*Letter template: COVID-19 Outbreak*

Dear Parent(s) / Carer(s),

**Re: Outbreak of COVID-19**

We have been made aware of a small number of staff/children who have tested positive for COVID-19. We would like to take this opportunity to remind you of the signs and symptoms of COVID-19 and ask to keep your child at home if they are unwell or has symptoms.

**Signs and symptoms of COVID-19**

COVID-19 is usually a mild illness for children and most get better in a few days.

Symptoms of COVID-19 can include:

* a high temperature or shivering (chills) – a high temperature means you feel hot to touch on your chest or back (you do not need to measure your temperature)
* a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours
* a loss or change to your sense of smell or taste
* shortness of breath
* feeling tired or exhausted
* an aching body
* a headache
* a sore throat
* a blocked or runny nose
* loss of appetite
* diarrhoea
* feeling sick or being sick

The symptoms are very similar to symptoms of other illnesses, such as colds and flu.

**What to do if you think your child has COVID-19**

If your child develops symptoms of COVID-19, we ask that you keep your child at home whilst they are unwell. They can return to our setting when they are well enough to attend and/or no longer have a high temperature. If your child tests positive for COVID-19, they should stay at home for 3 days full days after the test and return only if they are well enough / do not have a high temperature.

**Further information**

Further information is available at:

[www.nhs.uk/conditions/coronavirus-covid-19/symptoms/](http://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/)

Yours sincerely