

Dear Parent/Guardian,

There is an increase of COVID-19 cases in **[NAME OF SCHOOL]**. For the safety of our school community, we will shift to all remote (online) learning on **[date when remote learning starts]**. We anticipate returning to in-person education on **[date when in-person learning is expected to resume]**.

We make this decision out of an abundance of caution. It is informed by the latest guidance provided by state and local public health officials. While the school building is closed, Public Health recommends that students and staff stay home as much as possible, monitor household members for COVID-19 symptoms, and avoid gatherings and social activities. This will help to reduce transmission of COVID-19.

Most coronavirus illnesses are mild with fever and cough. Adults and children with COVID-19 have reported the following symptoms or combinations of symptoms, which may appear 2 – 14 days after exposure to the virus:

- Fever of 100.4°F / 38°C or higher
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Fatigue
- Muscle pain or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Other signs of new illness that are unrelated to a preexisting condition (such as seasonal allergies)

This list does not include all possible symptoms. Please consult your medical provider for any other symptoms that are severe or concerning to you. Children with COVID-19 usually have milder symptoms. To learn more about COVID-19 symptoms, visit the Centers for Disease Control and Prevention website (www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms).

If you or someone in your household develops symptoms of COVID-19, call your medical provider to get tested. Please refer to the “COVID-19 Fact Sheet” (attached) for more information regarding isolation, quarantine, and testing or go to www.netchd.org.

[Name of school or school district] will continue to evaluate the impacts of COVID-19 on our local community. We remain committed to our educational mission. We also acknowledge the hardships that remote learning presents for our teachers, students, and families. **[Name of school or school district]** leadership will follow up with you if additional public health information impacts our re-opening date. Thank you for your patience and feedback as we respond to the daily challenges COVID-19.

Sincerely,