[PRINT ON LETTERHEAD OF FACILITY]

[INSERT DATE POSTIVE CASE WAS IDENTIFIED]

To: Parents or guardians of children who attend [INSERT NAME OF CHILD CARE PROGRAM]

[INSERT NAME OF CHILD CARE PROGRAM] is working with the State of New Mexico’s Department of Health (NMDOH) because a staff member at our facility or a child who attends our program has tested positive for COVID-19.

This letter is to inform you about the next steps necessary to protect you and your child and our community from COVID-19. Per guidance from the New Mexico Department of Health, we are required to have all our staff tested and to have all children tested if they had “close contact” with the staff member or child who tested positive for COVID-19. According to the NM Department of Health, a “close contact” is defined as being closer than six feet for more than three minutes to a person who is positive for COVID-19. If your child had contact with the person who tested positive, they must self-quarantine at home for 14 days.

Please see attached a Parental Consent form that will allow our facility to provide information to the Department of Health for the purpose of testing and contact tracking/surveillance. As a parent/guardian, you have the right to decline this release of information and authorization for testing.

In addition, at any time, if you or your child begin to develop symptoms of COVID-19, which are cough or shortness of breath, or any two of the following: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell, please call your healthcare provider or the COVID-19 Hotline at 1-855-600-3453.

It is important that you call ahead to your healthcare provider before presenting to the physician’s office, clinic, urgent care or emergency room so that they can be prepared for your arrival. They may also refer you to a testing clinic.

You may call me at [INSERT NAME OF DIRECTOR/OWNER and PHONE NUMBER] or NMDOH at (505) 827-0006, if you have questions. Thank you for your support in these efforts.

Sincerely,

[SIGNED BY DIRECTOR/OWNER]