

Good Day (insert name of the CCC) Centre Families

Niagara Region Public Health has identified a case of COVID-19 in relation to (insert name of the CCC) Centre. 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. The staff and children of the **only (insert the name of the room closed)**, will need to isolate for 14 days after their last exposure on the following dates: (insert the dates that Public Health has shared with you for the identified exposure period). This means that the (insert the name of room/group) will be closed beginning (insert date) and will remain closed until each individual's 14 day isolation period has been completed. The (insert the name of room/group) is expected to be fully operational on (insert the date your room will re-open). Niagara Region Public Health has contacted staff and families that may have been in close contact. If you did not receive a call from Public Health, your child's room is open for regular care on (insert next business day) .

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 (insert the name of room/group), please do not hesitate to connect with Supervisor (insert contact name and email address). 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 visit [Novel Coronavirus \(COVID-19\)](#) .

Respectfully,

Insert your name & contact information