* This letter would be sent to parents only if the case was identified within three weeks of school closure.
* This letter would be sent to staff only if the case was identified within three weeks of school closure OR within three weeks of the last time the staff member was on the campus.

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Parents and Staff,

District has been notified that a male/female in his/her age range who works for Campus has tested positive for COVID-19.

Campus has been deeply sanitized and although schools and offices have been closed since closure date and remain closed at this time, all District employees and students are instructed to continue to follow CDC guidelines and recommendations and to practice social distancing.

Based on the information that we have gathered, it has been determined that the end of the 14-day incubation period for anyone possibly exposed on campus to the employee is date.

Out of an abundance of caution, we advise you to monitor your health, follow the [CDC guidelines for people who have had close contact](https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-prevent-spread.html#_blank) and contact your primary care physician if you develop symptoms.

District is continuing to monitor this situation and will provide additional information as needed.  We hope for a successful recovery for our District staff member.

Sincerely,

Superintendent of Schools