**Template Letter for Parents, Staff & Community Members**  
Topic: Positive Case of COVID-19 in District

[Date]

Dear [District] parents, staff and community members:

Today, we received notification from the [County Name] County Health Department that someone associated with our school district – a [Parent, Student or Employee] from [School] – has tested positive for COVID-19. While we must protect the privacy of the person involved, we believe it is best to communicate transparently with you so you can make well-informed decisions for your family.

There is nothing more important to [District] than the safety and health of our students, our staff and their families. We are working directly with county health officials to address this situation. They have recommended we share the following with you: [Insert guidance from medical professionals here. State the facts and avoid words that cause unnecessary alarm. Be reassuring but honest. Also, do not violate student or employee privacy laws. If possible, as a courtesy, allow the family involved to read the letter before it is distributed.]

COVID-19 is transmitted through person-to-person contact and through the exchange of respiratory droplets. As more cases are being confirmed across the state, including in our community, it is important to be sensible, but to also be vigilant. Symptoms of COVID-19 include fever, cough and shortness of breath. If you or any member of your family exhibit these symptoms, please contact your medical provider for advice immediately. Symptoms usually appear 2-14 days after exposure.

The CDC recommends the following best practices to help prevent the spread of this global pandemic:

* Wash your hands often with soap and water for at least 20 seconds.
* Use alcohol-based hand sanitizer with at least 60% alcohol if soap and water are not available.
* Avoid close contact with those who are sick.
* Cover your coughs and sneezes with a tissue or your sleeve.
* Avoid touching your eyes, mouth and nose.
* Disinfect frequently touched surfaces and objects.
* Stay at home, if possible.
* If you must go out, practice social distancing, leaving at least six feet between you and other people.
* Avoid gatherings that include more than 10 people.

If you would like to learn more about COVID-19, the following links are reliable and accurate sources for information:

[CDC COVID-19 Information](https://www.cdc.gov/coronavirus/2019-nCoV/index.html)   
[CDC Travel Information](https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html) [Talking to Children About COVID-19](https://www.nasponline.org/resources-and-publications/resources-and-podcasts/school-climate-safety-and-crisis/health-crisis-resources/talking-to-children-about-covid-19-(coronavirus)-a-parent-resource)

Our greatest priority is the safety of our students, staff and community members. Please continue to take necessary precautions to protect yourself and those around you. It is important to remember that children are greatly influenced by the reactions of adults when facing difficult circumstances. I encourage everyone to remain calm and to be empathic and respectful to those affected.

We are grateful for the opportunity to serve you and your family, especially as we face this challenging situation together. Thank you for your support of [District].

Sincerely,

[Superintendent Name]  
 Superintendent