

Last Updated: 7/30/20

Note: The following messages are meant to serve as examples of communications that may be shared by systems and schools when a positive case of COVID-19 occurs with a student or employee on campus. Please consult with legal counsel and follow all student privacy and personnel policies when sharing information. While the following messages are addressed to families, schools or systems may also adjust the messages to share with other stakeholders.

Employee Tests Positive

Dear {ENTER SCHOOL OR SYSTEM} Families,

Today we were notified that an employee has tested positive for COVID-19. We are sharing this message with you in an effort to be transparent and keep you informed. School leaders immediately notified local health officials and we are following their guidance.

We have contacted all employees and the families of all students who came in close contact with this individual and are conducting a deep cleaning of the school today after dismissal. Public health officials do not recommend closing our school at this time. We will continue to monitor the situation and update you with any additional developments.

If you have any questions, please contact us at {INSERT EMAIL/PHONE/ETC...}. You can also visit our website for the latest updates and to view our COVID-19 policies and procedures.

As we have shared with you in our regular family communications, we should expect positive COVID-19 cases as long as the virus is present in our community. We planned for this likelihood before the school year. We will continue to operate in close collaboration with local health officials and in regular communication with our families.

Student Tests Positive

Dear {ENTER SCHOOL OR SYSTEM} Families,

Today we were notified that a student has tested positive for COVID-19. We are sharing this message with you in an effort to be transparent and keep you informed. School leaders immediately notified local health officials and we are following their guidance.

We have contacted all employees and the families of all students who came in close contact with this individual and are conducting a deep cleaning of the school today after dismissal. The families of all students who shared a classroom with this individual have been contacted. Public health officials do not recommend closing our school at this time. We will continue to monitor the situation and update you with any additional developments.

If you have any questions, please contact us at {INSERT EMAIL/PHONE/ETC...}. You can also visit our website for the latest updates and to view our COVID-19 policies and procedures.

As we have shared with you in our regular family communications, we should expect positive COVID-19 cases as long as the virus is present in our community. We planned for this likelihood before the school year. We will continue to operate in close collaboration with local health officials and in regular communication with our families.