

DATE

Dear Parents or Guardians:

This letter is to notify you that a case of COVID-19 was identified in a person who may have been contagious with the virus while in your child's classroom at [School Name]. The schools maintain preventive practices to limit the chance of spread of the virus, but in group settings some may still be exposed and become ill with COVID-19. Although most children do not get severely ill with COVID-19, it is important that steps be taken to prevent further spread and ensure the safety of those who might be at risk of a serious infection.

Those exposed to COVID-19 can be infectious with the virus up to two days before they have symptoms. The following recommendations are provided so you may take the proper actions to protect your family and others:

- Monitor your child for any of the following symptoms until [date 14 days after last day the case was in school]:
 - Any **one** of these with or without fever:
 - New or worsening cough
 - Shortness of breath or difficulty breathing
 - Loss of taste or smell
- Do not send your child to school if they have any of these symptoms or any other concerning symptoms and call your doctor to let them know your child may have been exposed to COVID-19.
- Keep your child separate from other family members who may be at risk of severe illness from COVID-19 as much as possible. This includes those who are elderly and those with health conditions such as diabetes or diseases of the heart, lungs, kidneys, and immune system.
- Help your child practice good hand hygiene, remind them to cover coughs and sneezes, and clean frequently touched surfaces often.

The school will take the following steps:

- Try to keep those in the classroom with the ill person together as much as possible and maintain social distancing.
- Clean frequently touched surfaces in the classroom often and at the end of the day.
- Monitor students each morning and throughout the day for symptoms. Any ill students will be separated from the rest of the group immediately and evaluated.
- Send your child home and require COVID-19 testing if they become ill at school.

Follow these instructions to help protect the health of your family and the community and help control the spread of COVID-19.

The DHEC Care Line is available seven days a week to answer questions you may have:
1-855-4-SCDHEC (1-855-472-3432).

Sincerely,

Name

[Region] Region Medical Director

[Region] Public Health Region