

RESOURCE GUIDE FOR COVID-19 CASES IN SCHOOL (K-12) SETTINGS

Before, during and after a COVID-19 alert or outbreak

Appendix G: Template for “[Alert or Outbreak] investigation over” notification to students, parents/guardians and staff

Instructions for use:

This notification template may be filled in and distributed by school administrators or superintendents/designates only when directed by AHS Public Health. School administrators/superintendents/designates are not to use this template in any other situation and are not to send “[Alert or Outbreak] investigation over” notifications without being directed by AHS Public Health. Please note, any time a COVID-19 notification is sent by the school administration, superintendents/designates are directed to communicate to Alberta Education that a notification was sent, including which template was used, as well as provide a copy of the notification. Additionally, information on the final total number of students and the number of staff required by public health to quarantine due to the COVID-19 investigation at the school should be included in this communication with Alberta Education.

Dear Student, Parent/Guardian or Staff Member,

This notification is to inform you that the [Alert/Outbreak] investigation at _____ school has been declared over by the Zone Medical Officer of Health.

We remind parents/guardians of students, as well as any staff/visitors/volunteers to continue monitoring for any signs or symptoms of COVID-19 as part of their routine daily practice, using the applicable checklist for their age group ([Adult Alberta Health Daily Checklist](#) or [Child Alberta Health Daily Checklist](#)). Please remember to complete the checklist each day prior to attending school.

As a reminder, if you/your child has any of the symptoms of illness listed on the applicable Alberta Health daily checklist, please fill out the online [Alberta Health Services COVID-19 self-assessment](#) or call Health Link at 811 and stay home, keep your child at home.

[School to insert appropriate local context here]

Thank you for your support and continued collective efforts in protecting our school community.

Sincerely,

Principal / designate of _____ school