  
[date]

Dear Event Attendee:

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

You are being contacted because you may have attended [event name] at [location] in [town], Vermont on [date]. Please share this letter with all household members and/or guests who attended this event with you.

The Vermont Department of Health has learned that at least one person with Coronavirus Disease 2019 (COVID-19) attended this event while [infectious](https://apps.health.vermont.gov/COVID/faq/#4734). The Health Department is closely monitoring the situation and [school name] is assisting in their efforts to prevent further spread of the virus.

You might have had a **low risk encounter** with an infectious person on [date]. Unless you have been told you were a close contact, you do not need to quarantine. Please take the following actions to help limit the spread of COVID-19:

* **Avoid close contact** with people you do not live with when possible.
* If you were not fully vaccinated on [date], **get tested for COVID-19, even if you do not have symptoms**. [Fully vaccinated](https://apps.health.vermont.gov/COVID/faq/#4782) people do not need to get tested unless symptoms develop. Learn more about [getting tested in Vermont](https://www.healthvermont.gov/response/coronavirus-covid-19/testing-covid-19).
* Regardless of your vaccination status or previous infection, **watch for** [**symptoms of COVID-19**](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) for 14 days after your last date of exposure.
* Regardless of your vaccination status, call your primary care provider if you have any [symptoms of COVID-19.](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html)
* Stay home if you are sick.
* Wear a mask in public.
* Wash your hands often using soap and water for 20 seconds.
* Cover your coughs and sneezes with a tissue or your elbow and then wash your hands afterwards.

COVID-19 spreads from having [close contact](https://www.healthvermont.gov/covid-19/symptoms-sickness/close-contacts-contact-tracing) with someone who has COVID-19. The virus is thought to be 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.

If you have any questions, please visit [the Vermont Department of Health website](https://www.healthvermont.gov/) or reach out by phone at 802-863-7240. Due to medical privacy laws, we are not able to release the names of the individuals with COVID-19. We hope this information is helpful for you. Thank you for your actions to help prevent further spread of the virus.

Sincerely,

[school contact information]