**Template #1: Sample School COVID-19 Isolation Notification**

*Below is a sample COVID-19 isolation notification that can be sent to parents of children at your school and staff who need to isolate due to a positive COVID-19 viral test result.*

LETTERHEAD

[DATE]

Dear,

The purpose of this [letter/email] is to inform you that you must isolate at home immediately due to a positive result on a COVID-19 viral test performed on [enter date]. You must self-isolate regardless of vaccination status, previous infection, or lack of symptoms.

Everyone with COVID-19 must isolate away from others ***for at least 5 days*** and stay home except to get medical care. How long you have to isolate depends on whether you have symptoms of COVID-19 and if you obtain a follow-up viral test on Day 5 or later and the result is negative. If you test on Day 5 or later, it is better to use an antigen test because NAAT/PCR tests can stay positive even after you are no longer infectious.

Brief details regarding how long you must isolate are listed below. You may find additional guidance and information on requirements of isolation located on the Los Angeles Department of Public Health [Isolation](http://publichealth.lacounty.gov/acd/ncorona2019/covidisolation/) page.

**Ending Isolation: If you have symptoms**

***Day 0 is your first day of symptoms. Day 1 is the first full day after your symptoms developed.***

You must stay home until:

* At least 5 full days have passed since your symptoms first started **and**
* You have a negative viral COVID-19 test collected on Day 5 or later **and**
* You have not had a fever for at least 24 hours **and**
* Your symptoms are improving

 -OR-

* At least 10 full days have passed since your symptoms first started **and**
* You have not had a fever for at least 24 hours **and**
* Your symptoms are improving

Note: If you have a repeat positive test on Day 5 or later, you must still isolate until a subsequent test is negative OR, if you choose not to test, at least 10 days have passed since your symptoms first started, you are fever free for at least 24 hours and your symptoms are improving. If you have a condition that severely weakens your immune system, you might need to stay home for longer than 10 days. Talk to your doctor for more information.

**Ending Isolation: If you never develop symptoms**

***Day 0 is the day your positive test was taken. Day 1 is the first full day after your positive test was taken.***

You must stay home until:

* At least 5 full days have passed since the day your initial positive test was taken **and**
* You have a negative viral COVID-19 test collected on Day 5 or later

-OR-

* If you choose not to test or testing is not available, you must stay home for 10 full days after your initial positive test was taken.

Note: If you have a repeat positive test on Day 5 or later you must still isolate until a subsequent test is negative OR, if you choose not to test, at least 10 days have passed since the day of your initial positive test. If you have a condition that severely weakens your immune system, you might need to stay home for longer than 10 days. Talk to your doctor for more information.

**Masking Requirement for All**

Even if you are released from isolation after Day 5, you must wear a well-fitting mask over your nose and mouth when you are around others, indoors and outdoors, for a total of 10 days. This includes being around household members. See [ph.lacounty.gov/masks](http://publichealth.lacounty.gov/acd/ncorona2019/masks/) for more information.

* Adults should wear a well-fitting medical grade mask (surgical or respirator).
* Children over the age of 2 should wear a well-fitting, non-cloth mask of multiple layers of non-woven material with a nose wire.

If you have questions on the instructions above, please call the ***COVID Info Hotline at 1-833-540-0473***, which is available in multiple languages.

For additional information about Coronavirus in Los Angeles County, please visit the [LA County Department of Public Health coronavirus webpage](http://www.publichealth.lacounty.gov/media/Coronavirus/) at [ph.lacounty.gov/Coronavirus](http://www.publichealth.lacounty.gov/media/Coronavirus/).

In closing, we would like to inform you that all information, including the name(s) of ill persons, shared regarding any Public Health investigation is confidential to protect patient privacy.

If you have any questions or concerns please contact me directly at (insert name, number and/or email of Institution contact).

Sincerely,

**Template #2: Individual Contact Tracing for Students and Staff - School COVID-19 Exposure Notification**

*Below is a sample notification that can be sent students and staff who were exposed at school to a person with COVID-19 (or multiple individuals with COVID-19) during the infectious period.*

LETTERHEAD

[DATE]

Dear,

We are writing to tell you that at least one individual with COVID-19 was identified within [insert name of cohort/group at Institution/school] while infectious. The individual with COVID-19 was in school while infectious on [*insert date or date range*]. We have reviewed our records and have determined that you were within 6 feet of the infected individual for 15 minutes or more over a 24-hour period.

