

[Date Here]

Subject: Confirmed COVID-19 Case at (SCHOOL)

Dear Staff and Families,

We are writing to update you on a recent development regarding the Coronavirus Disease 2019 (COVID-19). We have learned that a (SCHOOL) community member has been diagnosed with COVID-19.

The individual was last at the school on (DATE). [only to be included if it can be done without obviously identifying the individual. If needed, give a broad date like "the week of "] To ensure the health and safety of our families and staff, following CDC guidance, (SCHOOL) will ensure appropriate cleaning and disinfection of our school.

Students and staff who have been identified as having been exposed this individual (WILL BE/HAVE BEEN) notified via a separate communication. As always, everyone should monitor their health and stay at home if they develop symptoms. Anyone who develops severe symptoms should seek medical care immediately.

We continue to follow Chicago Department of Public Health and CDC guidelines as we ensure proper protocols and preventative measures are in place for the health and safety of our staff and students.

For any additional COVID-19 questions or support, please visit www.chicago.gov/coronavirus for the most reliable information. If you do not find the information you need on the website, contact your school administrators. The health and wellness of our staff and students are the highest priority of (SCHOOL). Please contact us at (SCHOOL CONTACT INFORMATION) if you have any questions.

Sincerely,

(SIGNATURE)

(SCHOOL LEADERSHIP NAME)