

The below template is provided as a resource for Early Childhood Education Programs to use to notify families regarding policy changes to assess for sick children at the time of drop off. This is meant only as a resource as ECE programs should consider how best to communicate with their school families and teaching staff.

Date

Dear Parents and Families:

I am sending you information regarding the COVID-19. COVID-19 is a virus which can infect the respiratory tract and spread similarly to cold viruses. Information to date suggests that COVID-19 causes mild-to-moderate illness and symptoms like the flu, including fever, cough, and difficulty breathing.

The health and safety of our children and staff are a top priority. In an attempt to mitigate the spread of this virus in our child care community, we would like to communicate some important changes with you.

The Indiana State Department of Health is working closely with our county health department and the Family and Social Services Administration (FSSA) to monitor the situation closely and is preparing guidance documents for health care professionals and child care providers to be able to effectively respond to any cases that may be identified in the State.

As instructed by the Family and Social Services Administration, the following policy will be effective immediately:

- Each child's temperature will be taken upon drop off each day. Parents will be asked to remain on-site for this to occur.
- If a child present a temperature over 100.4 degrees Fahrenheit, you will be asked to return home with your child.
- Children will be asked to remain home until they are fever free for 24 hours without fever reducing medications, as well as free of other symptoms of diarrhea and vomiting for at least 24 hours from the last episode.

Everyone can do their part to help us respond to this emerging public health threat. Parents should take everyday preventive measures to help protect their family from the spread of COVID-19:

- Avoid close contact with people who are sick.
- Encourage respiratory etiquette (e.g., covering coughs and sneezes with a tissue or sleeve).
- Encourage frequent, proper handwashing with soap and water for at least 20 seconds or with hand sanitizer that contains at least 60% alcohol.
- Keep your child at home if sick with any illness. If your child is sick, keep them at home. If their symptoms worsen, contact your healthcare provider.
- Be prepared if your child's school or childcare facility is temporarily dismissed. Talk with your employer about sick leave and telework options in case you need to stay home with your child. Consider planning for alternate childcare arrangements.
- Perform routine environmental cleaning. Routinely clean and disinfect all frequently-touched surfaces (e.g., doorknobs, countertops, work stations) with usual cleaning and disinfection products. Follow all instructions on the product label.

As always, we appreciate our community's support and cooperation. You can assist us by

remaining vigilant but sensible in your approach to dealing with this health concern. As you know, we are the greatest influence on our children's reactions to these types of events. As a result, let's remain calm, respectful, empathetic, and inclusive while advocating for ourselves and others.

Please contact DIRECTOR OR OTHER MANAGEMENT NAME if you have any questions or concerns regarding this new policy.

Sincerely,

Child Care Director Name

