## Dear [Name of School Teacher/Staff Member/Visitor],

You are receiving this letter because you have been identified as a potential close contact with a person who tested positive for COVID-19 at **[NAME OF SCHOOL]**. Close contact means being within 6 feet (2 meters) of someone for 15 minutes or more, or if someone with COVID-19 coughed on you, kissed you, shared utensils with you, or you had direct contact with their body secretions.

You may have had close contact with someone with COVID-19 on the following date(s): **[DATES HERE]**.

# What should I do now?

# Public Health - Seattle & King County recommends the following:

* **The safest option is to stay home (“quarantine”) and away from other people until [date 14 days since date of last exposure]. If staying home for 14 days is not possible, there are shorter quarantine alternatives (**[**https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html**](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html)**).**
* Watch for COVID-19 symptoms (see list below).
* You should not attend work or participate in other social or community activities during quarantine.
* Your household members do not have to quarantine **unless** you develop symptoms or test positive for COVID-19.

\*\*Staff who are fully vaccinated (2 weeks after last vaccination dose) **do not need to quarantine** after COVID-19 exposure. Watch for symptoms for 14 days.

# Should you be tested for COVID-19?

Yes! You should be tested no sooner than day three after exposure. Call your medical provider to be tested or go to a free testing site: <https://www.dallascounty.org/covid-19/testing-locations.php>.

* **If your test result shows that you have COVID-19, please notify [contact name, name of school, phone number or email] as soon as possible.**
* If your test result is negative, please quarantine until **[DATE FROM ABOVE]**. A negative test does not necessarily mean you do not have COVID-19. The test result only means that you do not have COVID-19 at the time of testing.

# What are the common symptoms of COVID-19?

Most coronavirus illnesses are mild with fever and cough. Adults and children with COVID-19 have reported the following symptoms or combinations of symptoms, which may appear 2 – 14 days after exposure to the virus:

* Fever of 100.4°F / 38°C or higher
* Cough
* Shortness of breath or difficulty breathing
* Chills
* Fatigue
* Muscle pain or body aches
* Headache
* New loss of taste or smell
* Sore throat
* Congestion or runny nose
* Nausea or vomiting
* Diarrhea
* Other signs of new illness that are unrelated to a preexisting condition (such as seasonal allergies)

This list does not include all possible symptoms. Please talk to your medical provider for any other symptoms that are severe or concerning to you.

When can I return to the child care or early learning program?

**You may return to the child care program the day after you complete your full quarantine period** if you are well.

**If your test result shows that you have COVID-19**, you can return to the center when it has been either:

* At least 10 days from the start of symptoms (if symptomatic)
* **AND** 24 hours after fever has resolved (without fever-reducing medication)
* **AND** symptoms have improved
* **OR** 10 days after positive test was collected (if they never develop symptoms)

# How can I protect myself and my family from COVID-19?

* Stay home as much as possible. Minimize contact with people who do not live with you. Work from home when possible.
* When outside your home, practice physical distancing by staying at least 6 feet (2 meters) away from others.
* Avoid group gatherings and poorly ventilated areas.
* Wear a cloth face covering that covers your nose and mouth when you are in a public place, including outdoors if you cannot stay at least 6 feet (2 meters) away from others.
* Wash hands often with soap and water for at least 20 seconds. If not available, use hand sanitizer (60% alcohol or greater). Do not use sanitizer on children under age two.
* Avoid touching your eyes, nose, or mouth with unwashed hands.
* Avoid contact with people who are sick. Stay home when you are sick and avoid close contact with others.
* Cover your mouth/nose with a tissue or sleeve when coughing or sneezing.
* Clean frequently touched surfaces and objects (like doorknobs and light switches). Regular use of EPA-registered household disinfectants are [recommended](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19): <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>
* Check CDC’s Travel Alerts and tips for COVID-19 at <https://www.cdc.gov/coronavirus/2019-ncov/travelers/> if you or your family are traveling within the United States or overseas.

Find additional COVID-19 information at [https://www.dallascounty.org/departments/dchhs/2019-novel-coronavirus.php#](https://www.dallascounty.org/departments/dchhs/2019-novel-coronavirus.php).

If you have any questions, please contact [name of school representative]or call Dallas County’s COVID-19 Call Center at 972-692-2780. Interpreters are available.

Thank you,

[NAME OF PERSON SIGNING LETTER]