**Sample Language**

**Close Contact Daycare-Childcare-Preschool\_14 day Excl\_ENG\_**

**Please affix your School letterhead here.**

**[DATE]**

Dear Parents/Guardian of **[FACILITY]** Attendee:

Your child was identified as a close contact to a person who tested positive for COVID-19 that was present at **[FACILITY]** on **[DATES].** Starting right away, you should do the following:

1. Keep your child home until at least 14 days after last exposure (quarantine), through **[DATE-END OF QUARANTINE 14 DAYS]**.
2. Monitor them for symptoms
	* Check temperature twice a day.
	* Watch for fever, cough, shortness of breath, and other signs/symptoms of COVID-19, such as chills, sore throat, muscle aches, diarrhea, or loss of sense of taste or smell. Additional symptoms may occur. If any of these symptoms develop, call their health care provider for advice, and arrange for them to get tested.
3. Consider COVID-19 testing even if there are no symptoms, if you have not already been tested after this exposure. The ideal time to get tested is about 3-5 days after exposure. Even if the test is negative and your child has no symptoms, they will still need to remain in quarantine through **[DATE-END OF QUARANTINE 14 DAYS]**. **Given the higher risk situations that can be seen in childcare/preschool settings, your child should not return to school until after 14 days from their last COVID-19 exposure.**
4. Notify **[ADMINISTRATOR/CONTACT]** if your child or someone close to you becomes ill as we are monitoring illnesses from this exposure.
5. For more information, visit <https://occovid19.ochealthinfo.com>. For questions or concerns about this notice, please contact your facility’s administrator at: [**NAME/NUMBER].**