

Good Day (insert name of CCC and include supply staff that were working on site on the identified days of exposure) Staff and Supplies

As you are now aware, on (insert the date that PH connected with you), Niagara Region Public Health identified a case of COVID-19 in relation to (insert the 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. The staff and children of the (insert the name of the group/room) only, 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 the group/room) 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 the group/room) 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.

The safety and well-being of 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 and educators.

Take Care,

**Insert your name & contact information**