[Insert Today’s Date]

Dear parent/guardian:

I have been directed by the COVID-19 Contact Tracing Team at the Vermont Department of Health to share the following information with you.

On [insert date], we learned about a person with Coronavirus Disease 2019 (COVID-19) at [insert school name].

**We believe that your child was in close contact with the person who has COVID-19.**

Close contact means being within six feet, or two meters, for a total of 15 minutes or more over a 24-hour period while the person was infectious. A person’s infectious period starts two days before any symptoms began (or for people without any symptoms, two days before the day they got tested) and continues until they are recovered.

**Your child needs to stay home for 14 days. This is called quarantine. Watch for symptoms of illness during this time.**

* Day 0 of the quarantine period is the day your child was last in contact with the person. (See table below for important dates.)
* Watch for symptoms, even if mild, of cough, shortness of breath or difficulty breathing, fever, chills, repeated shaking with chills, fatigue, muscle pain or body aches, headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea or vomiting, or diarrhea.
* Your child should not leave home, except to get medical care. All household members should wear a face mask if they need to leave home.
* Call ahead before visiting a health care provider or emergency department with your child.
* While at home, your child should stay apart from other people in the household, especially anyone who is elderly or vulnerable. **As much as possible**, your child should:
* Stay in a specific room in your home and use a separate bathroom.
* Stay at least six feet or two meters away from others in your home.
* Wear a face mask if they are in any room with other people, unless they have trouble breathing.
* Avoid sharing household items.
* Stay connected with others – you and your child can use technology to communicate with friends and family.

If after 14 days your child still doesn’t have symptoms, your child may end their quarantine and return to regular activities.

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| **Number of Days After Possible Exposure** | **What Happens?** |
| Day 0: [Insert Date] | This is the day your child was last in contact with the person with COVID-19 at school. |
| Day 7: [Insert Date] | You have the option of getting your child tested on or after day 7 of their quarantine period, if they have not had any symptoms. Your child needs to remain in quarantine until you get the test results. If the results are negative and your child still does not have any symptoms, they may return to school and end quarantine. Continue monitoring them for symptoms for the remainder of the 14 day period. Learn more about [getting tested in Vermont](https://www.healthvermont.gov/response/coronavirus-covid-19/testing-covid-19) at [www.healthvermont.gov/covid19testing](http://www.healthvermont.gov/covid19testing). |
| Day 14: [Insert Date] | This is the last day of quarantine (if your child was not tested on or after day 7, as described above). If your child still doesn’t have symptoms, they may return to school the next day. |

**Sign up for daily symptom check reminders.**

Please sign up to get fast, easy, and free reminders to check for COVID-19 symptoms though Sara Alert. Sara Alert sends a message every day for two weeks asking if your child has any symptoms. You can choose to receive messages by email, text or phone. If you report symptoms, the Health Department will reach out to provide guidance and next steps.

Sara Alert is not a contact tracing system. It is not GPS-based, so it does not monitor someone's movements or track their location. **Click here to sign up for Sara Alert:** [**https://tinyurl.com/VermontSaraAlert**](https://tinyurl.com/VermontSaraAlert)

**Daily cleaning and washing:**

* Clean and disinfect surfaces in your home. If your child is staying in a separate room and using a separate bathroom, have the child or one caregiver clean that room. Have a separate household member clean the other areas of the home, if possible.
* Thoroughly wash household items, like utensils, after your child uses them.
* Make sure your child and household members wash their hands often with soap and water for at least 20 seconds. Use alcohol-based hand sanitizer if soap and water aren’t available.

**If at any point your child develops symptoms:**

* Contact your child’s health care provider by phone to find out if your child should be evaluated. Let them know your child is quarantining at home because they are a close contact of someone who was diagnosed with COVID-19.
* If your child is having a medical emergency, call 9-1-1 or go to the hospital.
* If your child doesn’t have a provider, call 2-1-1 to be connected to a clinic in your area.
* People with mild illness can treat their symptoms at home: get plenty of rest, drink plenty of fluids, and take fever-reducing medication if needed.
* If your child has symptoms, household members and other close contacts should also quarantine at home.

**When to get medical care immediately:**

If your child has trouble breathing, chest pain, confusion, or changes in color on their lips, gums, face, around the eyes, or nails, seek medical care immediately. When you call for medical care, tell the provider or 9-1-1 that your child is quarantining at home because they are a close contact of someone with COVID-19.

**How does COVID-19 spread?**

COVID-19 spreads mainly from having close contact with someone who has a COVID-19 infection. The virus is thought to spread by droplets from person to person when they speak, cough, or sneeze. Droplets travel less than 6 feet. When droplets from another person get in your mouth or nose, you can inhale them into your lungs. This virus can be spread by people without symptoms.

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 create a safe and fun experience for your children.

**Please call the Vermont Department of Health at 802-863-7240 (option 8) if you have questions or concerns.** More information is available at the Health Department website: [www.healthvermont.gov/COVID-19](http://www.healthvermont.gov/COVID-19).

Many thanks,

[Your name and contact info]