



Appleton Health Department
100 North Appleton Street
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www.appleton.org

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Dear Parent/Guardian:

This letter is to notify you that your son/daughter has been in close contact with a person at our school who has COVID-19. This means that your son/daughter is at higher risk of becoming ill from the virus. **Your child must stay home from school (self-quarantine) until _____**. This is because it can take up to 14 days post exposure for someone to start having symptoms of COVID-19. Starting today, please monitor your child for any symptoms of COVID-19 and notify your health care provider right away if he/she becomes sick. Household members may continue to attend school and work as long as no one in the household develops symptoms or tests positive for COVID-19. If this happens, please stay home and contact your healthcare provider.

About COVID-19

COVID-19 is an illness caused by a new coronavirus. It spreads from person to person through droplets created when we cough, sneeze, talk, sing or laugh. Most people – especially young people – who get COVID-19 have mild illness, similar to having a cold or the flu. However, in others it can cause severe illness, such as pneumonia. Symptoms of COVID-19 include:

- Fever (temperature 100.4°F or higher)
- Cough
- Trouble breathing
- Chills
- Muscle/body aches
- Loss of sense of taste or smell
- Runny nose or nasal congestion
- Fatigue
- Nausea, vomiting, or diarrhea

The CDC's website has good information about COVID-19: www.cdc.gov/coronavirus.

Symptom Monitoring and Self-Quarantine

Twice a day, from today until _____, please take his/her temperature and write down any signs of illness using the form on page 3 of "Next Steps: Close Contacts of Someone with COVID-19" (attached). If he/she becomes sick with any COVID-19 symptoms, please call your healthcare provider.

**Get medical attention immediately if your son/daughter has any of these warning signs*:*

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to be woken up
- Bluish lips or face

Testing

The Wisconsin Department of Health Services and the CDC recommend that anyone who has had close contact with someone with COVID-19 be tested, whether or not they have symptoms. The test for COVID-19 involves a quick swab of the inside of the nose. Your child can be tested at your regular health care provider, a local clinic, or a community testing site.

Call your health care provider before you go to get tested. Tell them about your child's symptoms (if any) and that they had close contact with someone who has COVID-19. Take this letter with you to show the doctor.

You can look for a community testing site near you at: <https://www.dhs.wisconsin.gov/covid-19/community-testing.htm>. Keep in mind that some community testing sites will not test children under a certain age. Call ahead to be sure.

Please note: Your child will still have to remain home from school until their quarantine end date, even if they test negative.

Prevent Further Spread

The following guidelines will help to prevent further spread of illness at our school:

- Follow the steps in the provided flier: "Next Steps: Close Contacts of Someone with COVID-19."
- Monitor your child for symptoms.
- Contact your health care provider and local health department if your child becomes sick.
- Keep your son/daughter self-quarantined for 14 days, or until you are notified by the health department.
- Encourage good habits: wash hands frequently, cover coughs and sneezes, stay home unless absolutely necessary, and use of face coverings when in public.

If you have any questions, please call the Appleton Health Department at 920-832-6429.