



COVID-19 Sample School Closure Letter (Scenario III)

Dear Families and Students,

Based on guidance from the California Department of Public Health and the California Department of Education, Placer County Public Health officials have recommended to close [insert school name] effective [insert dates of closure] due to increased risk of community spread of COVID-19.

Placer County Public Health officials notified us that [insert details in collaboration with Placer County Public Health to protect privacy such as “a student/staff member tested positive to COVID-19. The student/staff has mild symptoms and is at home recovering. We quickly worked alongside health professionals and families to minimize any additional exposure.”] With the shift from containment to mitigation in Placer County, it is no longer necessary for someone who has been in contact with a person who has COVID-19 to quarantine for 14 days. However, in following [guidance from the state for Scenario III](#), [insert school name] will close in order to protect those who are well.

Decisions like this are difficult to make, but we are taking this action at the recommendation of Placer County Public Health and other agencies based on what is known at this time about the transmission and severity of the illness to best protect our school communities.

Academic Information

Our dedicated teachers have organized lessons and materials for students through either hardcopy packets or distance learning. [Insert details on technology, websites, access to school counselors, USDA meals, IEPs, etc.]

Health and Safety Reminders

Please continue to avoid large groups of people and remain at least six feet away from others. Do not gather in other locations such as shopping malls, movie theaters or community centers even while school is closed. Remember to continue efforts to reduce the spread of germs by washing your hands often with soap and water for at least 20 seconds, cover your cough or sneeze, stay home if you are sick and continue to disinfect frequently touched surfaces.

While school is closed, our custodian teams will be taking additional precautionary measures to disinfect classrooms, restrooms, the multi-purpose room and frequently touched surfaces such as desks, keyboard and doorknobs using state-recommended cleaning materials.

We remain in close communication with the Placer County Office of Education and Placer County Public Health professionals. We will contact you as soon as we have information about when school will reopen.

As our district community navigates this difficult time, we must continue to lean on the strengths of people. Please be patient and be kind to one another. The safety and wellness of our students and staff are a priority, and we thank you for your cooperation and support in helping us to maintain a healthy and safe learning environment.

Thank you,

[Insert Superintendent Information]

For more information:

- Contact [insert district contact for parent questions] for questions.
- For general questions about COVID-19 and precautions currently recommended by Placer County Public Health, residents may call the county's coronavirus information line at (530) 886-5310.
- Current information about the coronavirus is available at placer.ca.gov/coronavirus and on the [CDC website](https://www.cdc.gov).