

## Sample Child Care Parent Communication for Positive COVID-19 Test

*\* This document was updated to reflect rule requirements effective December 11, 2020*

Child care programs are required, per Ohio Administrative Code, to ensure that all administrators, employees, child care staff, residents of family child care homes and children are assessed for the following symptoms prior to or as soon as they arrive each day.

- Temperature of 100 degrees Fahrenheit or higher
- Chills
- New uncontrolled cough (for children with chronic allergic/asthmatic cough, a change in their cough from baseline)
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- New onset severe headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

The charts below outline the steps that must be taken if it is determined that an individual has a temperature of 100 degrees or higher, if the individual has any of the symptoms listed above AND has had known contact with someone who has tested positive for COVID-19 or if the individual tested positive for COVID-19. This also applies to anyone whose COVID-19 symptoms were assessed after arrival.

**Quarantine** keeps someone who might have been exposed to the virus away from others.

- [Ohio Department of Health quarantine guidelines](#)
- [Find your local health department](#)
- [Centers for Disease Control quarantine guidelines](#)

**Isolation** keeps someone who is infected with the virus away from others, even in their home.

- [Centers for Disease Control isolation guidelines](#)

**Temperature of 100 degrees or higher and has had no known contact in the previous fourteen days with someone confirmed or suspected to have COVID-19**

Children	All Administrators, Employees and Staff Members	FCC Providers and Residents
Send the person home	Send the person home	Stop providing care
Must be fever-free without the use of medication for at least 24 hours prior to returning to the program	Must be fever-free without the use of medication for at least 24 hours prior to returning to the program	Must be fever-free without the use of medication for at least 24 hours prior to resuming care

**Assessed to have at least one of the symptoms (this includes temperature of 100 degrees or above) AND has had known contact in the previous fourteen days with someone confirmed or suspected to have COVID-19**

<b>Children</b>	<b>All Administrators, Employees and Staff Members</b>	<b>FCC Providers and Residents</b>
Send the person home	Send the person home	Stop providing care
Prior to returning to the program, the individual must complete isolation or quarantine procedures for COVID-19 in coordination with the local health department, or in compliance with the Ohio Department of Health and the Centers for Disease Control guidelines	Prior to returning to the program, the individual must complete isolation or quarantine procedures for COVID-19 in coordination with the local health department, or in compliance with the Ohio Department of Health and the Centers for Disease Control guidelines	Prior to resuming care, the individual must complete isolation or quarantine procedures for COVID-19 in coordination with the local health department, or in compliance with the Ohio Department of Health and the Centers for Disease Control guidelines

**Positive COVID-19 test**

<b>Children</b>	<b>All Administrators, Employees and Staff Members</b>	<b>FCC Providers and Residents</b>
Notify ODJFS by the next business day by submitting a serious incident report in OCLQS	Notify ODJFS by the next business day by submitting a serious incident report in OCLQS	Notify ODJFS by the next business day by submitting a serious incident report in OCLQS
Notify the local health department by the next business day	Notify the local health department by the next business day	Notify the local health department by the next business day
The individual must complete isolation or quarantine procedures for COVID-19 in coordination with the local health department, or in compliance with the Ohio Department of Health and the Centers for Disease Control guidelines	The individual must complete isolation or quarantine procedures for COVID-19 in coordination with the local health department, or in compliance with the Ohio Department of Health and the Centers for Disease Control guidelines	The individual must complete isolation or quarantine procedures for COVID-19 in coordination with the local health department, or in compliance with the Ohio Department of Health and the Centers for Disease Control guidelines

## Sample Communication

Below is a sample parent communication that you can use to notify families enrolled when you have a child or staff member who has tested positive for COVID-19 in your program. Work with your local health department to determine steps to be taken that you can add to your parent communication.

Dear Parent(s),

This letter is to notify you that an individual associated with our program has tested positive for COVID-19. We are keeping them in our thoughts and are hoping they have a speedy recovery.

In accordance with Ohio Department of Job and Family Services (ODJFS) regulations, our program has reported this information to ODJFS and to our local health department. We are working with the health department and are taking all recommended steps to ensure the safety of our children and staff.

Steps we are implementing in cooperation with the local health department and/or Ohio Department of Health and CDC guidelines include:

- **Example:** This individual will not return to our program until they have completed isolation procedures for COVID-19.
- **Example:** The program will be closed for thorough cleaning and sanitation on the following date: mm/dd/yyyy

If your child has any of these symptoms, please contact your medical provider.

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More information on the symptoms of COVID-19 can be found at [coronavirus.ohio.gov](https://coronavirus.ohio.gov) or on the Centers for Disease Control and Prevention website <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.

If you have questions regarding the information in this letter, please contact us.

Thank you,  
(Signature)