Date

To Parents and Staff Members

Name of the childcare facility

Address

**Subject: Confirmed case of COVID-19 at the childcare facility**

Dear Madam or Sir,

A positive result on a COVID-19 test has been reported to the childcare facility. To limit the spread, the parents of the children who were in close contact with this person have been asked to keep their child at home, to call 1-877-644-4545, and to follow the instructions given by the public health authorities. The staff who work with the children’s group involved have been withdrawn from duty and will also have to undergo a COVID-19 screening test.

The childcare facility remains **open** and continues to apply all necessary measures to prevent the virus from spreading.

We ask that you be particularly attentive to your health and that of your child.

If you or your child presents **one or more of the symptoms** listed below, you must call 1‑877‑844‑4545 immediately to determine whether you should make an appointment for a COVID-19 test.

Here are the symptoms to look out for:

* + Fever (for children aged 3 months to 5 years rectal temperature of 38.5°C or higher (101.3°F); for adults: oral temperature of 38°C (100°F) or higher, or 1.1°C higher than their usual temperature)
  + Cough (new or worse)
  + Sudden loss of sense of smell without nasal congestion, with or without loss of taste
  + Shortness of breath, difficulty breathing
  + General muscle pain (not related to physical exertion)
  + Major fatigue
  + Significant loss of appetite
  + Sore throat
  + Runny or stuffy nose
  + Vomiting
  + Diarrhea
  + Nausea
  + Stomach aches

You may rest assured that we are following the situation very closely in collaboration with the regional public health authorities. Our priority remains the health of our children and staff.

Thank you for your cooperation.

Yours truly,

Name of the director/person in charge

Title

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_