

Staff Notification of Positive COVID-19 Test - Staff or Student

Principals should send an email to their school staff notifying them of the positive test - staff or students - in the school building.

I am writing to share that an individual who has been present at <School> has reported testing positive for COVID-19.

During our case investigation, individuals who had close contact with this individual were contacted individually and required to quarantine at home, monitor their health, and to contact their healthcare provider for any health concerns. Close contact for adults is generally defined as 6 feet for 15 cumulative minutes or greater in a 24 hour period.

While we believe the risk of exposure to others to be low, we are sharing this information out of an abundance of caution and to be transparent. If you have concerns about your health, please reach out to your healthcare provider.

The health and safety of our community is our highest priority. <School> follows all COVID-19 related health and safety guidelines, including requiring face coverings for staff and students, encouraging frequent hand washing, maintaining social distance when possible, and following all cleaning and disinfection protocols.

<Principal Name>

Principal

<School>