

Sample Letter for Close Contact

[Date]

Dear Parent or Guardian,

The New York City Department of Health and Mental Hygiene (NYC Health Department) asked me to send you this letter to let you know your child may be a close contact of a person diagnosed with COVID-19 at [enter name of school]. A close contact is a person who was within 6 feet of someone with the virus for at least 10 minutes over a 24-hour period. You may also be contacted by the NYC Health Department or NYC Test & Trace Corps. All calls are confidential and private. Neither the NYC Health Department nor the NYC Test & Trace Corps will ask you for any private financial information or your Social Security number, or to take control of or download software to your phone, tablet or computer.

The possible exposure happened on [enter date(s)]. Since your child may have been exposed to a person with COVID-19, your child **must stay home for 10 days** after [insert date] while they are at risk for becoming sick. Your child can leave home only to visit a health care provider, to get a COVID-19 test or in an emergency. It is important that your child stays home, even if they do not feel sick, to help prevent the spread of COVID-19. Even after quarantine ends and especially for the **four days following quarantine**, people should continue to monitor for symptoms and strictly follow COVID-19 prevention practices, such as wearing a face covering, and practicing physical distancing and good hand hygiene.

COVID-19 Testing

The NYC Health Department recommends that you take your child for a COVID-19 test. Testing is important even if your child does not feel sick because some people with the infection have no symptoms but can still spread the virus to others. For information about testing, call your child's provider or **311**, or visit nyc.gov/covidtest. Testing is free at many sites and available regardless of immigration status. **Even if your child tests negative for COVID-19, they must stay home for 10 days.**

Symptoms of COVID-19

Talk to your child's provider if your child has symptoms that could be from COVID-19. If your child does not have a provider, call **311**. People with COVID-19 have reported a wide range of symptoms. Symptoms may appear two to 14 days after exposure to the virus. Common symptoms include fever or chills, cough, shortness of breath or difficulty breathing, muscle or body aches, headache, loss of taste or smell, and sore throat. Most people with COVID-19 have mild to moderate symptoms and recover on their own. Some people have no symptoms at all. Less commonly, COVID-19 may lead to pneumonia, other severe complications, hospitalization or death. Visit nyc.gov/health/coronavirus for more information on symptoms and what to do when sick.

In rare cases, some children have developed multisystem inflammatory syndrome (MIS-C), a health condition associated with COVID-19 that can result in serious illness. Symptoms may include fever lasting several days, red or pink eyes, swollen hands and feet, rash, diarrhea, vomiting, abdominal pain, red cracked lips or a red bumpy tongue that looks like a strawberry. Contact your child's provider if your child develops any of these symptoms.

Sincerely,
[insert name of school administrator]

Sample Letter for Child Who Was Not Exposed

[Date]

Dear Parent or Guardian,

I am writing to let you know someone in [enter name of school] has been diagnosed with COVID-19. Currently, we do not think that your child was exposed because they were not a close contact of the person with COVID-19. A close contact is a person who was within 6 feet of the person with the virus for at least 10 minutes over a 24-hour period. Parents and guardians of children who may be close contacts are being notified.

If your child feels well, you do not need to do anything and your child can continue their usual activities. If you are concerned or your child does not feel well, talk to your child's health care provider. If your child does not have a provider, call **311**. You can also have your child tested for COVID-19. For information about testing, call your child's provider or **311**, or visit nyc.gov/covidtest. Testing is free at many sites and available regardless of immigration status.

To learn more about COVID-19, visit nyc.gov/health/coronavirus.

Sincerely,

[insert school administrator name]