

## General Notification Letter

### DATE

Dear Parent or Guardian,

Our Child Care Program has been notified that a **child/staff member** has been diagnosed with COVID-19. We are alerting parents to be watchful for children with symptoms suggestive of COVID-19 illness during the next 14 days. If your child is identified as being a close contact to the COVID-19 case, the SD-DOH will contact you.

Symptoms include:

- Fever or 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, vomiting or diarrhea

The COVID-19 virus is spread from person-to-person, mainly through respiratory droplets produced when an infected person coughs or sneezes. Spread is more likely to occur when people are in close contact with one another (within 6 feet for at least 15 minutes).

**If your child develops symptoms of any contagious disease**, including COVID-19, do not bring him/her to our program. If a healthcare provider is contacted, follow all directions on care and testing.

Precautions to avoid illness:

- Wash your hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer
- Cover your mouth and nose with a cloth face cover when around others
- Avoid close contact with people who are sick
- Refrain from touching your eyes, nose and mouth
- Cover your coughs and sneezes with a tissue
- Clean frequently touched surfaces and objects
- Individuals at higher risk for severe COVID-19 illness, such as older adults or people who have chronic medical conditions like heart, lung or kidney disease, should take actions to reduce your risk of exposure (<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html>)

For more information on COVID-19, South Dakota's Information Line can be reach at (800) 997-2880 or visit <https://covid.sd.gov/>.

Sincerely,

**Responsible Party**