PLEASE NOTE: THIS LETTER SHOULD NOT BE ISSUED UNTIL THE CONTENTS HAVE BEEN AGREED WITH THE PHE SW HEALTH PROTECTION TEAM. THE CONTENTS MAY CHANGE AND STATUS OF CASES WILL NEED TO BE UPDATED.

Date: DD/MM/YYYY

FOR CONTACTS/ PARENTS OF CLOSE CONTACTS OF COVID 19 at XXXXX

**Advice for child to self-isolate for 14 days**

Dear parent,

We have been advised by Public Health England that there has been a confirmed case of COVID-19 within the school/ setting.

We have followed the national guidance and have identified that your child (name) has been in close contact with the affected person. In line with the national guidance, we recommend that your child now stay at home and self-isolate until ADD DATE (14 days after contact).

We are asking you to do this to reduce the further spread of COVID 19 to others in the community.

If your child is well at the end of the 14 days period of self-isolation, then they can return to usual activities.

Other members of your household can continue normal activities provided your child does not develop symptoms within the 14 day self-isolation period.

Please see the link to the PHE Staying at Home Guidance

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

**What to do if your child develops symptoms of COVID 19**

If your child develops symptoms of COVID-19, **you should organise for your child to be tested** via the [NHS online portal](https://www.nhs.uk/ask-for-a-coronavirus-test) or by calling 119. Your household should isolate until you receive the test results giving the all clear.

**Symptoms of COVID 19**

The most common symptoms of coronavirus (COVID-19) are recent onset of:

* new continuous cough and/or
* high temperature and/or
* a loss of, or change in, normal sense of taste or smell (anosmia)

**For most people, coronavirus (COVID-19) will be a mild illness.**

**How to stop COVID-19 spreading**

There are things you can do to help reduce the risk of you and anyone you live with getting ill with COVID-19

Do:

* wash your hands with soap and water often – do this for at least 20 seconds
* use hand sanitiser gel if soap and water are not available
* wash your hands as soon as you get home
* cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
* put used tissues in the bin immediately and wash your hands afterwards

**Further information**

Further information is available at

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

Yours sincerely

Name

Role