

**Letter to Staff and Parent/Guardian of student for potential exposure while district is in RED ZONE**

Dear Staff/Parent/Guardian,

Date of exposure:\_\_\_\_\_

As the health and safety of our students, staff, and community members is of vital importance, I am reaching out to share with you that [you were] [your student was] identified as recently being in close contact with a student/staff member who has tested positive for COVID-19.

The Massachusetts Department of Public Health defines close contact as being less than six feet from a confirmed or clinically diagnosed COVID-19 case for at least 10-15 minutes, while the confirmed case was symptomatic or within the 48 hours before symptom onset. Springfield Public Schools identifies all students in close contact as any student that was within 6 feet for at least 10-15 minutes in a classroom, in other school spaces or at an extracurricular activity.

Due to being in close contact with a student or staff that has tested positive for COVID-19, you need to contact [your] [your student's] doctor to have [you get] your student tested for COVID-19 no sooner than on \_\_\_\_\_, which is 4-5 days after the last potential exposure. Prior to testing and waiting for the result, [you] [your student] should isolate at home. Please continue to exercise social distancing at home prior to [you] [your student] being tested and while waiting for the test results.

**If test is positive:** [You] [Your student] is to remain home (except to get medical care). You must monitor [your] [your student's] symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from local board of health or MA Community Tracing Collaborative. You must inform the schools' COVID-19 school lead, which is **[insert name and contact information]** of the positive test result. [You] [The student] will need to stay in self-isolation for at least 10 days **and** until 24 hours have passed with no fever and improvement in other symptoms.

**If test is negative:** Regardless of negative PCR test results, Springfield Public Schools will be following direction from the Springfield Health and Human Services department, and all close contacts will remain in quarantine for 14 days from the close contact. If during the 14 day period, [you develop] [your student develops] COVID-19 symptoms, you should follow up with [your] [your student's] health care provider for treatment.

**If not tested:** If you choose not to [get tested] [have your student tested], [you] [the student] must stay home in self-quarantine for 14 days. Please continue to monitor for COVID-19 symptoms for the next several days. If [you] [your student] develops COVID-19 symptoms during the 14 day quarantine period, you should seek medical care for [yourself] [your student]. COVID-19 symptoms include:

- Fever (100.4° Fahrenheit or higher), chills
- Cough (not due to other known cause, such as chronic cough)
- Difficulty breathing or shortness of breath
- New loss of taste or smell
- Sore throat
- Headache *when in combination with other symptoms*

- Muscle or body aches
- Nausea, vomiting, or diarrhea
- Fatigue, when in combination with other symptoms
- Nasal congestion or runny nose (not due to other known causes, such as allergies)  
*when in combination with other symptoms*

Just a reminder that [you] [your student] should avoid close contact with individuals who are at a higher-risk of serious illness if exposed to COVID-19, which can include grandparents and other family members with underlying medical conditions.

To be clear, this communication is to notify you of potential exposure to COVID-19, it is imperative that we all continue to work together to ensure our school community members remain safe and healthy. Please remember your actions can impact the health and safety of another person or loved one. If you have any questions you can call the school's COVID-19 school lead, **[insert name and contact information]**

Thank you for your time and support.