

(Add date)

Subject: Individual has tested positive for COVID-19 identified at (*enter school name*)

Dear Parents and Guardians,

This letter is to advise you that Ottawa Public Health (OPH) has been notified that an individual associated with (***enter school name***) school has tested positive for COVID-19. We recognize that receiving this information may be stressful and want to ensure you understand the process going forward.

As part of its case and contact management process, OPH contacts every resident who receives a positive COVID-19 test to identify locations they may have visited while contagious, obtain a list of any people they have interacted with, and provide them with information on measures needed to prevent any further spread of infection. The next step is to notify residents who are deemed to be a “close contact” of the person who has tested positive to provide them with information based on their individual level of risk.

A “close contact” is a person who has been in near physical proximity to a person who has tested positive for COVID-19. Close contacts are directly contacted by OPH and receive further guidance based on their level of risk. OPH identifies “close contacts” through a detailed review of factors such as the individual’s symptoms, where they have been, and who they have interacted with. Interactions where people briefly come within 2 metres (6 feet) of each other, such as walking by someone in a hallway or on the sidewalk, are generally not considered “close contacts”.

In a school setting, OPH also works with the school to identify cohorts of students and staff who may have been in close contact with the person at school or school transportation, if applicable.

Please be reassured that if you do not receive a call directly from OPH, your child is not considered a close contact of the individual who tested positive for COVID-19, in which case we do not recommend having your child tested unless he or she is showing symptoms of COVID-19.

We are working with the school to review and confirm important practices to reduce the potential spread of COVID-19, including:

- Screening children and staff
- Staying home when sick
- Cohorting (grouping and separation of) students and staff
- Cleaning and disinfecting surfaces
- Using personal protective equipment when appropriate (e.g., masking, eye protection)

- Ensuring proper hand hygiene
- Posting signage of appropriate public health measures (e.g., hand hygiene, coughing and sneezing etiquette)
- Maintaining physical distancing
- Case investigation and contact tracing when there is an individual who has tested positive including identifying students and staff that may have been in greater contact with individuals who have tested positive
- Requiring that a person who has tested positive, and identified close contacts, not attend school for a prescribed period of time

For more information:

Please visit the OPH website for information on COVID-19 [symptoms](#), [self-monitoring](#), [self-isolation](#) and [testing](#). On the website you can also find the [COVID-19 Dashboard](#), which provides up-to-date information on COVID-19 in Ottawa, including indicators for local monitoring and informing re-opening decisions.

Sincerely,

Ottawa Public Health