

Appendix A. General Notification Letter

Contact Tracing Version

Only use this letter to notify families of an exposure if your school is contact tracing. If your school is not contact tracing, please use the template letter on the following page.

Email Alex_schoolteam@vdh.virginia.gov if you would like an **editable** version of this template.

[Insert Date]

Dear [Insert School/Daycare Name] Families and Staff,

This letter is to notify you that a COVID-19 case has been identified at [Insert School/Daycare Name].

We are contact tracing for this exposure. If you or your child:

- **Is identified as a “close contact,”** you will be notified separately from this letter and provided public health guidance based on your vaccination status and level of exposure to the case.
- **Is not identified as a close contact,** you will not receive additional communication.

Close contacts are people who were within 6 feet of the case during their infectious period for a cumulative total of 15 minutes or more over a 24-hour period or people who had direct exposure to the case’s respiratory secretions.

In **K–12** classrooms, the close contact definition excludes **students** who were within 3 to 6 feet of an infectious student if both **students** were wearing masks; and other prevention strategies were in place. However, if we see additional spread, others may also be asked to quarantine. **We are working to identify and reach out to close contacts.**

Please continue to practice the following preventive measures to protect your household and others:

1. Monitor your/your child’s health by remaining alert for any [COVID-19 symptoms](#).
2. Stay home when ill and notify your/your child’s primary care provider immediately if you/your child develop(s) any [COVID-19 symptoms](#). Call ahead when seeking medical care and inform your doctor that you/your child was exposed to COVID-19.
3. Practice individual [prevention strategies](#) as applicable.
4. If you’re eligible for a COVID-19 vaccine or booster dose, [schedule an appointment here!](#)

Remember, people of any age who have serious underlying medical conditions might be at [higher risk for severe illness from COVID-19](#). If your child is at higher risk for severe illness, please let us know.

We want to assure you that the health and safety of our community is a top priority for [Insert School/Daycare Name].

Sincerely,

[Insert Signature]

[Insert Name, Title/Role]

Appendix A. General Notification Letter

NOT Contact Tracing Version

Use this template letter to notify families of an exposure if your school/daycare is **not contact tracing**.

Email Alex_schoolteam@vdh.virginia.gov if you would like an **editable** version of this template.

[Insert Date]

Dear [Insert School/Daycare Name] Families and Staff,

This letter is to notify you that a COVID-19 case has been identified at [Insert School/Daycare Name].

[Insert School/Daycare Name] is not identifying close contacts for this exposure. If the case was in your child's classroom, please consider testing out of an abundance of caution.

Please continue to practice the following preventive measures to protect your household and others:

1. Monitor your/your child's health by remaining alert for any [COVID-19 symptoms](#).
2. Stay home when ill and notify your/your child's primary care provider immediately if you/your child develop(s) any [COVID-19 symptoms](#). Call ahead when seeking medical care and inform your doctor that you/your child was exposed to COVID-19.
3. Practice individual [prevention strategies](#) as applicable. .
4. If you're eligible for a COVID-19 vaccine or booster dose, [schedule an appointment here!](#)

Remember, people of any age who have serious underlying medical conditions might be at [higher risk for severe illness from COVID-19](#). If your child is at higher risk for severe illness, please let us know.

We want to assure you that the health and safety of our community is a top priority for [Insert School/Daycare Name].

Sincerely,

[Insert Signature]

[Insert Name, Title/Role]