## School Leader to Parents: Positive Case Letter (not 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. 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.

Though we cannot provide specific information about our school community member who tested positive, your child was not a close contact (defined as being within 6 feet of the COVID-19 positive individual while indoors, person for at least 15 minutes during a 24-hour period) of the affected school member. 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.

Parents of students who were in close contact with the community member will be notified privately.

**If you have not signed up for our school routine COVID safety check program, sign up here:** [**https://www.cic-health.com/consent/ma**](https://www.cic-health.com/consent/ma)

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]