

Sample Child Care Parent Communication for Positive COVID-19 Test

** This document was updated to remove references to Ohio Administrative Code and update references to the Centers for Disease Control and Prevention and the Ohio Department of Health.*

Below is a sample parent communication that you can use to notify families enrolled if 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 if additional specific information can be added to your parent communication. Child care programs are strongly encouraged to follow all [guidance issued by the Centers for Disease Control and Prevention \(CDC\)](#) and the [Ohio Department of Health](#).

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 this person 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 the Ohio Department of Health and CDC guidelines include:

- **Example:** This individual will not return to our program until after the appropriate isolation period for COVID-19 has passed.
- **Example:** The program will be closed for thorough cleaning and sanitation on the following date: mm/dd/yyyy.
- **Example:** Individuals who were in close contact with this individual will not return to our program until the appropriate quarantine period for COVID-19 has passed.

More information about COVID-19 can be found on the [Centers for Disease Control and Prevention](#) and the [Ohio Department of Health](#) websites.

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

Thank you,
(Signature)