

## Sample Parent Communication for Returning to Child Care

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

Communication is key in helping families feel confident about their decision to return their children to child care. As a child care professional, you want to help each parent understand and be confident that your program is taking the steps necessary to ensure each child’s safety. Programs continue to develop new processes and best practices as a result of COVID-19.

This sample parent communication was created for programs to share with families regarding some of the licensing rules. You are encouraged to personalize the communication by adding procedures that you are doing that exceed licensing requirements as well as editing the sample language to best suit your program. You can find best practice guidance at: <http://jfs.ohio.gov/cdc/CoronavirusAndChildcare/>.

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Dear Parent(s),

As **(Insert Program Name)** prepares to welcome your child back to care, we want you to know we are doing everything we can to ensure the safety of your child. The COVID-19 pandemic is scary for adults and is hard for children to understand. We want to create an environment where you feel safe leaving your child and where your child feels safe. Based on ODJFS rules and recommendations, you and your child will see changes to our program. Some of those changes are outlined below. You can also find pandemic child care resources at: <http://jfs.ohio.gov/cdc/CoronavirusAndChildcareForFamilies/>.

In accordance with ODJFS regulations you will see 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
- ✓ Handwashing requirements have increased for staff and children. Your child(ren) will be required to wash their hands upon arrival, prior to going home for the day, after eating or helping with food preparation, after blowing their nose, coughing or sneezing, and after touching their face or handling their mask.

- ✓ All program staff will wear a face covering while indoors, unless not medically appropriate for an individual.
- ✓ All school-age children will wear a face covering while indoors, unless not medically or developmentally appropriate for an individual.
- ✓ We will be following the charts below which outlines 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 (includes antibody tests) or if the individual tests positive for COVID-19.

**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**

Children	All Administrators, Employees and Staff Members	FCC Providers and Residents
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

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](#)

We will work with the local health department if we encounter any confirmed cases to ensure the safety of our children and staff.

In addition to the requirements listed above, we have made the following changes to our procedures: (update examples and provide desired information that reflects your practices)

- ✓ **Example: Change in pick up and drop off routine**
- ✓ **Example: Temperature screening / symptom assessment station**
- ✓ **Example: Sanitizing common spaces, including the playground, in between use**
- ✓ **Example: Reduced ratios**

We are looking forward to your child returning to our program. We have missed seeing you and know that the children have missed seeing their friends and teachers too. If you have questions about the

information included in this letter, please ask. We are here to help you and your child be comfortable and feel safe in our program, while together, we help your child learn and grow during these critical developmental years.

Thank You,

(Signature)