

Appendix G. K-12 School/Daycare Close Contact Letter

Please complete the following template letter and send it to all close contacts. The last date of exposure is the date that a person was last in close contact with the COVID-19 case. **When calculating the length of quarantine, the last date of exposure is Day 0.** If some close contacts were exposed on an earlier date (e.g., if a student was absent on the last date of exposure for the classroom, but present earlier in the week and exposed to the case) **please update the highlighted date fields accordingly.** Please see Appendix J to verify that you have the correct dates. **Email Alex_schoolteam@vdh.virginia.gov if you would like an **editable** version of this template.**

You/your child has been identified as a close contact of a person with COVID-19. If you are a staff member at **[insert school name]** this letter applies to you. If you are a parent or guardian of a child that attends **[insert school name]** this letter applies to your child.

You/your child in the **[insert grade level or class]** was last exposed to COVID-19 on **[insert DATE of last exposure (this may be different for certain attendees depending on attendance)]** (Day 0) while at **[insert location of exposure]**. You/your child will need to quarantine at home unless you/they meet any of the following criteria:

- You/they are **12 years or older** and are up-to-date on all COVID-19 vaccine doses [recommended](#) by the Centers for Disease Control and Prevention (CDC), including boosters and additional primary shots for some immunocompromised people.

OR

- They are **6mo - 11 years** and are up-to-date on their COVID-19 vaccine doses in accordance with their school's vaccination policy.

OR

- You/they tested positive for COVID-19 within the last 6 months and have completed your/their isolation period.

Even if you/your child does not need to quarantine, please monitor for symptoms of COVID-19 for 10 days. If you/your child is not [up to date](#), you/they should wear a mask around others for 10 days, and get tested on Day 5.

Length of Quarantine

The CDC, the Virginia Department of Health (VDH), and Alexandria Health Department (AHD) recommend that close contacts who are **not** [up to date](#) [quarantine for at least 5 days](#) from their date of last exposure to someone with COVID-19.

As long as you/your child does not develop any symptoms of COVID-19 or test positive for COVID-19, you/they may resume normal activities according to the following chart:

Quarantine Options	Recommended Testing Date*	End Quarantine Date	Return Date
5-Day Quarantine if you/your child wears a mask	MM/DD/YYYY (Day 5)	MM/DD/YYYY (Day 5)	MM/DD/YYYY (Day 6)
10-Day Quarantine if you/your child is unable to wear a mask	MM/DD/YYYY (Day 5)	MM/DD/YYYY (Day 10)	MM/DD/YYYY (Day 11)

*All close contacts may test for COVID-19 on Day 5.

During your/your child's quarantine period:

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- You/your child should stay away from others (including people who live in your home) as much as possible.
- If your child is in quarantine, designate one caretaker (the caretaker should be fully vaccinated).
- You/your child should stay in a separate room, use a separate bathroom, and avoid shared spaces like your living room and kitchen.
- You/your child should not share objects like towels, blankets, utensils, or electronics with others in your household that have not been disinfected.
- If you/your child must enter a shared space, please protect others in your home by having everyone [wearing a mask](#).
- Monitor your/your child's health daily for [symptoms of COVID-19](#).

Testing

- All close contacts should be tested for COVID-19 if they start feeling sick.
- Visit [COVID-19: Get Tested](#) for testing options near you.
 - Find other testing in [Virginia](#), [DC](#), and [Maryland](#).

Questions

If you have questions about AHD guidance, please email alex_schoolteam@vdh.virginia.gov. If you would prefer a phone call, please email AHD with a number that you can be reached at.

Help With Basic Needs

If you or someone you know needs help with essentials like food, rent, utilities because they are under isolation or quarantine or if you have any other questions or concerns please reach out to the AHD COVID-19 hotline at **703-746-4988** (Monday - Friday from 9:00 am to 6:00 pm).

For more information on how you can help slow the spread of COVID-19, visit AHD's website: alexandriava.gov/Coronavirus.

Thank You!

[Insert Administrator Name]