

Sample Child Care Parent Communication for Positive COVID-19 Test

** This document was updated to reflect rule requirements effective August 9, 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
- Fever
- Chills
- Cough
- Shortness of breath
- Difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

The chart below outlines the steps that must be taken if it is determined that an individual has a temperature of 100 degrees or higher or if the individual has any of the symptoms listed above AND has had known contact with someone who has tested positive for COVID-19.

Temperature of 100 degrees or higher and has had no known contact with someone confirmed or probable 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 with someone confirmed or probable 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.
The individual must complete isolation or quarantine procedures for COVID-19 in coordination with the local health department prior to returning to the program.	The individual must complete isolation or quarantine procedures for COVID-19 in coordination with the local health department prior to returning to the program.	The individual must complete isolation or quarantine procedures for COVID-19 in coordination with the local health department.

Programs are required to take several steps when a staff member or child enrolled in the program has tested positive for COVID-19 (includes antibody tests). Programs must:

- Notify the Ohio Department of Job and Family Services (ODJFS) by the next business day in the Ohio Child Licensing and Quality System (OCLQS) as a serious incident.
- Notify the local health department by the next business day.

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 (includes antibody tests) 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 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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| • Temperature of 100 degrees Fahrenheit or higher | • Fatigue |
| • Fever | • Muscle or body aches |
| • Chills | • Headache |
| • Cough | • Loss of taste or smell |
| • Shortness of breath | • Sore throat |
| • Difficulty breathing | • Congestion or runny nose |
| | • Nausea or vomiting |
| | • Diarrhea |

More information on the symptoms of COVID-19 can be found at 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)