



# Adelanto *Elementary School District*

[DATE]

**BOARD OF TRUSTEES**  
Christine Turner, President  
La Shawn Love-French, Clerk  
Holly Eckes, Member  
Christina Bentz, Member  
Ammie Hunter, Member

Dear [SCHOOL NAME] Staff:

**SUPERINTENDENT**  
Kennon Mitchell, Ph.D

The health and safety of our students and staff are a top priority. This letter is to inform you that an individual [SCHOOL NAME] tested positive for COVID-19. The last time the individual who tested positive was present at school was on [DATE].

**You were not identified as a close contact**, as defined by the Centers for Disease Control and Prevention (CDC) as being within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period.

Although not identified as a close contact, it is important for you to monitor yourself for symptoms. We recommend temperature checks twice a day (a fever is 100°F or above). Other symptoms include cough, runny nose, sore throat, loss of taste or smell, shortness of breath, muscle aches, nausea, vomiting, or diarrhea. If symptoms are severe, you should call your primary care physician, urgent care, or an emergency room, as warranted. If you have any of these symptoms, we recommend they get tested for COVID-19. If you have tested and a positive result is returned, please contact the school office right away.

Testing can be arranged through your primary care physician, or the school COVID-19 liaison, who can provide free testing on-site, with your written permission. Additionally, testing sponsored by the San Bernardino County Department of Public Health is available at no cost to you. For a list of county test sites, please visit [SBCOVID19.com](http://SBCOVID19.com).

We remind all staff that screening daily for COVID-19 symptoms is critical to ensuring the ongoing well-being and the continued operation of our schools. Every morning, check for COVID-19 symptoms before coming to work. If you have any COVID-19 symptoms that are new or not related to known, ongoing conditions, such as allergies, should stay home and the absence should be reported. Remember, you are the first line of defense against the spread of COVID-19 in our schools. When in doubt, please stay home, contact your medical provider, and notify your school.

[FIRST LAST NAME]

[TITLE]