[Insert Today’s Date]

Dear teacher/staff member:

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 you were 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.

**You need to stay home for 14 days if you are not fully vaccinated. This is called quarantine. Watch for symptoms of illness during this time.**

* Day 0 of the quarantine period is the day you were 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.
* You 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.
* While at home, you should stay apart from other people in the household, especially anyone who is elderly or vulnerable. **As much as possible**, you 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 you are in any room with other people, unless you have trouble breathing.
* Avoid sharing household items.
* Stay connected with others – use technology to communicate with friends and family.

If after 14 days you still don’t have symptoms, you may end 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 you were last in contact with the person with COVID-19 at school. |
| Day 7: [Insert Date] | You have the option of getting tested on or after day 7 of your quarantine period, if you have not had any symptoms. You need to remain in quarantine until you get the test results. If the results are negative and you still don’t have any symptoms, you may return to work/school and end quarantine. Continue monitoring 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 you were not tested on or after day 7, as described above). If you still don’t have symptoms, you may return to work/school the next day. |

**Daily cleaning and washing:**

* Clean and disinfect surfaces in your home. If you are staying in a separate room and using a separate bathroom, you should be the only one cleaning those areas. Have a separate household member clean the other areas of the home, if possible.
* Thoroughly wash household items, like utensils, after you use them.
* Make sure 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 you develop symptoms:**

* Contact your health care provider by phone to find out if you should be evaluated. Let them know you are quarantining at home because you are a close contact of someone who was diagnosed with COVID-19.
* If you are having a medical emergency, call 9-1-1 or go to the hospital.
* If you don’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 you have symptoms, household members and other close contacts should also quarantine at home.

**When to get medical care immediately:**

If you have trouble breathing, chest pain, confusion, or changes in color on your 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 you are quarantining at home because you 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 our 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]