

Date

Dear Staff Member,

This letter is to notify you that a case of COVID-19 has been reported at [school] and we have identified you as a close contact of that individual. Our school district follows Centers for Disease Control and Prevention (CDC) and Tennessee Department of Health guidelines for the management of individuals who have been diagnosed with, or exposed to, COVID-19. Our school district follows these strict guidelines to protect the safety of our students, families, and staff.

We will continue to do everything in our power to ensure the safest environment possible while providing continuity of education to our students. When we can work quickly and collaboratively with the Tennessee Department of Health to identify and advise ill and exposed students and staff, we can avoid the need to close our schools.

The Department of Health will contact you to determine if you should quarantine. Please do not return to school until you receive further information from the Department of Health.

If the Department of Health confirms you were a close contact of someone infected with the SARS-CoV-2 virus that causes COVID-19:

- You must **QUARANTINE AT HOME** for 14 days from the time of your last exposure to that individual.
- You **MAY NOT** return to school or school activities while in quarantine.

Date of last exposure at school: _____

Date you may return to school if exposure is confirmed by public health: _____

Note: return dates are subject to change based upon public health investigation.

While the SARS-CoV-2 virus that causes COVID-19 does not cause illness in every person who becomes infected, it is highly contagious. If you are a close contact of an infected individual, you are at risk of getting sick for up to 14 days after you last had contact with that individual.

If you become ill, contact your medical provider for guidance.

If you have questions about these instructions, please contact your school or your local health department.

Sincerely,