

BROOKFIELD SCHOOLS

A Trauma Sensitive Approach to Academic & Therapeutic Excellence

**Accredited by The National Commission for the Accreditation of Special Education Services
Dr. Patrick T. Kiernan., Executive Director/Superintendent
www.brookfieldschools.org**

Appendix 2: Sample COVID-19 School Notification Template, Close Contact of Case in School

Dear Parents/Guardians:

This letter is to inform you that your child has been identified as a **close contact** of a laboratory-confirmed case of Coronavirus Disease 2019 (COVID-19) that occurred at [school/childcare center]. A close contact is someone who was within 6 feet of a confirmed case of COVID-19 for at least 10 minutes.

Due to this exposure, your child will need to be kept home from school through [14 days from date of last exposure]. We ask that you be on the lookout for the signs and symptoms of COVID-19 in your child through that date. Symptoms can include but are not limited to fever, cough, shortness of breath, sore throat, headache, diarrhea, vomiting and abdominal pain. Not everyone will get all these symptoms. Your local health department will also be in touch with additional information.

If you believe your child may have COVID-19, contact his or her primary care doctor for directions. Most people who are mildly or moderately ill with COVID-19 will be able to safely recover at home.

Cleaning and disinfecting of all exposed areas has been completed. The school is also taking precautions to prevent the introduction and spread of viruses and other germs and is cleaning frequently touched surfaces daily. [Insert any details on scheduling changes, if applicable.] The status of this situation is fluid, and we are monitoring it closely.

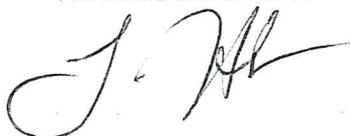
As always, we appreciate our community's support and cooperation. You can assist us by remaining vigilant but sensible in your approach to dealing with this health concern. Should you have any questions about this situation, please feel free to contact [contact person] at [phone number]. Below are some resources that might be helpful.

RESOURCES

- a. NJDOH COVID-19 Information for Communities and the General Public: https://www.nj.gov/health/cd/topics/covid2019_community.shtml
- b. Get the Facts about Coronavirus: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- c. Symptoms of COVID-19: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- d. Testing: <https://www.cdc.gov/coronavirus/2019-ncov/testing/index.html>;
<https://covid19.nj.gov/pages/testing>
- e. How to Protect Yourself: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>
- f. What to Do if You Are Sick: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

Sincerely,

Administrator's name



Laura Hakun – Dean of Students