[DATE]

Dear [Name of Staff member]/Parent or Guardian of [Name of Student]:

It has come to our attention that a person at [Name of School] has recently been diagnosed with COVID-19. COVID-19 is a disease caused by the SARS-CoV-2 virus and is spread from person to person through contact with respiratory secretions (mucus from the nose and mouth) from the person who is sick. People who spend 15 minutes or longer within six feet of a person infected with COVID-19 are considered exposed and at risk of contracting COVID-19.

[Name of School] is working closely with Contra Costa Health Services to address this situation. We are identifying students and staff who may have been exposed to the infected individual and requiring these people to quarantine for 14 days from the time of their last exposure.

Records indicate that you/your student has **not** been exposed to COVID-19 and we are **not** recommending testing or quarantine at this time. If at any time the situation changes, we will let you know immediately.

For more information, please visit <https://www.coronavirus.cchealth.org/>.

Sincerely,