<date>

Dear Families and Staff,

Thank you for your partnership as we continue to navigate the impact of COVID-19 on our community.

**We have been notified of a confirmed case of COVID-19 in the <Classroom> at our <Town> school. As a result, we have contacted the <Town> Health Department, and they have instructed us to <instructions>.**

***Information & Confidentiality***

We can share that an individual with regular access to our school has tested positive for COVID-19. This individual was last at school on <date>. We were notified of the confirmed case today, <date> at <time>. We recognize that protecting confidentiality can create an atmosphere of ambiguity, and we share your concerns for everyone’s health and safety.

***Next Steps for Little Sprouts***

We take COVID-19 very seriously and fully appreciate any concerns you may be experiencing. During this closure of our **<Classroom>,** we will undergo a deep clean and remain in contact with local health officials. We will continue to pass along any important updates.

***Next Steps for Your Family***

You can access all of Massachusetts’ and New Hampshire’s most updated information regarding COVID-19 easily online at [https://www.mass.gov/covid-19-updates-and-information(MA)](https://www.mass.gov/covid-19-updates-and-information%28MA%29)and <https://www.covid19.nh.gov/>.

Please reach out to your director if you’d like copies of our COVID-informed payment, closure, and sick policies. We will send along any pertinent updates as soon as we have them. Thank you for your continued partnership.

Sincerely,

<name>

First Name Last Name

Title, Little Sprouts <Town>