



**Your School
Date**

Dear [School/Classroom] Parents/Guardians,

Chief Executive Officer

Eric S. Gordon

Board of Education

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Board Chair

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Alex Johnson, Ph.D.
Harlan M. Sands, J.D., MBA

The health and safety of our students and staff are our top priority. This letter is to inform you that a student or staff member in your child's class at [School Name] has tested positive for COVID-19.

Your child was not a close contact with the person who tested positive for COVID-19.

Please continue to follow all health and safety protocols, monitor your child's health, keep your child home if they are feeling sick, wash your hands frequently, practice physical distancing, and continue to wear your face covering.

If you have any questions, please call the nurse at your school or our COVID Support Line, 216-838-WELL. Trained nurses staff the hotline from 8 a.m. to 3 p.m. Monday through Friday. At other times, leave a message, and someone will follow up as quickly as possible.

You also may call the MetroHealth COVID hotline at 440-592-6843, the Ohio Department of Health at 833-4-ASK-ODH (833-427-5634) or your health care provider with any questions.

If you develop symptoms, please get tested for COVID-19. Stay home until you have the results of the test.

Thank you for all that you do to support the learning and success of students at [School Name] and the health and wellbeing of our community.

Sincerely,

[Site Administrator/Teacher]

[School Name]