

Sample Letter: Staff member has tested positive for COVID-19

The situation is very fluid. Please vet with your legal counsel before using.

Date

Dear Families and Staff,

The district learned today that a staff member has tested positive for COVID-19. The staff member is currently in self-quarantine. Due to federal health privacy laws, information regarding the staff member's identity cannot be released. Please respect the staff member's privacy during this difficult time.

Upon learning the news, we contacted the _____ County Health Department and have been working with them on next steps. We will support the health department in its handling of the process and the appropriate notifications. Health officials are interviewing/reaching out/providing assistance directly to individuals with an elevated risk of exposure who may have been in recent close contact with the staff member. All families directly impacted by this news will be contacted.

The Centers for Disease Control and Prevention (CDC) recommends contacting your doctor if you believe you have been exposed to COVID-19 and develop a fever and other symptoms, such as coughing or difficulty breathing. More information can be found at _____ County Health Department. In addition, please take social distancing seriously: avoid crowds, stay at home, and maintain at least a six-foot distance from other people.

We will continue to provide updates as needed. You can access all of the district's related communication by visiting our website at _____. Questions can be sent to _____.

Thank you for your continued support. By working together, we will get through these challenging times. As you know, the well-being of our students, staff and families is our number one priority.

Please join me in sending healing thoughts to our staff member.

Sincerely,

Superintendent

_____ Public Schools