

Sample LETTER

THIS LETTER WILL BE SENT HOME IF YOUR CHILD HAS SHOWN SYMPTOMS OR HAD CLOSE CONTACT WITH SOMEONE DIAGNOSED



STUDENT NAME _____

DATE / /

COVID-19 PARENT CHECKLIST

____ Your child is being sent home from child care because he or she has one or more of the following COVID-19 symptoms: shortness of breath or difficulty breathing, new cough, new loss of taste or smell, fever, sore throat.

/ /
DATE FIRST SYMPTOM BEGAN

- » Contact your child's healthcare provider/doctor for a medical evaluation
- » If your child is diagnosed with COVID-19 or tested positive for COVID-19 he or she can return to school when a parent/guardian can ensure that they can answer YES to ALL three questions:
 - ____ Has it been at least 10 days since the child first had symptoms?
 - ____ Has it been at least 24 hours since the child had a fever (without fever reducing medicine?)
 - ____ Has there been symptom improvement, including cough and shortness of breath?
- ♦ If your child has received an alternate diagnosis that would explain the COVID-19 like symptoms, he or she can return to school following the advice of their healthcare provider/doctor and CDC policies. This does not apply to close contact of individuals with COVID-19.
- ♦ If your child has had a negative COVID-19 test, they can return to the CDC after at least 10 days from the date of the first symptoms began once there is no fever without the use of fever-reducing medicines and they have felt well for 24 hours.
- ♦ Report to the Child Development Center any outcomes of your child's visit with their healthcare provider/doctor.

____ Your child may have had close contact (within 6 feet for at least 15 minutes in the last 14 days with someone diagnosed with or exhibiting major symptoms of COVID-19.

/ /
DATE OF LAST EXPOSURE TO CLOSE CONTACT

- » If your child has been determined to have been in close contact with someone diagnosed with COVID-19, they should not attend the Child Development Center for 10 days since the last known contact.
- » If your child becomes symptomatic during this time, have them evaluated by their healthcare provider/doctor and report to the Child Development Center the results and outcome of the medical evaluation.
- » If your student tests positive during this time and remains asymptomatic, he or she can return to school after it has been at least 10 days since the positive test result.
- » If your child tests negative during this time, they must complete the full 10 days of quarantine.

Family GUIDEBOOK

COVID-19 Guidelines and Procedures



At Southeast Health Child Development Center, the health and safety of our students, staff and families is of the utmost importance.

Currently, our day to day activities look a little different than in the past due to new safety measures. This Family Guidebook is designed to aid families in navigating COVID-19 exposure.

This guide provides easy-to-follow scenarios of a positive or suspected case of COVID-19 in the Child Development Center. Additionally, we have provided a sample letter that may be sent home to Parents/Guardians if your child has shown symptoms or has been in close contact with someone diagnosed.

Screening AT HOME

The first step of prevention starts at home!

Families are recommended to take daily temperatures before their child or children arrive at the Child Development Center. Any child with a fever of 100.4 or higher should not be brought to the Child Development Center.

Parents should screen children and themselves daily for respiratory symptoms such as cough and shortness of breath prior to coming to the Child Development Center. Children and adults experiencing symptoms should not attend the Child Development Center.

Don't feel well?
STAY AT HOME!

What if a child TESTS POSITIVE?

A step by step scenario

- 1 Child complains of not feeling well in classroom.
- 2 Teacher assess child in classroom by checking for elevated temperature and/or other symptoms. Fever must be 100.4 F or higher.
- 3 Teacher sends child to office with explanation of symptoms. Office personnel will confirm temperature.
- 4 Office personnel will contact parent/guardian of child.
- 5 Parent consults with their healthcare provider.

IF THE TEST IS NEGATIVE OR HEALTHCARE PROVIDER RECOMMENDS NOT TO TEST...

Child may return to the Child Development Center when he or she is symptom free and fever free for 24 hours without the use of fever reducing medication.

IF THE TEST IS POSITIVE...

- 1 Parent must alert the Child Development Center of the positive test result.
- 2 Child Development Center staff will identify close contact to staff/other children and notify parents of children as to the exposure and instructions for quarantine.
- 3 Child Development Center staff will alert Employee Health.
- 4 Cleaning and Disinfecting of Classroom/Area will be performed at a classroom level, as well as a deep cleaning to be performed by Southeast Health Environmental Services.

What if A FAMILY MEMBER TESTS POSITIVE?

Per the Alabama Department of Public Health recommendation, if a child lives in the home with a family member who is positive, the recommendation is that the child self isolates away from positive contact for 10 days beginning from the last day of exposure with the positive contact. This child may not attend the Child Development Center until the 10 days have passed.

What if A STAFF MEMBER TESTS POSITIVE?

- 1 Staff member tests positive for COVID-19.
- 2 Staff member alerts Southeast Health Employee Health of positive test.
- 3 Director at Child Development Center will notify all parents of exposed children in writing and by phone call or text app.
- 4 All students possibly exposed will be required to quarantine for 10 days from exposure to the positive employee.
- 5 Notification of a positive test will be sent to all parents of Child Development Center children of the positive test within the CDC. Only those children who were directly exposed will be required to quarantine.

If you or your child have any of these symptoms, do not come to the Child Development Center:



FEVER



CHILLS



COUGH



SHORTNESS OF BREATH



FATIGUE



MUSCLE OR BODY ACES



HEADACHE



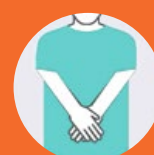
LOSS OF TASTE OR SMELL



SORE THROAT



CONGESTION



NAUSEA OR VOMITING



DIARRHEA