

## APPENDIX B – SAMPLE LETTER TO PARENTS AND GUARDIANS

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[Date]

Dear [Camp Name] Parent/Guardian,

I hope this letter finds you and your family safe and healthy. In the interest of open communications with parents/guardians, I am writing to you to inform you that a [camper staff member, etc.] recently tested positive for COVID-19. Please understand that for privacy reasons, we are unable to share the individual's name or any identifying information.

Under the guidance of our medical response team, the individual has been isolated and sent home to recover and/or seek appropriate medical attention. In the leadup to the positive test results, the individual was participating in normal camp activities. As such, they may have come in contact with other campers and staff.

Our first priority has been protecting our campers and staff; therefore, we have taken several actions to assess and reduce potential spread. We initiated contact tracing by a team of trained professionals to identify individuals who may have been exposed to the positive individual. Those individuals have been notified, and they are being isolated and/or monitored for symptoms. We have performed targeted cleaning and disinfecting of areas in which the positive individual has recently been in additional to our already-enhanced cleaning procedures. Physical distancing measures, the wearing of masks where appropriate, hand hygiene, coughing/sneezing etiquette, and other protective measures already in place will remain and will be strictly enforced for our campers' and staff's protection.

In light of these events and in the continued interest of communication and transparency, I will keep you informed of this situation if there are any updates.

Please do not hesitate to contact [contact name and information] if you have any questions or concerns.

Stay healthy,

[Name]

[Position]

[Camp Name]

An additional Example letter has been developed and provided by CDC.<sup>23</sup>

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<sup>23</sup> <https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/Summer-Camp-Letter-To-Parents.docx>