

## **CLOSE CONTACT COMMUNICATION**

Subject: Exposure to COVID-19 Case at (SCHOOL)

Dear (INDIVIDUAL'S NAME),

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. You were identified as a close contact of this individual.

You should monitor your 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.

You may stay in school/work as long as you are fully masked while in school.

**If you develop [symptoms of COVID-19](#)**, please contact your medical provider to discuss evaluation and testing. Any individuals who are sick with or exhibiting symptoms of COVID-19 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. See the Chicago Department of Public Health's [guidance on what to do if you are sick](#). If your 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 you do not have symptoms**, it is recommended to be tested 5 days after your exposure to a positive case, which was (DATE OF EXPOSURE), **even if you are up-to-date on vaccination**. Close contacts of positive cases are encouraged to call their healthcare provider to arrange for testing. If other testing options are needed, refer to the [City of Chicago's coronavirus testing website](#). If you 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](http://www.chicago.gov/coronavirus) for the most reliable information. If you do not find the information you need on the website, reach out to your School Administrator for further guidance.

The health and wellness of our staff and students are the highest priority of (SCHOOL). 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. Please contact us at (SCHOOL CONTACT INFORMATION) if you have any questions.

Sincerely,

(SIGNATURE)

## **GENERAL COMMUNICATION**

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 in close contact with this individual (WILL BE/HAVE BEEN) notified via a separate communication. As a reminder, close contact in the school setting applies to students who, for a total of 15 minutes or more within a 24 h period, were less than 3 feet apart while appropriately masked OR between 3 and 6 feet apart if the infected student and the exposed student(s) did not correctly and consistently wear well-fitting masks. Those who had brief, casual contact with an infected individual are not considered at great risk of transmission; for most people, the illness is generally mild and can be safely managed at home. 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.

### **Public Health Guidance**

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. If you or your child develop symptoms of COVID-19, please contact your medical provider to discuss evaluation and testing.

For severe symptoms, 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.

Any individuals who are sick with or exhibiting symptoms of COVID-19 must stay home and away from others for at least 5 days since their symptoms first appeared AND at least 24 hours with no fever (without using fever-reducing medications) AND improved symptoms. They must wear a properly-fitting mask upon return to school through day 10.

For any additional COVID-19 questions or support, please visit [www.chicago.gov/coronavirus](http://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)