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.

**Dear**

**Advice for parents: Suspected case of COVID-19**

I am writing to inform you that your child has been in contact with a possible case of COVID-19 at the school/setting.

We have contacted Public Health England who have advised the school/setting that we should treat this as a suspected case until we have received confirmation of test results and therefore at this stage there is nothing extra you need to do.

The current guidance states that if anyone in an education or childcare setting becomes unwell with a:

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

they must be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance).

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

* 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.

Please be vigilant for symptoms.

**Further information**

Further information is available at <https://www.nhs.uk/conditions/coronavirus-covid-19/>

Yours sincerely,

Name

Role