

## Contact Tracing Templates for COVID-19 Positive Test Results

### When:

- If an attendee/participant at a volunteer-led in-person Girl Scout activity tests positive for COVID-19 within 10 days of the event, all attendees should be notified. Volunteers may contact those impacted using the templates below.
- If the in-person activity was a GSCTX staff-led activity, please complete and submit the COVID-19 incident form to covidcare@gscctx.org.

### How:

Use the following template to email other attendees. Update the highlighted sections.

Subject Line: Possible COVID-19 Exposure

I have been notified that an attendee/participant at the in-person Girl Scout (list the activity) on (day/date) has since tested positive for COVID-19. You and/or your daughter may have had close contact with the attendee at the event.

(Provide additional information as applicable, such as:

- This event took place outside.
- Everyone present was wearing masks.
- Cleaning and physical distancing protocols were followed.)

GSCTX recommends following CDC guidelines, watching for COVID-19 related symptoms, seeking testing, staying home and self-quarantining as appropriate, and getting medical care if necessary.

Please note that girl, staff, and volunteer health information is private and confidential.

Thank you,

Signature

### Remember:

- Personal girl and volunteer health information, including the identity of the person who tested positive and their symptoms, is private and should be only shared only as needed with a GSCTX staff member.