

COMMUNICATION TOOLS

- **COVID-19 Communications Tool Kit** <https://www.nspra.org/covid-19-communications-tool-kit>
- **Covid-19 testing communications toolkit** <https://www.covidtestingtoolkit.org/>
- **Communications for COVID Testing in Schools**
<https://www.openandsafeschools.org/communications#communications-templates-&-examples>
- **CDC sample letters** for school testing programs <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/letters-for-schools.html>
- **Letters for other health issues** (consult with your local health department for help editing letters, letters about additional illnesses, and www.cdc.gov for additional information on each topic):
 - [Giardia Letter to Daycare Director](#)
 - [HFMD Letter to Parents](#)
 - [Influenza Letter to Parents](#)
 - [Norovirus Letter to Parents](#)
 - [Pertussis Letter to Parents](#)
 - [Pertussis Letter to School Staff](#)
 - [MRSA Letter to Parents](#)
 - [Chickenpox Exclusion Letter](#)
- **Letters for COVID-19 Isolation and Exposure attached:**

Isolation Guidance Letter to Parents/Guardians of Students with COVID-19

[Date]

Dear Parent/Guardian:

[Insert School Name] considers the health and well-being of our students and staff a priority. With that in mind, we are sending this letter home to provide you and your student who has [symptoms](#) of COVID-19 **or** has tested positive for COVID-19 with information on [how to isolate](#), how to continue classwork during isolation, if possible, and when to safely return to school.

Because your child is either experiencing COVID-19 symptoms or has tested positive for COVID-19 (regardless of symptoms), we recommend they follow the current guidance by doing the following:

- Stay home from school and all activities.
- Avoid contact with other members of the household and pets by staying in a separate room and using a separate bathroom if possible.
- Avoid sharing personal household items, like cups, towels, and utensils.
- Wear a mask when around other people, including others within their household.
- If your child is young and needs regular help from an adult, have one person in the household be the primary caregiver during this time if possible, and ensure the caregiver and your child wear a mask as much as possible.
- If your child has [one or more health conditions](#) that increases their risk of becoming very sick, [treatment may be available](#). Contact a health professional right away to determine if your child may be eligible.
- Monitor your child's [symptoms](#). If they develop an [emergency warning sign](#), like trouble breathing, confusion, the inability to wake up or stay awake, or pale, gray, or blue-colored skin, lips, or nail beds, seek emergency medical care immediately.

Your student can be around others when:

- At least 5 full days have passed since their symptoms began, or since the date of their initial positive test (use the date the test was collected) if they did not develop symptoms **AND**
- At least 24 hours have passed since they have had any fever (without the use of fever-reducing medications) **AND**
- Other symptoms have improved.

From days 6 through 10, your student needs to continue to wear a well-fitting mask around others, both at home and in public. If they are unable to wear a mask when around others, they should continue to stay home from school and all activities for a full 10 days.

These recommendations **do not** apply to people with severe COVID-19 or with weakened immune systems (immunocompromised). Consult with a healthcare provider for their recommendations.

If your child has tested positive for COVID-19, please notify all the close contacts your child had a high amount of contact with from 2 days before their symptoms started until 10 days after their symptoms started (or 2 days before their positive test was performed until 10 days after their test was performed if they never had symptoms). Examples of close contacts you should notify include the following:

- Household contacts
- Family members that visit often
- Romantic or intimate partners
- Friends or family that have spent the night
- Roommates
- Caregiver to someone ill with COVID-19, but not household member
- Shared personal items (water bottles, food, candy, toothbrush, cigarettes, etc.)
- Anyone you shared a car for a significant period of time with windows closed (significant time is typically an hour or more, but is less if you are not using a mask, the person with COVID-19 is talking a lot, eating, coughing, etc.)
- Close, repeated physical contact while breathing heavily (exercise, athletics, roughhousing, etc.)
- Meal partner if mealtime was long and sat close together

You can use a tool www.tellyourcontacts.org to notify close contacts anonymously. Some guidance on how to talk to your close contacts can be found here <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/tell-your-contacts.html>. If you need help notifying contacts, you can call 2-1-1 or the COVID-19 Hotline at 888-535-6136. You can direct your student's contacts to resources at www.mi.gov/containcovid and www.cdc.gov/coronavirus/2019-ncov/your-health.

We are happy to welcome your student back to in-person learning at the end of the isolation period. In the meantime, *[a teacher or school administrator will reach out to you with additional information on how your student can continue learning and instruction during the isolation period].*

We encourage you to contact us with questions and concerns. Please call us at **[NUMBER]**, email us at **[EMAIL]**, or visit our website **[INSERT DETAILS HERE]** for updates.

Please be assured that we are committed to facilitating an optimal learning experience for our students and are here to support you during this time.

Sincerely,

[NAME, TITLE, and CONTACT INFORMATION AT SCHOOL]

COVID-19 General Exposure Notification

[Date/Time]

Dear Parent/Guardian:

[Insert School Name] considers the health and well-being of our students and staff a priority. With that in mind, we are sending this letter home for your awareness. We have been alerted that an individual at [Insert School Name] in [Insert Specific Classroom or Activity] has been diagnosed with COVID-19. We are following CDC recommendations to ensure that the person diagnosed with COVID-19 follows instructions for isolation and remains away from others until they can safely return to the school setting.

Your child will not need to quarantine. However, it is recommended they wear a [well-fitting mask](#) for 10 days and it is recommended they get a COVID-19 test in 3 to 5 days. [Insert information re: testing available from the school or home testing availability]

We do recommend that you continue to monitor your child each day for [symptoms](#). If your child develops COVID-19 symptoms, please:

1. Contact your healthcare provider or go to www.mi.gov/coronavirustest to find the closest location to be tested. [Insert information re: testing available from the school or home testing availability]
2. Follow testing and isolation recommendations.
3. Notify the school immediately and notify the school if they test positive for COVID-19.

We will continue to provide regular updates as needed and will provide prompt notification of any COVID-19 or other health-related concerns that require your attention. We encourage you to contact us with questions and concerns. Please call us at [NUMBER], email us at [EMAIL], or visit our website [INSERT LINK HERE] for updates.

We are committed to facilitating an optimal learning experience and ensuring the safety of our students and staff. COVID-19 vaccination among all eligible students as well as teachers, staff, and household members are the leading public health strategy to help end the pandemic and support schools to continue full operations. Please visit CDC's [COVID-19 Vaccines for Children and Teens](#) page for more information on how to get your child vaccinated as soon as they are eligible.

Sincerely,

[NAME, TITLE, and CONTACT INFORMATION]