Dear [NAME], [DATE]

You are receiving this letter because your student (or you, if you are a student 18 years of age or older\*) developed symptoms consistent with COVID-19 while at school. This letter is to provide you with information and guidance on next steps.

*\*Throughout this document, “your student” refers to you, if you are a student 18 years of age or older.*

**COVID-19 Symptoms**

Your student, who is younger than 18 years of age, had the following new or unexplained symptoms consistent with COVID-19:

**Any ONE of**:

* + New or worsening cough
  + Shortness of breath/difficulty breathing
  + New loss of taste or smell
  + Fever (100.4 degrees Fahrenheit or subjective)

*OR*

**Any TWO of:**

* + Chills
  + Muscle or body aches
  + Headache
  + Sore throat
  + An unusual amount of tiredness
  + Nausea or vomiting
  + Runny nose or congestion
  + Diarrhea

You, if you are a student 18 years of age or older, had the following new or unexplained symptoms consistent with COVID-19:

|  |  |
| --- | --- |
| * + New or worsening cough   + Shortness of breath/difficulty breathing   + New loss of taste or smell   + Fever (100.4 degrees Fahrenheit or subjective)   + Chills   + Muscle or body aches | * + Headache   + Sore throat   + An unusual amount of tiredness   + Nausea or vomiting   + Runny nose or congestion   + Diarrhea |

**COVID-19 Test**

Your student:

* Did receive a COVID-19 test before dismissal
* Did NOT receive a COVID-19 test before dismissal

If your student was tested at school prior to dismissal, you may access results through the ShieldT3 portal, available here:

[**https://shieldt3k12portal.pointnclick.com/**](https://shieldt3k12portal.pointnclick.com/)

* Sign up for account
* Enter agency code (available from your student’s school)
* Complete registration process
* Log in to account using username/password
* From the homepage, select View My Results
* *If you have questions about log-in, or need support with registration or viewing results in the portal, contact the Shield T3 team at 833-762-0762 (Monday – Friday, 9 a.m. – 5 p.m.).*

If your student was NOT tested prior to dismissal, your student should obtain a COVID-19 test as soon as possible. Information on testing locations within the District of Columbia can be found here: [**https://coronavirus.dc.gov/testing**](https://coronavirus.dc.gov/testing). Information on the Test Yourself DC program can be found here: [**https://coronavirus.dc.gov/testyourself**](https://coronavirus.dc.gov/testyourself)**.**

**Follow-Up Care**

Regardless of your student’s test results, you are strongly encouraged to follow-up with your student’s healthcare provider. If you do not have a provider or need assistance obtaining affordable care, please visit the [DC Health Link website](https://www.dchealthlink.com/) or contact the Citywide Call Center by dialing 3-1-1.

**What to Do Next?**

***Positive COVID-19 Test***

If your student tests positive for COVID-19, it means that they have the COVID-19 virus and could spread it. Please contact your student’s healthcare provider immediately. Your student must not attend school and should stay at home and follow the health and school guidelines from DC Health and from your school.

***Negative COVID-19 Test***

If your student’s test results are negative, it means that the COVID-19 virus was not detected in the student’s specimen at this time. The student should continue maintaining the masking, hygiene and physical distancing practices recommended by DC Health. Follow all guidance from DC Health, your school, and your student’s healthcare provider regarding when your student can return to school, and whether and when your student might need a re-test.

Questions for the school can be directed to [NAME OF SCHOOL REPRESENTATIVE] by calling [CONTACT NUMBER].

For guidance related to specific COVID-19 symptoms, call your student’s healthcare provider. General information about COVID-19 can be found at [coronavirus.dc.gov](https://coronavirus.dc.gov/).

Sincerely,

SIGNATURE