**[Date]**

Dear Parent/Guardian:

This notice is to inform you that we are unfortunately experiencing high levels of COVID-19 in our schools and community. **[INSERT additional details].** Due to this surge, we will not be providing individual exposure notifications at this time. Instead, please know that that there is currently a high potential to be exposed to someone with COVID-19 (both in and out of school) and we encourage ALL students to follow the actions below to protect one another:

* **Wear a mask in indoor settings to protect yourself and prevent spread COVID-19.** [High-quality masks](https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Masks-for-Kids-Tips-and-Resources.aspx) with the good fit and filtration provide the best protection.
* **If you develop** [**symptoms of COVID-19**](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html)**, stay home and get tested.** You may get tested at **[INSERT local school or community testing resources]** or by [clicking here to find a testing site near you](https://myturn.ca.gov/testing.html). Over-the-counter (at-home) tests may also be used.
* **If you test positive for COVID-19,** [**isolate**](https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/What-to-do-if-You-Test-Positive-for-COVID-19.aspx) **at home and notify us right away at [INSERT contact information].** When you notify us, we can take additional steps to keep our school community safe.
* **Stay up to date on COVID-19 vaccinations.** Vaccination remains the best way to protect yourself against severe disease. [Make an appointment to get vaccinated](https://myturn.ca.gov/) or contact your healthcare provider.

We will reassess the situation every week. Note that infections diagnosed in students and school staff are not necessarily the result of exposure at school, and when safety protocols are followed in schools, COVID-19 transmission remains more likely to occur outside of school settings.

Thank you for considering this important information. We consider the health and well-being of our community a priority. If you have questions and concerns, we can be reached at **[INSERT phone number, email address, and/or website link]**.

Sincerely,

**[INSERT Name, Title, and Contact information]**