**SAMPLE LETTER TO PARENTS**

Dear Parents:

We are writing to you today with information and guidance regarding the new coronavirus, now known as COVID-19, first identified in late December 2019.

Risk to Massachusetts residents remains low according to the Massachusetts Department of Public Health. The populations most at risk are the elderly and those with existing medical conditions. Children are considered low risk.

However, we are still preparing and planning for impact from the COVID-19 virus. Our program leaders are in close communication with the local board of health and the Department of Early Education and Care as new information becomes available.

**As you may be aware, COVID-19 is spread through close person-to person contact. As a result, we ask that you please notify us if any member of your household has recently traveled to a Level-3 country (the list can be found here:** [**https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html**](https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html)**) or experienced any other potential exposure risk.**

**We also ask that you to keep your child at home if:**

* **Your child is exhibiting symptoms including fever or cough;**
* **Someone in your home is exhibiting symptoms; or**
* **Someone in your home has been in close contact with a person who is showing signs of being sick.**

We are working closely with staff to ensure that they are following the same guidelines. We are also emphasizing good handwashing routines with our children. Additionally, we are working diligently to fully clean and sanitize our classrooms regularly.

Our program will operate on our normal schedule unless we receive guidance from our local board of health that we need to temporarily close. If that decision is made, we will reach out as soon as possible.

You can find more information about how to best protect yourself and your family from COVID-19 on the Department of Public Health’s website: [www.mass.gov/2019coronavirus](http://www.mass.gov/2019coronavirus).

We will keep you updated as additional information becomes available.

Sincerely,

(Program Director / Licensee)