



[DATE]

Dear: [REDACTED]

We are contacting you to let you know that [you or your child] may have been exposed to a person who has COVID-19.

COVID-19 is a disease that is capable of rapidly spreading person-to-person. If someone is infected, that person can expose other people to COVID-19 even if they show no symptoms. Symptoms of COVID-19 may include cough, shortness of breath or difficulty breathing, fever or chills, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and/or diarrhea. Older adults and people who have serious chronic medical conditions are at a higher risk for serious illness.

If [you or your child] are identified as a close contact (defined as an individual who was within 6 feet of an infectious person for at least 15 minutes or who was directly exposed to respiratory secretions [e.g., cough or sneeze]), you will be contacted by a representative of the Pennsylvania Department of Health or your local health department who will provide further information and instructions.

Even if [you or your child] are not notified that you are a close contact, please do the following for the next 14 days:

1. Take [your temperature/your child's temperature] once daily to check for fever (a body temperature of 100.4°F/38°C or higher).
2. Watch for other symptoms of COVID-19 including cough, shortness of breath or difficulty breathing, chills, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and/or diarrhea.
3. Immediately report any symptoms requiring medical attention to the Pennsylvania Department of Health (1-877-724-3258) or your local health department and contact your health care provider. Be sure to inform the provider of you or your child's possible exposure to a person with COVID-19.
4. [You/your child] should wear a mask and maintain a physical distance of at least 6 feet from any person while outside the home.
5. Practice the following hygiene measures:

- a. Wash hands often with soap and water for at least 20 seconds.
 - b. Use an alcohol-based hand sanitizer if soap and water are not available.
 - c. Cover any coughs or sneezes with an elbow, not hands.
 - d. Clean surfaces frequently, including countertops, light switches, cell phones, and other frequently touched items.
6. Be aware of any persons in your household who may be at higher risk of getting COVID-19, including individuals who are elderly, immunocompromised (e.g., someone who has cancer and is taking chemotherapy), or have another condition or illness such as diabetes or asthma. You or your child should practice physical distancing around those persons.
 7. If you are contacted by the Pennsylvania Department of Health or your local health department or its representatives, please cooperate with monitoring and follow all instructions so that other people do not become sick.

If you or any members of your household develop symptoms of COVID-19 or have symptoms worsen, notify your local health department or the Pennsylvania Department of Health immediately at 1-877-724-3258 and contact a health care provider. Before seeking medical attention, let the health care provider know about the possible exposure to a case of COVID-19.

Please visit the [Pennsylvania Department of Health website](http://www.health.pa.gov) (www.health.pa.gov) for the latest and most accurate information about COVID-19.

Sincerely,

Dr. Pam Tieszen, LM Superintendent