SAMPLE NOTIFICATION LETTER FOR PARENTS

XXXXX XX, 20XX

Dear Parent/Guardian,

A student or staff member that attends the [SCHOOL] with your child has been diagnosed with COVID-19. Barry-Eaton District Health Department has investigated the situation and 1) the individual has been placed in isolation at home, and 2) all close contacts have been notified and are home in quarantine. **If you have not been called, your child was not a close contact, and your child may continue to attend school.** However, we would like to share information with you on COVID-19 and ask that you watch your child closely for symptoms.

The virus that causes COVID-19 is spread most commonly from person to person, through respiratory droplets made when an infected person coughs, sneezes, or talks. It spreads easiest when people are in close contact with one another (within about 6 feet for at least 15 minutes). You can also get COVID-19 by having direct physical contact with someone that is infected, like touching, hugging, or kissing, as well as sharing eating or drinking utensils. It may also be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes. Once infected, illness begins within 2 to 10 days.

We ask that you help protect your family and your community from this disease by taking the following steps.

* Watch for symptoms of COVID-19 illness, which are 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, or diarrhea.
	+ If you get symptoms, it is recommended you get tested for COVID-19. You can call 2-1-1 or go to [www.michigan.gov/coronavirustest](http://www.michigan.gov/coronavirustest) for testing locations.
* Wash your hands often with soap and water for at least 20 seconds especially before eating, after you have been in a public place, or after blowing your nose, coughing, or sneezing.
	+ If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.
* Avoid touching your eyes, nose, and mouth.
* Avoid close contact with people who are sick. Stay home if you are sick.
* Avoid gathering in groups, stay at least 2 arms’ length (about 6 feet) apart from others, and stay out of crowded areas.
* Cover your mouth and nose with a cloth face cover when around others.
* Cover your mouth and nose with a tissue or the inside of your elbow when you cough or sneeze.
* Clean and disinfect surfaces that are touched often at least once a day.

If you have questions, please contact the Barry-Eaton District Health Department at (517) 541-2675

More information can also be found at: www.michigan.gov/coronavirus

Sincerely,