 situation has specific protocols to follow. See details below about the most current quarantine guidance from [health department name here].

**Information Regarding Quarantine of Students** ([RSSL Resiliency Framework page 16 - Quarantine Exception](http://email-link.parentsquare.com/ls/click?upn=oq5wnnHoD1NAxpT8rNAGXO-2BhqpULh3PLxyjYeKv0ITKhPhMI-2FxryM8J9D6r-2BPYPy-2BfgA29q1ZoS6KetltI6ea7C-2BBR1k9UD0pD4i888gB9m1lZVAPQNQrUibQQAQpjYOOjlF7L9kwO2KW86OSa25jvYsNzqqfv3KMQW5KrVvSoVGVgYSOQMwc091NqByuBrdX-2FU5Xh-2FFB4E4mw-2F24pEF795lhnEQ-2FzymjylKMabSq4y4EmC-2F4C4xlW2PDuvCX4iGe7yD_ZR5ldgHwOyFuiEIa4k1G4gq77H9LO8YRYzWsmUVi-2F0XpOPCb4ivbFE-2B9PoRraBzWyKRE3eZI7is87VEjhmetzPZGBc2bq4Uz2-2BSEPXdlp4MI4ATY-2FpsNiZpq4hSnmyrGBN3TIW0fJLN8szKHboIbbjlyXFAuu45g3VOs8pNL2I7cnpVTBsVrfUlldbJlk5REcWbffWgbxQoDzDgrAmvFjvd0AcBVxK8Cv1BsnYo3uDUV4GQtZiUNqqz5u9DcZceyHE4-2Fu8qYMtMFIKNvja2uNw-3D-3D))  
Students who were 3 or more feet from a COVID positive student where both students were engaged in consistent and correct use of well-fitting face coverings and other K–12 school prevention strategies were in place are not consider exposed and do not need to be quarantined.

**Practice healthy habits and monitoring for symptoms**  
In our classroom we know that wearing 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. Continue to have your student wear face coverings when around others. Be sure to wash hands frequently with soap and water, cover coughs and sneezes, and avoid contact with people who have signs of illness. Get plenty of rest, exercise, and eat healthy food too.

* Please monitor your student, yourself and household members closely for COVID-19 symptoms. These include:
  + Fever or chills
  + Cough
  + Shortness of breath or difficulty breathing
  + New loss of taste or smell
  + Muscle or body aches
  + Fatigue
  + Headache
  + Sore throat
  + Congestion or runny nose
  + Nausea or Vomiting
  + Diarrhea

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