

# Sample Memo ESM Positive COVID-19 Test

Date

Dear Parents/Community/Staff:

We were advised (“today” or day/date) that one of our employees/students at (name of building/school) has tested positive for the COVID-19 virus. Since that time, we have contacted the Onondaga County Health Department, which has initiated an investigation. As part of that investigation, health department officials have reached out to anyone who has had close contact with the individual. If you or anyone in your family have not been contacted by the Health Department, that means the department has determined you were not exposed.

The student/employee who tested positive will not return to school until the Onondaga County Health Department provides clearance. We hope you understand that we cannot provide any additional information about the student/employee due to confidentiality constraints. In addition to following the recommendations of the Onondaga County Health Department, we will be taking additional precautionary steps.

Please continue to practice and encourage good hand-washing hygiene, wear face masks, and practice social distancing. If you or a family member start to exhibit symptoms of the virus (fever, shortness of breath, and coughing, for example), please reach out to your physician. If you do not have a physician, you can contact the Upstate Medical hotline at 315-464-3979. If you would like further information on COVID-19, please go to this Onondaga County website, [ongov.net/health](http://ongov.net/health), and click on the COVID-19 link.

News like this can be tough to hear as we are concerned for everyone’s health during the pandemic. During this difficult time, we will continue to support our students, families, and employees to the best of our abilities. We appreciate your cooperation and understanding.

Sincerely,

Principal or Superintendent