*The following is a template letter that schools and school districts may use to notify parents/guardians, students, and others of at least one positive COVID-19 case in a school. Please copy and paste this text on letterhead and replace, at least, the parentheses that are highlighted with the pertinent information for your school and/or school district.*

(*Insert Date*)

Dear School Community,

As noted on our COVID-19 Dashboard (insert hyperlink to dashboard), on *(Insert Date School Was Made Aware of Confirmed Case)*, we learned about at least one School Associated Case of COVID-19 in a student or staff person at (*Insert School Name*). Cleaning and disinfecting of the exposed location(s) *(has/have)* been completed.

(*Insert School Name)* will remain (*Insert OPEN/CLOSED*) at this time. We are working closely with the (*Insert Local Health Department*) to identify Close Contacts of School Associated Cases of COVID-19. Anyone identified as a Close Contact will be notified by the health department as a part of the COVID-19 investigation process. Please answer the phone if the health department contacts you, as a contact tracer may be trying to reach you with important information.

We recommend taking action to help limit the spread of COVID-19, even if staff members or students are not experiencing symptoms:

* **Wear a mask** (covering mouth and nose) while in public places or if people who do not live with you must visit your home.
* **Practice social distancing** (maintaining a distance of 6 feet apart).
* **Practice frequent handwashing** (using soap for 20 seconds or hand sanitizer with 60% alcohol).
* **Follow** [**capacity restrictions**](https://www.michigan.gov/documents/coronavirus/MDHHS_epidemic_order_-_Gatherings_masks_bars_sports_-_FINAL_704287_7.pdf) of social gatherings.
* **Cover coughs and sneezes** with a tissue or with the inside of your elbow and immediately wash your hands.
* **Stay home if you are sick**; you can also [get tested](https://www.michigan.gov/coronavirus/0,9753,7-406-99891_99912-531745--,00.html).

Thank you for understanding that, due to medical privacy laws, we are not able to release the names of the individuals with COVID-19. We will continue to communicate changes and updates with you. With your participation, we believe we can maintain a safe environment while also providing quality education.

If you have any questions, contact (*Insert Local Health Department)* at *(Insert Phone)*. For answers to your COVID-19 questions, please call the Michigan Department of Health and Human Services COVID-19 Hotline at 888-535-6136 or visit [Michigan.gov/coronavirus](https://www.michigan.gov/coronavirus).

Sincerely,

*(Insert Signature and Name of School or District Administrative Official)*