

# **SAMPLE COVID-19 Memo for Parents of Children Attending Child Care Centres**

*This sample letter template can be used by your child care centre to provide information to parents about the precautions that you are taking to keep children and staff safe. Feel free to cut and paste as you wish into your letterhead.*

Dear Parent/Guardian,

The health and safety of children and staff in our centre is our goal. We strive to create safe spaces for the children and staff that use them every day, and we are working with Wellington-Dufferin-Guelph Public Health (WDGPH) to make this happen. As a result, some regular routines, procedures and physical spaces may have been changed to control and prevent the transmission of COVID-19.

## **What are Child Care Centres doing differently to keep everyone safe?**

- Staff, children, and parents/guardians are being screened for illness and any symptoms each day before entering the centre.
- Staff and children who are unwell are not allowed to enter the centre and are sent home.
- The centre has enhanced cleaning and disinfecting procedures. This includes frequent and detailed cleaning and disinfecting of highly touched surfaces and objects.
- Staff and children are being instructed on proper hand hygiene including washing their hands often throughout the day.
- Staff are finding ways to maintain physical distance between children and staff when possible throughout the day including:
  - smaller groups
  - staggering lunchtime and outdoor playtime
  - creating activities children can enjoy by themselves

## **How can parents help?**

- Screen yourself, and your child, for symptoms daily. Use the provincial [self-assessment tool](#).
- Pick-up and drop-off your child(ren) outside the child care centre at the designated area.

## **What happens if a child develops symptoms while at child care?**

- A child who shows symptoms will be moved away from other children and supervised until parents or guardian can pick up their child.
- Parents or guardian, of the child who developed symptoms, will be called right away and asked to come pick up their child.
- The supervising staff will try to keep a 2 metre (6ft) distance from the ill child and both staff and child (if tolerated) will wear a mask. Staff will wear other appropriate Personal Protective Equipment (PPE), as necessary.
- You will be asked to take your child to be tested for COVID-19.

## **What if another child or staff has symptoms or tests positive for COVID-19?**

- Anyone with symptoms of COVID-19 will be asked to be tested for COVID-19.
- Anyone who was in close contact with the person who developed symptoms, will be grouped together, during their time in the child care centre, until more is known about the test results or further direction is received from Public Health.
- If a staff or child tests positive for COVID-19, Public Health will work with the child care centre to determine other staff or children who need to be tested or go home and self-isolate for 14 days.

## **Who can I call if I have questions?**

- Parents and families may call the WDGPH COVID-19 Call Centre at: 1-800-265-7293 or 519-822-2715, Ext. 7006

Thank you for your cooperation during this unprecedented time.

Thanks,

Child Care Centre