**Insert Date**

**Dear Parent/Guardian,**

The purpose of this letter is to inform you that **one of the students or staff at** <insert name of child care facility> **has tested positive for COVID-19**. Wellington-Dufferin-Guelph Public Health and <insert name of child care facility> are taking all necessary steps to prevent the further spread of the virus both within the program and in the community.

What will Public Health do?

* Public Health will contact individuals who tested positive for COVID-19 and the <insert name of child care facility> operators.
* Public Health will contact all individuals, including children and staff, who have had close contact with the individual who tested positive.
	+ This includes individuals who were exposed to the confirmed case, starting 48 hours prior to symptom onset (or if the confirmed case had no symptoms, starting 48 hours before the individual tested positive).
* Public Health will provide direction to close contacts and the child care centre to protect children and staff, and prevent the spread of COVID-19. \*

What will the Child Care Centre do?

* The child care centre will provide Public Health with information about who the individual was in contact with while at the child care facility, including up to 48 hours prior to symptom onset.
* The child care centre will clean and disinfect all areas in the facility where the individual may have been.
* The child care centre will work with Public Health to develop a plan to protect all children and staff, and prevent the spread of COVID-19.

What should you do?

* Continue to monitor and screen your child for symptoms of COVID-19.
* If your child shows symptoms of COVID-19, immediately isolate them from others and go to an assessment centre for testing.
* If you receive a call from Public Health, follow the guidance provided.

When can individuals who test positive for COVID-19 return to child care?

* Individuals who test positive for COVID-19 may return to child care following the guidance provided by Public Health which will include:
	+ Individual has isolated for 14 days after the onset of symptoms, AND
	+ Individual no longer has a fever, AND
	+ Individual’s symptoms have been improving for at least 72 hours.
* Children/staff do not need to be retested or present a medical note to return to child care.

How do you get more information?

If you need more information, you can go to Wellington-Dufferin-Guelph Public Health’s website at wdgpublichealth.ca or call 519-822-2715, ext. 7006 to speak to a Public Health Nurse.

**\*Note**: Personal health information may be provided to the child care centre only for the purpose of contact tracing. The child care centre must protect the personal information of their students and staff. The name of the individual who tests positive for COVID-19 will not be disclosed publicly to parents, or other students unless it is deemed necessary by Public Health, or unless given permission to do so by the individual, or their parent or guardian.