

Sample Child Care Parent Communication for Positive COVID-19 Test

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 take their temperature prior to or as soon as they arrive each day. If the temperature is 100 degrees or higher:

- The individual cannot return to the program until fever-free without the use of fever-reducing medication for at least 24 hours.
- If the individual has had known contact with someone confirmed or probable to have COVID-19, prior to returning to the program, he or she must complete isolation or quarantine procedures in coordination with their local health department.
- A family child care provider must cease operation until fever free for at least 24 hours without the use of fever-reducing medication if the individual is a resident of the home.
- In a family child care home, the individual must complete isolation or quarantine in coordination with their local health department. Care may not resume until this has been completed.

Programs are also required to take several steps when a staff member or child enrolled in the program has tested positive for COVID-19. 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.
- Ensure that the person completes isolation or quarantine procedures for COVID-19 in coordination with the local health department.

Additionally, per the Responsible RestartOhio guidance issued by Governor Mike DeWine and the Ohio Department of Health, programs should shut down rooms for deep sanitation, if possible. It is recommended that programs:

- Work with the local health department to identify potentially infected or exposed individuals to help facilitate effective contact tracing/notifications.
- Test all suspected infections or exposures.
- Following testing, contact the local health department to initiate appropriate care and tracing.

Sample Communication

Below is a sample parent communication that you can use to notify families enrolled when you have a positive COVID-19 test for a child or staff member in your program. Work with your local health department to determine steps to be taken that you can add to your parent communication. You may also want to attach a copy of the Responsible Restart Ohio document titled “What Parents Should Know About Sending Children Back to Child Care” to your communication. It can be found here: <https://coronavirus.ohio.gov/static/responsible/What-Parents-Should-Know.pdf>

** This sample communication was updated on July 21.

Dear Parent(s),

This letter is to notify you that a child or employee in our program has tested positive for COVID-19. We are keeping them in our thoughts and 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:

Families will continue to be updated if additional steps need to be taken by our program.

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

- Fever
- Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

More information on the symptoms of COVID-19 can be found at [coronavirus.ohio.gov](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) 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)