

(Add date)

Subject: (*enter school name*) School closure due to COVID-19 outbreak

Dear parents/guardians and staff,

This letter is to inform you that (*enter school name*) school will be closing temporarily. Ottawa Public Health's (OPH) decision to close the school was made in conjunction with the school and school board as a result of an ongoing COVID-19 outbreak investigation.

As of [**DATE**], there have been (#) cases associated with the school involving (#) classes/grades.

The decision to close the school was not made lightly. Due to the evolving situation within the school, OPH has decided that closing the school was a necessary precautionary measure to prevent further spread of COVID-19 within the school. This decision is consistent with provincial guidance. Please be assured that OPH will continue to monitor the situation closely and will work with the school to determine when school operations can safely resume. As soon as the school reopening date is confirmed, you will be informed. Typically, a school closure can last for at least 14 days, but the length of the closure can vary.

OPH will continue to communicate with anyone testing positive for COVID-19 and their close contacts to provide them with individual guidance, including staying home, monitoring for symptoms and presenting for testing when it's appropriate. OPH will also provide additional guidance if broader testing of the school population is recommended. Otherwise, having your child tested at this time is not recommended.

OPH recommends that all students and staff self-monitor closely for symptoms of COVID-19. If symptoms develop, visit a COVID-19 [Assessment Center](#), [Care Clinic](#), or [Drive Thru](#), run by our local hospital partners, for testing. (Please note that the Drive Thru location will not test children under the age of 14)

Note – If COVID-like symptoms develop and you or your child decide to go for testing, it is important that you present this unique number (add outbreak#**) to the testing center staff so that your test results are prioritized and OPH can be notified as quickly as possible. Staff at the testing centre may be able to advise you on how long it is taking for laboratory results to be received at this 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.

We recognize that receiving this type of news can be stressful. Please know that help is available, and we encourage you to reach out for support when you need it. Please see resources available on our website: [Mental Health and COVID-19](#). We want to assure you that OPH is actively monitoring the situation and will provide ongoing updates as new information becomes available.

If you have any questions about this letter you may contact OPH at 613-580-6744 or visit OttawaPublicHealth.ca for more information.

Sincerely,

Ottawa Public Health

SAMPLE LETTER FOR REFERENCE ONLY