[Date Here]

Dear Parent(s)/Guardian(s),

We have learned that an individual in your child’s classroom has been diagnosed with COVID-19. You should monitor your child’s health starting now through (DATE OF 10 DAYS AFTER LAST EXPOSURE TO POSITIVE CASE). Symptoms of COVID-19 include fever (temperature greater than 100.4 degrees Fahrenheit), chills, cough, shortness of breath, fatigue, muscle/body aches, headache, new loss of taste or smell, sore throat, nausea or vomiting, and diarrhea.

Your child may stay in school/work but should wear a mask for the next 10 days.

**If your child develops** [**symptoms of COVID-19**,](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) please have them tested. If they test positive for COVID-19, they must stay home and away from others for at least 5 days since their symptoms first appeared and at least 1 day (24 hours) with no fever (without using fever-reducing medications) and improved symptoms, whichever is longer. Even if their test is negative, they should stay home until they have been 24 hours without a fever. See the Chicago Department of Public Health’s [guidance on what to do if you are sick](https://www.chicago.gov/city/en/sites/covid-19/home/managing-your-health.html?&tab-protect). If their symptoms are severe, such as difficulty breathing or shortness of breath, persistent pain or pressure in the chest, new confusion or difficulty waking up, or bluish lips or face, please seek the closest emergency department or call 9-1-1 immediately.

**If your child does not have symptoms**, it is recommended to be tested 5 days after your exposure to a positive case, which was (DATE OF EXPOSURE). If your child test positive, you must stay home for at least 5 days after your test date AND at least 24 hours with no fever (without using fever-reducing medications) AND symptom improvement, and fully masked for at least 10 days since your symptoms first appeared.

For any additional COVID-19 questions or support, please visit [www.chicago.gov/coronavirus f](http://www.chicago.gov/coronavirus)or the most reliable information. If you do not find the information you need on the website, reach out to your School Administrator/Nurse for further guidance.

Sincerely,

[Principal] [School Nurse]