Please see instructions below on what to do next for the 10 days following the last date of exposure *[insert date range. Day 0 is the last date of exposure. Day 1 if the first day after the last date of exposure].*

**Not Required to Quarantine**

The following close contacts are NOT required to quarantine and may remain in school. If you fall in this category, please bring your COVID-19 vaccination or test record when you return to school for verification, if applicable.

* Students or staff that are [fully vaccinated](http://publichealth.lacounty.gov/acd/ncorona2019/vaccine/fullyvaccinated/) and do not have symptoms
* Students or staff who tested positive for COVID-19 within the last 90 days and do not have symptoms

**Required to Quarantine but May Remain in School on Modified Quarantine**

The following close contacts are required to quarantine.

* Students with a mask-on-mask exposure at school and do not have symptoms

For schools that offer a modified quarantine option, these students may remain in school provided that masking and testing requirements are met. See masking and testing sections below for details.

**Required to Quarantine and Must Stay Home**

If you do not fall into any of the categories above, you will need to stay at home between [*insert date range]* and follow the Quarantine and Other Instructions for Close Contacts at [ph.lacounty.gov/covidquarantine](http://publichealth.lacounty.gov/acd/ncorona2019/covidquarantine/). You may return to school as early as [*enter expected return date*].

**Masking**

Mask at all times for 10 days [*insert date range*], both indoor and outdoors, except when eating or drinking. Staff with an exposure should wear a well-fitting medical grade mask (surgical or respirator). Students with an exposure should wear a well-fitting, non-cloth mask of multiple layers of non-woven material with a nose wire. See [ph.lacounty.gov/masks](http://publichealth.lacounty.gov/acd/ncorona2019/masks/) for more information.

**Testing**

Exposed **staff** who are not [fully vaccinated](http://publichealth.lacounty.gov/acd/ncorona2019/vaccine/fullyvaccinated/) must get tested within 3-5 days after the last date of exposure [*insert date range*]. Exposed **students** who are not [fully vaccinated](http://publichealth.lacounty.gov/acd/ncorona2019/vaccine/fullyvaccinated/) and on modified quarantine at school (see criteria above) should test at least once within 3-5 days after the last date of exposure [*insert date range*], and where possible, test twice, preferably soon after being notified of the exposure and on or around Day 5 after the last date of exposure. Staff and students who had a positive COVID-19 test in the past 90 days are exempt from testing.

*[Enter details/instructions here for school response testing plans].*

**Symptoms**

Monitor your health for 10 days [*insert date range*]. If you develop symptoms of COVID-19, remain at home and test immediately. If you test positive for COVID-19, please isolate at home following Home Isolation Instructions for COVID-19 ([ph.lacounty.gov/covidisolation](http://publichealth.lacounty.gov/acd/ncorona2019/covidisolation/)) and notify us. When you notify us, we can take additional steps to keep our school community safe.

**Vaccination**

If you haven’t done so yet, get vaccinated against COVID-19. Vaccinations remain the best way to protect against the spread of this virus and against severe disease. Make an appointment [here](http://publichealth.lacounty.gov/acd/ncorona2019/vaccine/hcwsignup) or contact your healthcare provider to learn more.

Ensuring that you and our educational environment is safe is of greatest importance to us. For additional questions about Coronavirus in Los Angeles County, please visit the [LA County Department of Public Health coronavirus webpage](http://www.publichealth.lacounty.gov/media/Coronavirus/) at [ph.lacounty.gov/coronavirus](http://www.publichealth.lacounty.gov/media/Coronavirus/).

If you have any questions or concerns please contact me directly at (insert name, number and/or email of Institution contact).

Sincerely,

**Template #3: Group Tracing Option for Students - School COVID-19 Group Exposure Notification**

*Below is a sample notification letter that can be sent by schools who are using the group tracing option. This notification is sent to relevant student groups that shared an indoor airspace in which exposure occurred to an individual with COVID-19 (or multiple individuals with COVID-19) during the infectious period.*

LETTERHEAD

[DATE]

Dear,

We are writing to tell you that at least one individual with COVID-19 was identified within [insert name of cohort/group at Institution/school] while infectious. The individual with COVID-19 was in school while infectious on [insert date or date range]. In an abundance of caution and to prevent further spread, we have determined that it is necessary to notify the entire group of possible exposure.

