[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. 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 infected individual. 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 Public Health to address this situation. We are identifying students and staff who may have been exposed to the infected individual. Records indicate that you may have been exposed to this individual. Therefore, you need to quarantine at home for 10 days and monitor symptoms for 14 days from the last date that you were exposed [fill in date]. Testing should be considered between Day 7 and Day 10. However, a negative test does not shorten the 10-day quarantine period.  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.

If you are having any symptoms of the 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,