

Appendix H

Sample School Notification Template, Positive Case in School

[Date]

Dear Parents/Guardians:

This letter is to inform you that an individual at [school/childcare center] has tested positive for Coronavirus Disease 2019 (COVID-19). The District is coordinating closely with public health officials and following CDC, state, and local health department guidance in order to assure the health and safety of our community.

Cleaning and disinfecting of all exposed areas has been completed. The school is also taking precautions to prevent the introduction and spread of viruses and other germs and is cleaning frequently touched surfaces daily. [Insert any details on scheduling changes, if applicable.] The status of this situation is fluid, and we are monitoring it closely.

We understand the level of concern regarding COVID-19. We encourage parents and students to continue following the [Centers for Disease Control & Prevention](#) promoted safeguards, such as:

- Staying home when you are sick;
- Washing hands often with soap for at least 20 seconds;
- Covering coughs and sneezes and properly disposing of tissues;
- Limiting close contact with people who are sick and not sharing food, drinks and utensils;
- Practicing social distancing (staying at least 6 feet apart);
- Wearing a face covering while in school; and
- Continuing to monitor your health for symptoms.

As always, we appreciate our community's support and cooperation. You can assist us by remaining vigilant but sensible in your approach to dealing with this health concern. Should you have any questions about this situation, please feel free to contact [contact person] at [phone number]. Below are some resources that might be helpful.

RESOURCES

a. NJDOH COVID-19 Information for Communities and the General Public:

https://www.nj.gov/health/cd/topics/covid2019_community.shtml

b. Get the Facts about Coronavirus: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

c. Symptoms of COVID-19: <https://www.cdc.gov/coronavirus/2019-ncov/symptomstesting/symptoms.html>

d. Testing: <https://www.cdc.gov/coronavirus/2019-ncov/testing/index.html>;
<https://covid19.nj.gov/pages/testing>

e. How to Protect Yourself: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-gettingsick/prevention.html>

f. What to Do if You Are Sick: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/stepswhen-sick.html>

Sincerely,

(Administrator's name)