

## MEMORANDUM

To: Licensed Child Care Service Providers

From: Darlene Edgar, RECE, Director

Re: Positive COVID -19 Cases in Child Care

Date: October 21, 2020

This week, one of the licensed child care centres directly operated by Niagara Region had a positive COVID-19 case. As the province enters the second wave of the pandemic, and the number of positive cases continues to climb across the province, it is likely that other licensed child care service providers will also see positive COVID-19 cases among staff and children in care.

In order to support licensed child care service providers, Niagara Region Children's Services is sharing communications templates that can be used should a positive case be identified in your operations. The communications templates are for a variety of scenarios related to a positive COVID-19 case(s) in a licensed child care centre:

- Notice of entire licensed child care centre closure
- Notice of room/group only closure
- Staff notification of positive COVID-19 case(s)
- Sample responses to parents seeking more information in follow-up to the initial email sent to advise of a positive COVID-19 case(s)

As always, the direction in dealing with a positive case(s) will be managed through Niagara Region Public Health. In order to support Niagara Region Public Health in their contact tracing efforts, it is very important that accurate and complete attendance and staffing schedules are available to share with Niagara Region Public Health. Contact tracing is key in minimizing the spread of the virus.

In addition to the communications templates, as a reference document, a copy of the letter sent to staff and families regarding contact tracing by Niagara Region Public Health, has been included. The letter regarding contact tracing is sent out by Niagara Region Public Health, and is only being shared at this time for information purposes.

Should you require assistance, please do not hesitate to reach out to a Niagara Region Children's Services and/or Niagara Region Public Health.

*Darlene Edgar RECE*