

{{School District Name}}

## COVID CLASSROOM EXPOSURE NOTICE

{{Date}}

Dear Parent / Guardian,

We have been notified that a student or employee in your child's class has been diagnosed with coronavirus, also known as COVID-19. As such, other students, school faculties and staff may have been exposed to this virus.

According to the Centers for Disease Control and Prevention (CDC), the virus is thought to spread mainly between people who are in close or "direct" contact with one another through respiratory droplets produced when an infected person coughs or sneezes.

We have reached out to those people believed to have been in close or direct contact (direct contact is generally intended to mean within about 6 feet for a period of 10 minutes or more) with the person who tested positive so that they may take appropriate protective measures for themselves and on behalf of the school community, including the possibility of remaining at home for a 14-day monitoring period.

If you experience symptoms of respiratory illness (fever, coughing or shortness of breath), please inform the school Human Resources at [[telephone number}} or through this email address [[email address}} and contact your health care provider.

{{School District Name}} will keep all medical information confidential and will only disclose it on a need-to-know basis. As such, we are not able to discuss specifics of who tested positive, or any other identifiable information related to the incident.

{{School District Name}} is taking precautionary measures in accordance with state and federal guidelines to ensure the safety of everyone during this coronavirus outbreak, and we will keep you informed as the need arises.

For more information on COVID-19, including symptoms and treatment, visit the CDC website at [www.cdc.gov](http://www.cdc.gov).

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{{Name}}

{{Position}}