

Good Day (Insert name of the CCC) Families

As you are now aware, Niagara Region Public Health has identified a case of COVID-19 in relation to the (Insert name of the CCC). As a result, a COVID-19 outbreak has been declared by Niagara Region Public Health in the child care centre as per Ministry of Health guidelines. Most staff and children will need to isolate until (insert the first day isolation is over). This means the (Insert name of the CCC) will be closed beginning (insert the first day closed) and will remain closed until (insert the date the program will re-open).

The safety and well-being of your children and our staff are as always our top priority. If you require further clarification regarding the closure of the child care centre, please do not hesitate to connect with Supervisor (insert the name and email of supervisor). Visit [Public Health Novel Coronavirus \(COVID-19\)](#) for provincial guidelines and resources for parents/guardians. Please direct remaining questions to Niagara Region Public Health COVID-19 Information Line by calling 905-688-8248 or 1-888-6057, press 7. To access Niagara Region COVID-19 page please follow this link: [Novel Coronavirus \(COVID-19\)](#)

Respectfully,

Insert your name & contact information