(SCHOOL OUTBREAK LETTER)

[DISTRICT/SCHOOL LETTERHEAD]

[DATE]

Dear Parents:

The health and safety of our students is our priority. The health and safety of our students and staff must come first. We are working with Tacoma-Pierce County Health Department to investigate the cases and are consulting guidance from Washington State Department of Health and the Centers for Disease Control and Prevention.

\*If school/classroom is choosing to close/go remote: [Discuss a potential timeline for reopening, if decided a date.] We don’t have a date to reopen the school. We will consult with the Health Department to determine a reopening date and will let you know immediately by [METHOD, robocall, website, email].

[Briefly discuss plan for continuity of education.]

Regardless of vaccination status, you should watch for [symptoms](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) of COVID-19. These include fever, cough, headache, body aches, diarrhea, shortness of breath, loss of taste, loss of smell, sore throat, congestion, fatigue, nausea and vomiting. Some people have mild to no symptoms. Some experience serious illness. The average time after exposure to develop symptoms is about 5 days, but symptoms can appear anywhere between 2 and 14 days after exposure (the incubation period).

If your child develops any COVID-19 symptoms, contact your health care provider and request the child be tested for COVID-19. [Locate COVID-19 testing](https://www.cdc.gov/icatt/testinglocator.html) sites near you.

Follow the best public health practices for you and your family:

* [Get vaccinated](https://www.vaccines.gov/).
* Wear a well-fitted, high-quality mask.

* [Get tested](https://www.cdc.gov/icatt/testinglocator.html) if you have symptoms or were exposed.
* Wash your hands, cover your cough, and keep up your best hygiene and sanitation.
* If you’re sick, stay home.

For more information about COVID-19, visit [LOCAL HEALTH DEPARTMENT WEBSITE}