**Positive COVID-19 Case: Letter to Families of Students Who Had Close Contact**

Date:

Dear parents, caregivers, and guardians,

I am writing to inform you that a person in our school community has tested positive for COVID-19. Though we cannot provide specific information about our school community member who tested positive, **your child IS a close contact.** A close contact is someone who has been within 6 feet of a COVID-19 positive individual while indoors for at least 15 minutes during a 24-hour period and did not meet any of the exemption criteria. Please continue to monitor your child for symptoms and keep your child home if he/she/they shows any symptoms or is not feeling well.

We have been planning for this scenario and have a comprehensive plan in place to utilize COVID-19 testing, inform families whose students were at risk of exposure or in close contact, and support the affected family as they navigate this stressful experience.

**Your student has three (3) options:**

1. **“Test and Stay” to Remain in School**
   * **Duration**: 7 days
   * **Test**: rapid test daily on school days. Remain in school provided student tests negative and remains asymptomatic
   * **Weekend Testing**: Only test on weekends if participating in an extracurricular school activity
   * **Quarantine** when outside of school setting
   * **Monitor for Symptoms**: through day 14
   * **Signup**: If you have not signed up for our school COVID safety check program, sign up

[here](https://www.cic-health.com/consent/ma)

1. **Quarantine at Home and Test to Return to School**
   * **Duration**: Quarantine at home for at least 7 days
   * **Test**: On day 5 or later (PCR or rapid antigen test)
   * **Return to School**: Day 8, provided student stays asymptomatic and test was negative
   * **Monitor Symptoms**: through day 14
2. **Quarantine at Home, No Testing**

**Duration**: quarantine at home for 10 days

* + **Return to School**: on day 11 provided student stays asymptomatic
  + **Monitor Symptoms**: through day 14

We are committed to continuous communication with and support of our families.  If you have any additional questions or concerns, please contact (INSERT STAFF NAME) at (EMAIL/PHONE). Thank you for your continued support.

Thank you,

[INSERT NAME] AT [INSERT SCHOOL NAME]