*Purpose: For a school or childcare facility to communicate with its members about a COVID-19 outbreak (revised March 5, 2024). This letter was updated to align with VDH quarantine guidelines updates. [If the letter is printed, type out URLs]*

[INSERT DATE]

Dear Parents and Guardians,

We are writing to let you know that there is a COVID-19 outbreak at our [school/facility] affecting [the classroom/grade/facility]. That means three or more students or staff have been diagnosed with COVID-19 in our [school/classroom/facility]. We understand this news might be concerning and want to share our efforts to keep students and staff safe, healthy, and in [school/child care].

The [school/facility] will remain open, and the people diagnosed with COVID-19 will remain at home until their symptoms have improved, and they have been fever-free (without fever reducing medication) for at least 24 hours.

Your child [may have] had close contact with one of the persons with COVID-19. They do not have to stay home as long they do not have symptoms.

If your child develops [symptoms of COVID-19](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html):

* Follow [these instructions](https://www.vdh.virginia.gov/epidemiology/respiratory-diseases-in-virginia/precautions-when-sick/) for how long they should stay home and away from others.
* If needed, seek medical care and testing for COVID-19. You can use [this list](https://www.vdh.virginia.gov/coronavirus/covid-19-testing/covid-19-testing-sites/) to find a COVID-19 testing location near you.
* Notify the school.
* [Layering additional prevention strategies](https://www.cdc.gov/respiratory-viruses/prevention/index.html) can be especially helpful during an outbreak to reduce the risk of getting sick or spreading illness.

If you have further questions, please contact [School/Facility contact name] at [phone/email] or [Name] at the [Health Department] at [phone/email].

Sincerely,

[Point of Contact Name]