**Note: This template letter has been issued to local authorities and must be discussed by them with local health board/health protection team representatives before being issued and used by schools. The template may be amended on the advice of local health board/health protection team representatives, for example to remove unnecessary information or to incorporate local messaging (e.g. around local services). Please ensure you note the version number in the header of this letter.**

Dear colleague,

In recent days we have been made aware of a member of our school community [in class XX] who has tested positive for COVID-19. This letter is to inform you that you have been identified as having been in **‘low risk’ contact** with this person. This means you may have shared a classroom or had some other low risk contact in school.

**There is no need to self-isolate unless contacted separately by Test and Protect and asked to do so.** **School remains open and you should continue to attend if you are well.**

The public health judgement that these types of contact are low risk is based on a range of factors, including vaccination rates and evidence about transmission rates from children and young people.

If you or anyone in your household develops any **symptoms** of COVID-19, you must not come to school – the person with symptoms should have a test as soon as possible, and your whole household should stay at home until the test result comes back. Further information on testing, and the rules around self-isolation, can be found on [www.nhsinform.scot](http://www.nhsinform.scot) or by phoning 119 if you cannot book online.

If you or your child do develop any **symptoms** of COVID-19, they must not come to school – they should have a test as soon as possible, and your whole household should stay at home until the test result comes back. Further information on testing, and the rules around self-isolation, can be found on [www.nhsinform.scot](http://www.nhsinform.scot) or by phoning 119 if you cannot book online.

The most common symptoms of coronavirus (COVID-19) are recent onset of: new continuous cough; high temperature; or a loss of, or change in, normal sense of taste or smell (anosmia).

Please be reassured that for most people coronavirus (COVID-19) will be a mild illness. Vaccination is highly effective at preventing severe disease. Children are at particularly low risk of illness from coronavirus infection.

To help reduce the risk to your family and your school community, please also:

* **Ensure you take a** **lateral flow test (LFD) before returning to school, and continue to test twice-weekly.** This can help reduce the likelihood of spread in schools, by catching infections early.
  + Please ensure that all test results, whether positive, negative or void, are recorded on the online portal at: [www.covidtest.scot](http://www.covidtest.scot) OR by phoning 119.
  + Free test kits are available to all school staff directly from the school. Please ask the school if you are having any problems accessing tests.
  + You should not take a lateral flow test if you have tested positive for coronavirus in the last 90 days.
* **Arrange vaccination** as soon as possible, if you or anyone eligible in your family have not yet been vaccinated. [www.nhsinform.scot/covid-19-vaccine](http://www.nhsinform.scot/covid-19-vaccine). **Vaccination** is our best defence against COVID-19 causing anyone to become seriously unwell.
* Wear a **face covering** in line with guidance, keep your **distance**, keep rooms **ventilated**, and **wash your hands** with soap and water regularly.
* If you have a heightened concern, in addition to LFD testing there remains the option for education staff to have access to asymptomatic PCR testing for the purposes of reassurance. As previously, this can be accessed through the UK Government website at [www.gov.uk/get-coronavirus-test](http://www.gov.uk/get-coronavirus-test). When prompted, you should indicate you are an essential worker, that you have been “told to get a test by my nursery, work or place of education”, and that you are in Scotland and work in education. Note that as a low risk contact, you are not required to self-isolate while awaiting the results of any such optional asymptomatic PCR testing.

You can find more trusted advice on [www.nhsinform.scot](http://www.nhsinform.scot).

Yours faithfully

Head Teacher