Dear Family/Caregiver,

Welcome to the 2020-21 school year! The health and safety of our students and staff is our highest priority this school year. We want to assure you that we are working closely with **[County/City]** Health Department to monitor COVID-19. We look forward to our ongoing partnership with you as we work together to make education possible for all students.

We want to provide you with some information on COVID-19 and share the steps we are taking to keep your student safe and healthy while at school.

**How is COVID-19 spread?**

The virus that causes COVID-19 is thought to spread from person-to-person, mainly through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby, or possibly be inhaled into the lungs. Spread is more likely when people are in close contact with one another (within about 6 feet).

**The steps we are taking to reduce the risk of COVID-19:** *[Delete or add additional action steps as necessary]*

1. Screening school staff for signs and symptoms of COVID-19 daily
2. Screening students for signs and symptoms of COVID-19 daily
3. Asking families and caregivers to screen their student for signs and symptoms of COVID-19 daily and keep the student home if they are ill *[insert any relevant information about resources available for families who can’t screen their child at home due to lack of thermometer, parents not being home in the morning before kids leave for school, etc.]*
4. Maintaining physical distancing as much as possible
5. Installing physical barriers to separate students and teachers where physical distancing is not an option
6. Keeping students in small groups (referred to as “cohorting”) within one classroom
7. Decreasing student movement between classrooms throughout the building
8. Having specials teachers rotate between the classrooms
9. Having school staff wear face coverings *[insert any relevant information about protocols for staff who can’t wear a cloth face covering safely for any reason or any resources that will be made available for staff who can’t provide their own cloth face covering]*
10. Having students wear face coverings *[insert any relevant information about protocols for students who can’t wear a cloth face covering safely for any reason or any resources that will be made available for students who can’t provide their own cloth face covering]*
11. Cleaning and disinfecting according to CDC guidelines
12. Improving ventilation by increasing the amount of outdoor air, increasing total airflow, and/or increasing air filtration
13. Eliminating the use of lockers
14. Eliminating shared supplies and having students use individual classroom supplies *[insert any relevant information about resources that will be made available for families who can’t afford to provide individual supplies]*

**We need your help, too!**

Here is what you can do at home to help keep your student and yourself healthy.

* Help them wash their hands often.
* Help them avoid close contact with people who are sick.
* Remind them to stay 6 feet apart from other people outside of their household.
* Remind/encourage those who are able to do so safely to cover their mouth and nose with a cloth face cover when they are around others. Some people cannot wear a cloth face covering safely. Cloth face coverings should not be placed on children under age 2, anyone who has trouble breathing, or anyone who is unable to remove the covering without assistance. In addition to medical considerations, individuals may fear racial profiling or discrimination based on wearing – or not wearing – a face covering.
* Teach them to clean and disinfect frequently touched surfaces daily.

**Keep your student home if ill.**

It is important for you to keep your student home when they are not feeling well. If you have any questions on whether your student should come to school, the best decision would be to keep them home and contact your health care provider to discuss your concerns. We especially want you to keep your student home from school if they are experiencing any of the following symptoms, if they have been in contact with anyone diagnosed with COVID-19, or if your student has been diagnosed with COVID-19.

If you do not have a doctor, call 211 to be connected to resources that can help you access testing and care. Many clinics in Wisconsin provide services for people with little or no insurance, including [free and low cost clinics](http://www.wafcclinics.org/find-a-clinic.html), [Federally Qualified Health Centers (FQHCs)](https://www.dhs.wisconsin.gov/forwardhealth/fqhc.pdf), [rural health centers](https://www.dhs.wisconsin.gov/forwardhealth/rhc.pdf), and [tribal health centers](https://www.dhs.wisconsin.gov/forwardhealth/tribal.pdf).

**When should I keep my child home from school?**

* Chills or shivering
* Cough
* Headache
* Muscle or body aches
* Nausea, vomiting or diarrhea
* New loss of taste or smell
* Shortness of breath or difficulty breathing
* Sore throat
* Temperature of 100.4οF or above
* If your child has had close contact with someone who has COVID-19
* If your child was diagnosed with COVID-19

If you have questions or concerns please feel free to contact [name of individual, role of individual] at [phone number] or [email].

Thank you,