Positive COVID Test Results Letter

Dear _____,

The purpose of this letter is to inform that a certain individual has been tested positive for COVID-19 after showing COVID-19 symptoms. _____ prioritizes the health and wellness of both the students and the staff during the pandemic.

As of right now, we are performing some cleaning, disinfection, air purification, and monitoring. We already reported this to the appropriate local health department and the individual is currently isolated and will not come back until the cleared from health department screenings.

We highly suggest you monitor the temperature, health, and well-being of yourself. We will be sending another notice to the individuals who have close contact and will be advised of a set of instructions. If you suspect that you are experiencing COVID-19 symptoms, please coordinate with your health center and follow the protocols provided by the local government.

Please continue to monitor the updates by watching the news, reading articles, and being aware of how the infection spreads. If you have any questions, please feel free to contact us.
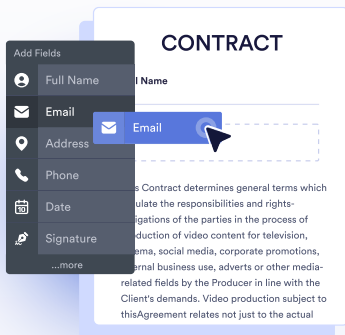
Sincerely,

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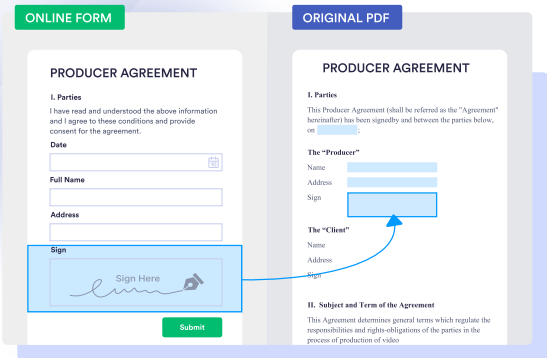
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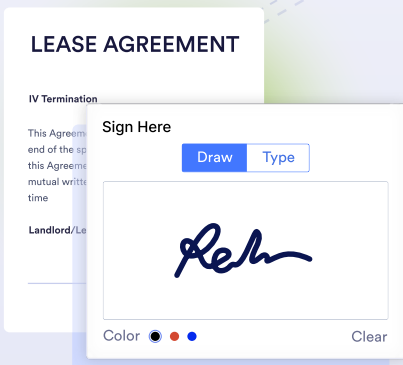**Go to Smart PDF Forms ›**

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