Dear families/staff/Board:

On XX date we learned about a [person/student/staff/camper] with Coronavirus Disease 2019 (COVID-19) at [facility/school name]. We recommend that you take action to help limit the spread of COVID-19, even if your child is not experiencing symptoms. Please answer the phone if the Health Department contacts you. A contact tracer may be trying to reach you with important information.

**The most important things you can do:**

* Make sure your child is wearing [a mask](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html).
* Make sure your child is [washing their hands](https://www.cdc.gov/handwashing/when-how-handwashing.html).
* Keep your child home if they are sick.
* Call your primary care provider if you or your child has symptoms [of COVID-19](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html).

**What is COVID-19?**

A new coronavirus causes COVID-19, which is an illness that was discovered in 2019. Coronaviruses are a type of virus that are named for the crown-like spikes on their surface. There are many kinds of coronaviruses including some that cause respiratory illnesses, like the common cold. The specific symptoms of COVID-19 include:

* Fever or chills
* Cough
* Shortness of breath or difficulty breathing
* Fatigue
* Muscle or body aches
* New loss of taste or smell
* Sore throat
* Congestion or runny nose
* Nausea or vomiting
* Diarrhea

**How does COVID-19 spread?**

COVID-19 spreads mainly from having close contact with someone who has a COVID-19 infection. The virus is thought to spread by droplets from person to person when they speak, cough, or sneeze. Droplets travel less than 6 feet. When droplets from another person get in your mouth or nose you can inhale into your lungs. This virus can be spread by people without symptoms.

**How can parents and guardians help prevent COVID-19 from spreading?**

* If your child is sick, keep them home.
* Make sure members of your household wash their hands often using soap and water for 20 seconds.
* Make sure every member of your household covers their coughs and sneezes with a tissue or their elbow, and then washes their hands afterwards.
* Wear a mask in public when you cannot stay 6 feet apart from other people.

**We are working with the Health Department to keep our community safe.**

* We continue to follow the Health Department’s guidance [for Childcare and Summer Programs](https://www.healthvermont.gov/sites/default/files/documents/pdf/COVID19-Health-Guidance-Childcare-Summer-Programs.pdf).
* We cleaned and disinfected the [facility/school name] per the Health Department guidance.
* Employees and sick children will not return to work until they are healthy.

Learn more about [getting tested in Vermont](https://www.healthvermont.gov/response/coronavirus-covid-19/testing-covid-19).

Thank you for understanding that, due to medical privacy laws, we are not able to release the names of the individuals with COVID-19. We will continue to communicate changes and updates with you. With your participation, we believe we can create a safe and fun experience for your children.

If you have any questions, please feel free to reach out to me at contact information.

Many thanks,