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

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 COVID-19 related health and safety guidelines, including encouraging frequent hand washing, increased ventilation, and following all cleaning and disinfection protocols.

<Principal Name>
Principal
<School>