

Template for schools to use as broad communication of potential COVID-19 exposures

School districts may consider push notifications to parents posting a list of classrooms and extracurriculars and the date(s) of potential COVID-19 exposure. The notifications should be at a level low enough (such as team, rosters, classes, activities, events) that potential contacts can recall their activity and situation in that space to determine potential exposure risk. Notification at a building, grade, or district level is likely too broad to be helpful in terms of mitigation.

- The notification should be done in a manner that does not identify the person who attended while infectious.
- Messaging should clearly state that anyone in that classroom/extracurricular activity is potentially exposed but that specific close contacts will not be identified or notified by the school.
- Messaging should include the steps that they should take at home and what strategies, such as on-site or at-home testing or masking policies, the school has available to keep themselves and others safe.
- Messaging should remind parents to watch for signs and symptoms of COVID-19 disease for 10 days after exposure.
- Messaging should include information about risk factors for severe disease and exposure

Schools can choose to send a quick communication (text, system message, email, automated call) that then directs them to their email or school website to find a list of activities with positive cases, as well as the descriptive process from the school to obtain testing supplies and how to follow school protocols.

Optional template to use in communication with parents:

Dear Parent,

This notification is to inform you that your student was in one of the following classrooms (list teacher/time slot/grade/building as applicable) and/or extracurricular activity (list activity/event) where a person with COVID-19 was identified on XXX date. To keep our students and staff safe and allow everyone to remain in school, we are asking you to take the following steps to reduce the risk to your family and others.

Anyone who was potentially exposed should be closely monitored for any signs or symptoms of COVID-19 for 10 days and should test immediately if any signs or symptoms appear.

What are the Symptoms of COVID-19 to watch out for?

People report a wide range of symptoms, from mild to severe. Symptoms may appear 2-14 days after exposure, and anyone can have symptoms, regardless of vaccination status. Typical symptoms include, but are not limited to:

- New loss of taste or smell
- Shortness of breath or difficulty breathing
- Fever or chills
- Cough
- Fatigue
- Muscle or body aches
- Headache

- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

When to seek Emergency Medical Attention:

Seek emergency medical care immediately if someone is showing any of these signs, or if any symptoms that are severe or of concern are experienced:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Pale, gray, or blue-colored skin, lips, or nail beds, depending on skin tone

Understanding Risks of Severe Disease and Exposure:

[Understand the risk](#) of getting very sick.

- Risk factors include having weakened immune systems or certain underlying health conditions.
- Protective factors include vaccination, timely testing and treatment, and previous infection.

There are a number of factors that [increase the risk](#) of getting COVID-19 after being exposed to someone with COVID-19 including: 1) longer time spent with the infected person, 2) if the infected person was coughing, singing, shouting or breathing heavily, 3) if the infected person had symptoms, 4) if neither the infected person or the exposed person were wearing a high-quality mask, 5) if the space was poorly ventilated, and 6) if the exposed person was very close or touching the infected person.

Steps you should take to reduce the risk of COVID-19

- Consider enrolling your child in Test to Know (TTK) using at home (OTC) tests or at school testing using (POC) tests.
- If your child chooses to mask:
 - Consider having your child wear a well-fitting mask while around others, indoors, for 10 full days after the exposure.
 - Have your child tested 5 days after exposure or immediately if they become symptomatic using either at home tests (OTC) or testing at school (POC).
- If your child chooses not to mask:
 - It is recommended that they are tested upon notification of exposure and then every other day through day 7 following their last exposure to COVID-19

ENTER INSTRUCTIONS FOR HOW TO PICK UP OTC TESTS AND/OR TO ENROLL IN TTK

*It is important to note that more frequent testing enables students who become infected with SARS-CoV-2 to be identified sooner, thus, more effectively preventing transmission in the school setting.

Expectations:

- Regularly monitor your children for symptoms of COVID-19 disease. [Click here for guidance on symptoms.](#)
- Do not send your child to school if they are sick or if they test positive. If you start to see symptoms but test negative with an antigen test, keep your child home and retest in 24-48 hours to be sure they are negative for COVID-19.
- Students/staff who test positive for COVID-19 disease should stay home for at least 5 days and be fever-free for 24 hours without the use of fever reducing medication before leaving home (minimum 5-day home isolation). After that, they may resume normal activities but should wear a well-fitting mask around others, indoors, for an additional 5 days. An antigen test, either OTC or POC, can be done on the morning of day 6 before returning to school.
- Notify your school if your child tests positive.
- This is a [handy tool from the CDC](#) for people who have COVID-19 or have been exposed to someone with COVID-19 to determine if they need to isolate or take other steps to prevent spreading COVID-19.