Dear [Superintendent/Principal/Other Contact]:

We are writing to alert you to conditions in [Name of School(s)/District] that if not remedied immediately will compromise the health and safety of students and staff, and may pose a danger to the larger community by increasing the spread of COVID-19 [IF APPLICABLE: , and to demand bargaining with respect to this matter]. [IF APPLICABLE: In addition, the current conditions appear to violate the [District’s/School’s/State] [guidelines/mandates] on [COVID-19 mitigation measures/notification and contact tracing]].

It has come to our attention that [School/District] has not been consistently requiring staff and/or students who have possible COVID-19 symptoms or who have been in close contact with a person with COVID-19 to stay home. Specifically, [DESCRIBE THE PROBLEM]. [IF APPLICABLE: School officials were notified about these concerns….]

[IF APPLICABLE: As you are aware, the [District’s/School’s/State] [guidelines/mandates] on isolating individuals with COVID-19 symptoms and quarantining those who have been in close contact with someone with COVID-19 [mandate/recommend]….]. Based on the reports we have received, the [District/School] is not complying with this [mandate/guideline].]

[IF APPLICABLE: The failure to adhere to this COVID-19 mitigation protocol is also a violation of our agreement regarding the conditions for a safe reopening of schools to in-person instruction.]

As you know, establishing and enforcing isolation and quarantine protocols for people who have symptoms of or known COVID-19 infection or who have been exposed to someone with COVID-19 is a crucial part of containing the spread of the virus. Specifically with respect to schools, [the Centers for Disease Control and Prevention advises](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html) that staff and students should stay home if they have tested positive or are showing symptoms of COVID-19, and that those who have had close contact with a person with COVID-19 should stay home and monitor for symptoms. [CDC guidance on quarantining](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fif-you-are-sick%2Fquarantine-isolation.html) provides that people who have had close contact with someone with COVID-19 should stay home for 14 days following such contact. [IF APPLICABLE: Even where someone with possible exposure to the SARS-CoV-2 has tested negative, these CDC quarantine recommendations should still be followed. The [CDC’s testing guidance for K-12 schools states](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-testing.html): “All persons who are identified as close contacts need to [quarantine](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html) for 14 days, even if screening test results are negative, because they can still develop COVID-19 for up to 14 days after being exposed. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms.”]

As the [CDC lays out in its Indicators for Dynamic School Decision-Making](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/indicators.html#thresholds) failure to effectively implement these basic COVID-19 mitigation measures increases the risk of transmission in the school, putting students and their families at risk, as well as increasing the risk to school staff and their family members. [IF APPLICABLE: According to the CDC Indicators for school reopening, [District/School] is in an area coded orange/red meaning there is a higher/highest risk of transmission of COVID-19 in schools. OR The community positivity rate is [INSERT POSITIVITY RATE]; whereas, the World Health Organization (WHO) recommends a threshold 5% positivity rate for the previous 2 weeks when thinking about reopening schools safely. This makes it even more important that these isolation and quarantine requirements are immediately enforced/put into place.]

We call on the [District/School] to immediately investigate and implement strict isolation and quarantine requirements for all students and staff who have tested positive for or have symptoms of COVID-19, or who have had close contact with a person with COVID-19. As the CDC advises, schools should “[have policies that encourage sick employees and students to stay at home without fear of reprisal, and ensure employees, students, and students’ families are aware of these policies](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html).”

The health and safety of our entire school community depend on a swift, appropriate response by [School/District] and full transparency about the measures taken to address these concerns. Please provide copies of any documents describing the district’s COVID-19 isolation and quarantine policies and strategies. [If APPLICABLE: Please contact me as soon as possible with your availability to meet to negotiate these matters.] We look forward to working with you to ensure that these problems are quickly resolved.

Sincerely,

cc: [School Board members?]

[PTA/PTO?]

[Local Health Department?]