



## Alpine Academy Covid-19 Notification Letter

Dear Archers and Archer Families,

We would like to inform you that we have recently received information about **one** confirmed case of Coronavirus Disease 2019 (COVID-19) in a student or staff person at Alpine Academy College Prep High School. Cleaning and disinfecting of the exposed location have been completed. As the Coronavirus situation in our country and our community is developing quickly, we urge you to take necessary precautions to limit coronavirus spread in our community.

**Washoe County Health District is contacted for each and every suspected case and that individual has been excluded. Only those students affected will be contacted.**

### How You Can Help

Be proactive about reducing the number of interactions that students and staff have with one another by practicing physical (or social) distancing (staying at least 6 feet apart) to limit the spread of the coronavirus. In addition to physical distancing, another important tool to prevent the spread of coronavirus is to practice good hygiene. Important public health prevention messages include:

- **Stay home when you are sick.** Anyone with symptoms consistent with COVID 19 should remain at home in isolation for a minimum of 10 days plus at least 3 days after the resolution of fever (without fever-reducing medication) and improvement in other symptoms.
- **Wash your hands often with soap and water for at least 20 seconds.** Sing the Happy Birthday song twice to help know when it has been 20 seconds. If soap and water are not available, use alcohol-based hand sanitizers that contain at least 60% alcohol.
- **Cover your coughs and sneezes with a tissue, and then dispose of the tissue and clean your hands immediately.** If you do not have a tissue, use their sleeve, not your hands, to cover their coughs and sneezes.
- **Limit close contact with people who are sick, and avoid sharing food, drinks, or utensils.**
- **Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipes.**
- All students and staff should **wear a mask or face covering.**

## **Public Health Actions**

All suspected cases have been thoroughly investigated and all those impacted or exclusion will be contacted. All suspected cases should be isolated and close contacts quarantined for 10 days from last exposure in order to prevent illness in new persons. "Close contact" means being a household member, intimate contact, or caregiver of a confirmed or suspected COVID-19 case; within 6 feet of the confirmed or suspected COVID-19 case for more than 15 minutes, even if wearing a non-medical face covering; or having unprotected contact with the infected person's body fluids and/or secretions, for example, being coughed or sneezed on.

Please note that all information, including the name(s) of ill persons, shared regarding any Public Health investigation is confidential in order to protect patient privacy.

If you have any questions or concerns please contact us directly at [info@alpineacademy.net](mailto:info@alpineacademy.net).

Sincerely,

The Archer Team

## Template COVID-19 Exposure Notification Letter in Educational Setting

LETTERHEAD

[DATE]

Dear,

We would like to inform you that we have recently received information about at least one confirmed case of Coronavirus Disease 2019 (COVID-19) in a student or staff person at **(insert name of Institution)**. You may have had an exposure to this case if you were in **(insert Institution Location/Room #)** on **(insert dates)** and (1) were within 6 feet of the infected person for more than 15 minutes, even if wearing a non-medical face covering, or (2) had unprotected contact with the infected person's body fluids and/or secretions, for example, being coughed or sneezed on, sharing utensils or saliva, or providing care without using appropriate protective equipment.

If you meet these criteria, please begin to self-quarantine for 14 days from date of last exposure (regardless of any interim test results – a negative test cannot shorten the quarantine period) to the infected person to prevent illness in new persons. See Home Quarantine Guidance (<http://publichealth.lacounty.gov/acd/ncorona2019/covidquarantine/>).

All persons with an exposure should get tested, whether you have symptoms or not. Testing resources may include: Personal Healthcare Providers, Employee Health Services or Occupational Health Services, Student Health Center, Community Testing Sites: [covid19.lacounty.gov/testing](http://covid19.lacounty.gov/testing) and [covid19.pasadena/testing](http://covid19.pasadena/testing). Individuals who need Assistance finding a medical provider, can call the Los Angeles County Information line 2-1-1, which is available 24/7.

If you develop symptoms of respiratory illness (fever and cough or shortness of breath), you should begin self-isolation. See home isolation instructions (<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>). If your symptoms become severe, seek medical advice for further guidance.

Ensuring that you and our educational environment is safe is of greatest important to use. For additional questions about COVID-19, please visit the Pasadena Public Health Department coronavirus webpage at <https://www.cityofpasadena.net/covid-19/>.

If you have any questions or concerns please contact me directly at **(insert name, number and/or email of Institution contact)**.

Sincerely,