

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.

You may receive a call from a representative of the Department of Health since you have been identified as a close contact of someone with COVID-19. **Refer to the [TDH guidance for more details](#).**

TDH and CDC recommend a 14-day quarantine. Acceptable alternatives to a 14-day quarantine include:

- Ending quarantine after Day 10 (returning to regular activities on Day 11) without testing if the contact does not have symptoms.
- Ending quarantine after Day 7 (returning to regular activities on Day 8) if the contact does not have symptoms and if they test negative by a PCR or antigen test collected after day 5.
- **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. You should continue to monitor yourself for COVID symptoms through Day 14. Mask wearing is especially important through Day 14, and should also continue beyond your quarantine period.

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,