Please see below for instructions for what to do for the 10 days following the last date of exposure *[insert date range. Day 0 is the last date of exposure. Day 1 if the first day after the last date of exposure].*

Your student may remain in school and participate in all school activities, including sports and extracurricular activities, provided they are asymptomatic and meet the requirements below.

**Masking**

Mask at all times for 10 days [*insert date range*], both indoor and outdoors, except when eating or drinking. Students with an exposure should wear a well-fitting, non-cloth mask of multiple layers of non-woven material with a nose wire. See [ph.lacounty.gov/masks](http://publichealth.lacounty.gov/acd/ncorona2019/masks/) for more information.

**Testing**

Exposed students who are not [fully vaccinated](http://publichealth.lacounty.gov/acd/ncorona2019/vaccine/fullyvaccinated/) must get tested once after exposure, preferably within 3 to 5 days after the last date of exposure [*insert date range*]. Other exposed students are recommended to test once within the 10 days after last date of exposure [*insert date range*]. Students who had a positive COVID-19 test in the past 90 days are exempt from testing.

*[Enter details/instructions here for school response testing plans].*

**Symptoms**

Monitor your health for 10 days [*insert date range*]. If you develop symptoms of COVID-19, remain at home and test immediately. If you test positive for COVID-19, please isolate at home following Home Isolation Instructions for COVID-19 ([ph.lacounty.gov/covidisolation](http://publichealth.lacounty.gov/acd/ncorona2019/covidisolation/)) and notify us. When you notify us, we can take additional steps to keep our school community safe.

**Vaccination**

If you haven’t done so yet, get vaccinated against COVID-19. Vaccinations remain the best way to protect against the spread of this virus and against severe disease. Make an appointment [here](http://publichealth.lacounty.gov/acd/ncorona2019/vaccine/hcwsignup) or contact your healthcare provider to learn more.

Ensuring that you and our educational environment is safe is of greatest importance to us. For additional questions about Coronavirus in Los Angeles County, please visit the [LA County Department of Public Health coronavirus webpage](http://www.publichealth.lacounty.gov/media/Coronavirus/) at [ph.lacounty.gov/coronavirus](http://www.publichealth.lacounty.gov/media/Coronavirus/).

If you have any questions or concerns please contact me directly at (insert name, number and/or email of Institution contact).

Sincerely,

**Template #4: Sample School COVID-19 General Exposure Notification Letter**

*Below is a sample notification letter that can be used to inform the school community of an exposure on campus and steps to take to help keep the school safe.*

LETTERHEAD

[DATE]

Dear,

We would like to inform you that we have recently received information about a confirmed case of COVID-19 in at least one member of our community at (Insert name of Institution).

Our school is working with the Los Angeles Department of Public Health to follow up with the infected individual to ensure they are isolating at home. We have notified all persons who are identified as having had an exposure with the infected individual with instructions on necessary actions for preventing further spread. If you are not contacted, it means that you are not identified as having been exposed to the case.

**How You Can Help**

Be proactive about preventing COVID-19 in school and in the community. Ways that you can prevent infection are below:

* Anyone over 2 years of age should **wear a well-fitted mask** while at school. This is required in any indoor school space and strongly recommended in outdoor school settings. Masks do not need to be worn when eating or drinking.
* **Practice good hygiene.** Wash your hands often with soap and water for at least 20 seconds. Sing the Happy Birthday song to help know when it has been 20 seconds. If soap and water are not available, use alcohol-based hand sanitizers that contain at least 60% alcohol.
* **Stay home when you are sick.** Monitor your health and if you have symptoms stay home, get tested immediately for COVID-19, and follow Home Isolation Instructions ([ph.lacounty.gov/covidisolation](http://publichealth.lacounty.gov/acd/ncorona2019/covidisolation/)) while waiting for the test result.
* **Get vaccinated.** If you haven’t done so yet, get vaccinated against COVID-19. Vaccinations remain the best way to protect against the spread of this virus and against severe disease. Make an appointment [here](http://publichealth.lacounty.gov/acd/ncorona2019/vaccine/hcwsignup) or contact your healthcare provider to learn more.

Ensuring that you and our educational environment is safe is of greatest importance to us. For additional questions about Coronavirus in Los Angeles County, please visit the [LA County Department of Public Health coronavirus webpage](http://www.publichealth.lacounty.gov/media/Coronavirus/) at [ph.lacounty.gov/coronavirus](http://www.publichealth.lacounty.gov/media/Coronavirus/).

If you have any questions or concerns please contact me directly at (insert name, number and/or email of Institution contact).

Sincerely,