

## Sample Letter Notifying Families About Exposure to COVID-19 (for use by Early Learning Centers, Family Child Care Providers and In-Home Providers)

*[Name of Center]*

*[Address of Center]*

*[Telephone Number of Center]*

*[Month, Day, Year]*

Dear Parents and Families,

A child or staff member in our program has or is suspected of having COVID-19.

### **Information about this disease**

#### **1. Per the Centers for Disease Control, the disease is spread by:**

##### **Person-to-person spread**

The virus is thought to spread mainly from person-to-person.

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes, or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- COVID-19 may be spread by people who are not showing symptoms.

##### **The virus spreads easily between people**

How easily a virus spreads from person-to-person can vary. Some viruses are highly contagious, like measles, while other viruses do not spread as easily. Another factor is whether the spread is sustained, which means it goes from person-to-person without stopping.

##### **The virus that causes COVID-19 is spreading very easily and sustainably between**

**people.** Information from the ongoing COVID-19 pandemic suggests that this virus is spreading more efficiently than influenza, but not as efficiently as measles, which is highly contagious. In general, the more closely a person interacts with others and the longer that interaction, the higher the risk of COVID-19 spread.

##### **The virus may be spread in other ways**

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes. This is not thought to be the main way the virus spreads, but we are still learning more about how this virus spreads.

2. **Symptoms of COVID-19:** People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. Symptoms may include the following:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

3. **The disease can be prevented by:**

- Washing hands often
- Avoiding close contact
- Covering mouth and nose with a cloth face cover when around others
- Covering coughs and sneezes
- Cleaning disinfecting frequently touched surface daily
- Monitoring your health daily

4. **What we are doing:** *[Describe health and safety actions you are taking to keep children healthy and prevent the spread of COVID-19]*

5. **What you can do at home:**

- Practice routine cleaning and disinfecting of frequently touched surfaces
- Wash hands often; use a hand sanitizer that contains at least 60% alcohol if soap and water are not readily available and hands are not visibly dirty
- For a person who is sick:
  - Keep separate bedroom and bathroom
  - Eat (or be fed) in their room if possible
  - Dedicate a lined trash can for the person who is sick, if possible

If your child has any symptoms of this disease, call your doctor to find out what to do. Be sure to tell your doctor about this notice. If you do not have a regular doctor to care for your child, contact your local health department for instructions on how to find a doctor or ask other parents for names of their children's doctors. If you have any questions, please contact:

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Contact Name

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Phone number