

Appendix L. Template Outbreak Notice to Families

Please consider adapting and sending the following letter to affected families if an outbreak (i.e. 3 or more associated cases) has been identified in a designated group/class within a 14-day period. In the first paragraph, insert an end date for masking precautions as determined by the school (usually 1-2 weeks after the outbreak was identified). For an editable version, please email alex_schoolteam@vdh.virginia.gov.

[Insert Date]

Dear [Insert School/Facility] Parents and Guardians,

[Insert School/Facility] and the Alexandria Health Department (AHD) have identified a COVID-19 outbreak at [Insert School/Facility] in the [insert grade/team name]. [Insert School/Facility] is taking steps to mitigate further spread of the virus within our facilities. Parents and guardians should consider providing a well-fitting mask for their child to wear as a preventive measure until at least [Insert MM/DD/YYYY].

[Insert School/Facility] has communicated with parents and guardians of students who were deemed close contacts and need to test for COVID-19. In addition, AHD recommends that all [insert grade/team name] students and staff consider getting tested for COVID-19, even if they were not determined to be close contacts. Please refer to Alexandria's [COVID-19 Get Tested](#) page for convenient testing opportunities. [Insert optional sentence on where families may pick up take home test kits at the applicable facility]. In the event of a positive test, please consult with your medical provider regarding appropriate therapeutics and treatment.

Respiratory illnesses are usually spread through direct contact with a sick person who is sneezing or coughing. You can also catch respiratory illnesses, such as the flu virus, from contact with hands or objects/surfaces that have viruses on them. We ask that you evaluate your child for respiratory illnesses including [COVID-19](#) and do not send your child to school with a fever, cough, or sore throat.

Please [sign up](#) for your next COVID-19 vaccine/booster if you are eligible. The best way to avoid severe symptoms of COVID-19 is to stay [up-to-date](#) on your COVID-19 vaccines.

We want to assure you that the health and safety of your children and [Insert School/Facility] staff are a top priority and that we will continue to work with AHD throughout this process.

Sincerely,

[Insert Administrator/School]