[DATE]

Dear Parent or Guardian of [Name of Student]:

It has come to our attention that a person at [Name of School] recently 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. Records indicate that your student may have been exposed to this individual. Therefore, your student needs to be quarantined for 14 days from the last date that they were exposed [fill in date]. Please view home quarantine instructions for close contacts for more details on home quarantine: <https://www.coronavirus.cchealth.org/for-covid-19-patients.> You will also receive a call from our Contact Tracing Team.

Current studies on COVID-19 in children suggest that many children will have no symptoms or very mild symptoms of illness. Children and adults who have COVID-19 but do not have any symptoms can still transmit the virus. *This means that your child should stay in quarantine for the full 14 days even if s/he does not develop symptoms.* If your child is having any of the symptoms of COVID-19 listed below please see your healthcare provider right away:

* 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,