

Dear Parent/Guardian/Staff,

The purpose of this letter is to inform you that **an individual at** Name of Child Care **has been identified as a probable case of COVID-19** (an individual who is symptomatic AND is a close contact to a confirmed positive case). Wellington-Dufferin-Guelph Public Health and the child care centre are taking all necessary steps to prevent the further spread of the virus both within the centre and in the community.*

What will Public Health do?

- Contact the individual(s) who is a probable case of COVID-19 and the child care operators.
- Contact all staff and children who are determined to be **high-risk contacts** of the individual(s) who is a probable case.
 - This includes individuals who were in close contact to the case starting 48 hours before symptoms began.
- **Staff and children who are not contacted by Public Health, are not considered high-risk contacts.** They should continue to monitor and screen for symptoms of COVID-19, practice hand hygiene, wear a face covering, and practice physical distancing.

What will the Child Care Centre do?

- Provide Public Health with information about close contacts at the child care centre.
- Clean and disinfect all areas in the centre where the individual may have been.
- Work with Public Health to develop a plan to protect children and staff, and prevent further spread of COVID-19.

What should you do?

- Continue to monitor and screen for symptoms of COVID-19 using the [COVID-19 School and Child Care Screening tool](#).
- Staff or children who develop symptoms of COVID-19 should immediately isolate from others and follow the guidance in the screening tool
- If you receive a call from Public Health, follow the guidance provided.

How do you get more information?

Visit our website at wdgpublichealth.ca or call **1-800-265-7293, ext. 7006**.

***Note:** Personal health information may be provided to the child care centre only for the purpose of contact tracing. The name of the individual who is identified as a probable case of COVID-19 will not be disclosed to parents or staff unless it is deemed necessary by Public Health, or unless given permission to do so by the individual, or their parent or guardian.