Example of School COVID – 19 case notification for schools

Dear Parent,

You are being notified that your student was in class today with an individual who is positive for COVID-19. Because we require masks during the school day, your student does not need to quarantine.

However, we ask that you monitor your student for symptoms of illness for the next 10 days and do not send your student to school if they are ill or become symptomatic. If symptoms develop, keep your student home, and obtain a COVID test.

If the COVID test is positive – your student should remain at home for at least 5 full days (may return on Day 6) as long their symptoms have improved, and they are fever free for at least 24 hours without the use of fever reducing medications such as Tylenol or Motrin. Please keep your student home even after 5 full days if they are still experiencing symptoms.

If the COVID test is negative – your student should remain at home until their symptoms are improved and they are fever free for at least 24 hours without the use of fever reducing medications such as Tylenol or Motrin. If your student is still sick 24 hours or more after a negative COVID test, consider getting a COVID PCR available at sites throughout the state. Visit <https://www.coronavirus.in.gov/covid-19-testing-information/> to locate a testing site near you.

Please contact (insert contact information here) at (insert school name here) if you have additional questions.

Thank you,