# Scenario One

**To be utilized when a student or staff member of a cohort tests positive for COVID-19**

**Close contact was vaccinated. Masked/Unmasked**

*Note: Every Scenario is unique, and this template is only provided as a guide. The template will be updated as public health guidance changes and should be customized to meet the unique needs of your school/district.*

## Actions and Communications

* Report information to administration
* Consult with School Nurse
* Families of Students & Staff: Do not need to self-quarantine but should self-monitor for COVID-19 symptoms and be tested in 3-5 days
* Please DO NOT send this letter to all; only send to close contacts
* Close off/clean areas used by individual(s) suspected of infection

Date,

Dear {{School/Classroom}} Parent/Guardians and Staff:

The health and safety of our students and staff is our top priority. This letter is to inform you that a student or staff member in {{your child’s}} class at {{School}} has tested positive for COVID-19. The last date of known exposure to the classroom was {{Date}}.

Your student was exposed by close contact and because they have been vaccinated, {{you/they}} do not need to quarantine. In the meantime, {{School}} advise that {{you/your child}} self-monitor for COVID-19 symptom. In addition, please work with your school and/or pharmacy to schedule testing in 3-5 days. If you are unable to get tested, contact Public Health [covidinfo@co.humboldt.ca.us](mailto:covidinfo@co.humboldt.ca.us) to receive info on a state-sponsored test site. Be sure to let the provider know that {{you/you child}} has had direct exposure through this classroom

For more local COVID-19 information and resources for your students, visits:

* <https://humboldtgov.org/2018/Humboldt-Health-Alert>
* <https://hcoe.org/covid-19/>

If you have any health-related questions, please contact your healthcare provider

Thank you for your prompt response to this matter

Sincerely,

{{Site Administrator/Teacher}}

{{School Name}}

# Scenario Two

**To be utilized when a student or staff member of a cohort tests positive for COVID-19**

**Close contact is unvaccinated. Mask-on-Mask**

*Note: Every Scenario is unique, and this template is only provided as a guide. The template will be updated as public health guidance changes and should be customized to meet the unique needs of your school/district.*

## Actions and Communications

* Report information to administration
* Consult with School Nurse
* Families of Students & Staff: Start a modified quarantine
* Close off/clean areas used by individual(s) suspected of infection

Date,

Dear {{School/Classroom}} Parent/Guardians and Staff:

The health and safety of our students and staff is our top priority. This letter is to inform you that a student or staff member in {{your child’s}} class at {{School}} has tested positive for COVID-19. The last date of known exposure to the classroom was {{Date}}.

Your student was exposed by close contact. {{School}} advises that {{you/your child}} to start a [modified quarantine](https://humboldtgov.org/2831/Isolation-and-Quarantine-Orders) which could last up to 10 days. Your student must quarantine at home except to attend in-person instruction. In addition, please work with {{School}} or your local pharmacy to schedule testing on or after day 5 of the modified quarantine. If they test negative on or after day 5, they may return to class on day 8. If you are unable to get tested, contact Public Health at covidinfo@co.humboldt.ca.us to receive info on a state-sponsored test site.

For more local COVID-19 information and resources for your students, visits:

* <https://humboldtgov.org/2018/Humboldt-Health-Alert>
* <https://hcoe.org/covid-19/>

If you have any health-related questions, please contact your healthcare provider

Thank you for your prompt response to this matter

Sincerely,

{{Site Administrator/Teacher}}

{{School Name}}

# Scenario Three

**To be utilized when a student or staff member of a cohort tests positive for COVID-19**

**Close contact is unvaccinated. Either unmasked**

*Note: Every Scenario is unique, and this template is only provided as a guide. The template will be updated as public health guidance changes and should be customized to meet the unique needs of your school/district.*

## Actions and Communications

* Report information to administration
* Consult with School Nurse
* Families of Student & Staff: Send home to self-quarantine
* Please DO NOT send this letter to all; only send if suggested by Public Health
* Close off/clean areas used by individual(s) suspected of infection

Date,

Dear {{School/Classroom}} Parents/Guardians and Staff

The health and safety of our students and staff are our top priority. This letter is to inform you that a student or staff member in {{your/your child’s}} class at {{School}} has tested positive for COVID-19. The last date of known exposure to the classroom class was {{date}}

Your student was exposed by close contact. In the meantime, {{School}} advise that {{you/your child}} immediately [quarantine](https://humboldtgov.org/2831/Isolation-and-Quarantine-Orders) to the greatest extent possible, even if {{you/you child}} are asymptomatic. This quarantine could last up to 10 days. In addition, please work with {{School}} or your local pharmacy to schedule testing on or after day 5 of the quarantine. If they test negative on or after day 5, they may return to class on day 8. If you are unable to get tested, contact Public Health [covidinfo@co.humboldt.ca.us](mailto:covidinfo@co.humboldt.ca.us) to receive info on a state-sponsored test site. Be sure to let the provider know that {{you/you child}} has had direct exposure through this classroom.

For more local COVID-19 information and resources for your students, visits:

* <https://humboldtgov.org/2018/Humboldt-Health-Alert>
* <https://hcoe.org/covid-19/>

If you have any health-related questions, please contact your healthcare provider.

Thank you for your prompt response to this matter

Sincerely,

{{Site Administrator/Teacher}}

{{School Name}}

# Scenario 4

**To be utilized when a student or staff member of a cohort tests positive for COVID-19**

**Not a close contact but part of class**

*Note: Every Scenario is unique, and this template is only provided as a guide. The template will be updated as public health guidance changes and should be customized to meet the unique needs of your school/district.*

Date,

Dear {{School/Classroom}} Parents/Guardians and Staff

The health and safety of our students and staff are our top priority. This letter is to inform you that a student or staff member in {{you/your child’s}} class at {{School}} has tested positive of COVID-19, however {{you/your child}} was not deemed to have had close contact and therefore the chance that {{you/your child}} was infected is very low. Public Health has been notified, and no action is needed at this time

We will update you with any additional pertinent information when we receive it. Please continue to monitor {{yourself/you child}} for symptoms and stay home if you are experiencing influenza-like illness. Please contact your healthcare provider if you have any additional questions or concerns

Sincerely,

{{Site Administrator/Teacher}}

{{School Name}}