[INSERT LOGO of child care facility]

Dear Parent,

Cases of coronavirus (COVID-19) have been found in Oregon and we wanted to let you know [INSERT NAME OF CHILD CARE FACILITY] has a student or staff member who is [being monitored/tested/etc.]. We understand this news is concerning and want to share our next steps:

* The [INSERT NAME OF CHILD CARE FACILITY] will remain open/closed during this time.
* We are working closely with our local public health department to identify any individuals who may have had contact with the student or staff.
* The facility is undergoing a deep cleaning, which includes disinfecting surfaces, toys, and other frequently touched areas.

Public health officials say the history of this disease suggests few will need medical care. People without symptoms do not need to seek care or be tested. Those who become ill should call their health care provider. Their doctor, in consultation with public health officials, will determine appropriate care and whether testing is necessary.

Our children depend on us to make sure they are safe. Follow the simple, everyday steps listed below to reduce your chances of exposure and protect others.

* Stay home if you’re sick.
* Cover your coughs and sneezes with a tissue (or sleeve), and then throw the tissue in the trash.
* Wash your hands often with soap and water for 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer that contains at least 60 percent alcohol.
* Avoid touching your eyes, nose and mouth with unwashed hands.
* Clean and disinfect surfaces that are often touched.
* Avoid close contact with people who are sick.
* Take care of your health overall. Stay current on your vaccinations, including the flu vaccine, eat well, and exercise to help your body stay resilient.

Here are some other helpful resources:

For general questions about COVID-19, call the state’s general information number 211, or visit the [Oregon Health Authority’s website](file:///C:\Users\SchergeK\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\S9P19KAK\healthoregon.org\coronavirus) for the latest on the outbreak and investigation, and tips on ways to protect yourself.

[The Early Learning Division](https://oregonearlylearning.com/COVID-19-Resources) has a Frequently Asked Questions page.

Visit the [CDC website](file:///C:\Users\SchergeK\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\S9P19KAK\cdc.gov) for the latest on the national and international developments, as well as additional resources for staying healthy.

Please don’t hesitate to contact me with additional questions.

Sincerely,

[INSERT PROVIDER/CHILD CARE DIRECTOR]