Dear Students and Staff of [JCC/CCC NAME HERE]:

**I am writing to let you know that one or more individuals living or working on center has tested positive for COVID-19** **in recent days.** Please respect their privacy and do not speculate on their identities at this trying time.

After learning of the COVID-19 case(s), the center started contact tracing—the process of identifying who else on center may have risk of exposure due to the case(s) as per Centers for Disease Control and Prevention (CDC) guidelines for close-contact exposures. **All individuals who were identified as close-contact exposures have been notified and are following recommended CDC guidelines to reduce further risk of COVID-19 spread on center. If you have not been contacted, you were not identified as a close-contact exposure to the COVID-19 case(s).** The rest of this message answers common questions about this situation.

1. Am I receiving this letter because I might get COVID-19?

**Individuals who have had close-contact exposures are at the highest risk of becoming infected with COVID-19. Prior to sending this letter, the center has contacted these individuals. The center is following Job Corps safety protocols on quarantine, isolation, and symptom monitoring for people who are close-contact exposures.** As always, it is important for you to monitor your health. If you develop any COVID-19 symptoms—including fever, coughing, sneezing, or shortness of breath—please follow the center’s COVID-19 protocols, including staying home or in dormitory room if you have symptoms and contacting your healthcare provider or the Health and Wellness Center.

1. How can I lower my risk of contracting COVID-19 or avoid spreading it to others?

**The best way to protect yourself from COVID-19 is to closely follow the center’s COVID-19 safety protocols and get fully vaccinated if you have not done so already.** **In particular, follow all distancing and masking guidance—ensuring your mask covers both your nose and mouth. Additionally, the FDA-approved COVID-19 vaccines have been shown to significantly reduce the risk of infection, hospitalization and death from COVID-19.**

As you know, the CDC recommends the following steps to prevent the contraction and spread of COVID-19:

* Wash hands frequently with soap and water for at least 20 seconds at a time. Use hand sanitizer when hand washing is not possible.
* Avoid touching your eyes, nose, and mouth with unwashed hands.
* Avoid close contact with people who are ill.
* Cover your mouth and nose with a tissue when you sneeze and cough into your elbow.
* Dispose of tissue properly after coughing, sneezing, or blowing your nose.

Thank you for your continued vigilance as we continue to make this center a safe place to learn and work.

Sincerely,

[CENTER DIRECTOR SIGNATURE BLOCK]