



## Department of Health and Human Services

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?? July 2020

SAMPLE LETTER

### Re: CORONAVIRUS DISEASE (COVID-19) INFORMATION FOR FAMILIES

Dear families,

The Department of Health and Human Services (the department) is currently investigating a positive case of coronavirus disease (COVID-19) at **{Insert name}** College.

As of **{insert date}**, **{insert number}** of COVID-19 among students has been notified to the department. The department is currently investigating the case and will be contacting all identified close contacts of the case to advise them to quarantine and monitor for symptoms.

First initial communication of those who have been identified as close contacts will be communicated to you by **{Insert name}** College. Following this the department will be in contact with those identified. If you are not informed by **{Insert name}** College directly or contacted directly by the department, you have not been identified as a close contact and therefore do not need to quarantine.

Yours sincerely