Dear Parents,

This letter is to inform you that a case of COVID-19 has been reported from *(enter name of school and additional details about the cohort; e.g., 7th grade or baseball team)*. We are following guidance from the Illinois Department of Public Health and the [Centers for Disease Control and Prevention (CDC)](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-childcare-guidance.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fcommunity%2Fschools-childcare%2Fk-12-guidance.html) to protect the health and safety of our students and staff. This includes recommending that any staff or student exposed to the case wear a mask when around others for the next *X* days *(enter 10 days from date of last exposure)*.

To identify additional COVID-19 cases among those exposed and prevent further spread of the disease, we are providing you with home testing kits as your child had potential exposure to the case. The home testing kits are free, quick, and easy to use. Parents should assist their child and follow the instructions provided with the test kit. The test involves gently swabbing the inside of the lower nostril and is not painful. The Local Health Department has recommended that exposed persons be tested two times over the next seven days with the second test performed *X* days after the first.

**If the test is positive,** please inform the school and isolate for five days. If symptoms improve and your child is fever-free for 24 hours without taking fever-reducing medicine, they may return wearing a mask for days 6 through 10. If they are unable to wear a mask, they should stay home for an additional five days.

**As always, everyone should monitor their health and stay at home if they develop symptoms and get tested. Anyone who develops severe symptoms should seek medical care immediately**.

We are committed to providing your child and our staff with a safe and healthy environment. Thank you for your ongoing cooperation with our COVID-19 mitigation policies and procedures.

For any questions or concerns, please contact

Resources:

<https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-childcare-guidance.html>