

PARENT LETTER TEMPLATE

Dear parents and guardians,

Please know that we are monitoring the spread of this infectious disease closely, alongside *(INSERT COUNTY)* Department of Public Health. In addition, officials assure us that the risk in our community is currently low.

This is a good time to review preventative measures we can all take to stop the spread of respiratory viruses. It is recommended that you conduct frequent hand washing, avoid close contact with people who are sick and stay home when you are sick. A reminder that students with a fever should stay home until they are fever-free for 24-hours without taking any fever reducing medications. Students also need to be free of respiratory symptoms.

Know that our school district is taking precautions inside of our classrooms, in order to ensure a healthy learning environment for your children, such as disinfecting of learning, eating and play spaces, as well as encouraging our staff to take proper preventative measures.

We will keep you updated with any developments that could impact our families or schools. Updates will be sent to you using *(INSERT PARENT NOTIFICATION SYSTEM OR WAYS YOU WILL COMMUNICATE TO PARENTS)*.

As always, if you change your email address or contact information, please be sure to notify your child's school office of the change to ensure that you can stay informed. For your reference at any time, update letters are also posted to the district's website at *(INSERT DISTRICT WEBSITE URL ADDRESS)*.

We will continue to remain in close contact with county and state health officials regarding the COVID-19 and we will keep you updated with any developments that could impact our community or schools. Should you have additional questions or concerns, you can always reach out to your school nurse.

Sincerely,

(INSERT NAME)