Important Information about a Presumptive Case of 2019 Novel Coronavirus at Our School

Dear Staff and Families of XXXX School,

Recently, we were notified that a school district employee has been diagnosed with COVID-19. As members of the school community, we understand that this raises concerns. We are working closely with [INSERT local health department] to respond to this news and protect the health of our community.

As you know, schools are closed for the rest of the year.

During this closure we are taking the following steps to ensure our school buildings are clean:

[INSERT steps taken here. They can include – but are not limited to - 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 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 a healthy diet. Protect the community by [following the Governor’s social distancing requirements](https://www.oregon.gov/gov/Documents/executive_orders/eo_20-07.pdf). Wearing cloth face coverings may reduce the spread of virus and help prevent those who have the virus but do not have symptoms from passing it to others. [INSERT any additional social distancing requirements that may have been approved by your city or county government]

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 COVID-19 page](https://www.oregon.gov/ode/students-and-family/healthsafety/Pages/COVID19.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