[Date]

Dear [Name of Staff person]:

It has come to our attention that a person at [Name of School] has recently been diagnosed with COVID-19.  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.

**Records indicate that you may have been exposed to this infected individual.**

**If you are not fully vaccinated or vaccinated but not yet boosted and eligible, you do not need to quarantine if you test negative within 3-5 days of exposure and remain symptom free. If you do not test, you will need to quarantine at home for 10 days and monitor symptoms from the last date that you were exposed [fill in date].**

If you are fully vaccinated and boosted, you do not need to quarantine as long as you remain symptom-free.  Testing is recommended on day 5.

You can view home-quarantine instructions here:  <https://www.coronavirus.cchealth.org/for-covid-19-patients>.

Name of School] is working closely with Contra Costa Public Health to address this situation. We are identifying students and staff who may have been exposed to the infected person.

If you are having any symptoms of the COVID-19 listed below, please contact your healthcare provider:

* Fever or chills
* Cough
* Shortness of breath or difficulty breathing
* Fatigue
* Muscle or body aches
* Headache
* New loss of taste or smell
* Sore throat
* Congestion or runny nose
* Nausea or vomiting
* Diarrhea

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

Sincerely,