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## DATE

Dear **SCHOOL NAME** Parent or Guardian,

This letter is to inform you that a **STAFF MEMBER OR STUDENT** at your child(ren)'s school has tested positive for COVID-19.

Staff and students considered "close contacts" of this individual will be contacted by Huron County Public Health (HCPH) or the local health department (LHD) in the jurisdiction where the contact resides. Close contacts will be excluded from school and required to quarantine for 14 days following their exposure to the positive case. Unless you are contacted by HCPH or another LHD, your child is not considered a close contact and does not need to quarantine.

The positive case may have had brief interactions with staff or students that do not meet the criteria for a close contact. These exposures are considered low-risk, however, due to this *possible* exposure and in an abundance of caution, we ask that you be on the lookout for the signs and symptoms of COVID-19 in your child(ren), especially through **DATE (END OF 14 DAYS)**, as symptoms may appear anywhere from 2-14 days after exposure. The most common COVID-19 symptoms include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

If your child develops any of the above symptoms, keep them home from school and contact their primary care doctor.

If you have questions, please contact HCPH at 419-668-1652.

Thank you,

*Timothy Hollinger, MPH*

Timothy Hollinger, MPH, Health Commissioner  
Huron County Public Health



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