Dear Staff,

Today, an individual in *classroom name* received a positive test result for Covid-19.  The individual was last in the building on *date*.  As a result, *classroom name* will be closed through the *date*.

Per our communication plan and the guidance of the Health Department, we are communicating the confirmed results to all individuals who may have had risk of exposure.  The safety of our staff, children and families we serve is most important.  We will continue to communicate any updates.  Please continue to practice social distancing both inside and outside of work, stay home if you are sick, and wear a mask during work and in public.

Thank you,

*Center Director*