



DALLAS COUNTY

Department of Health and Human Services

[DATE]

Dear Parent/Guardian/Staff:

This letter is to inform you that a child or staff member at [DAYCARE FACILITY] has been diagnosed with COVID-19. Dallas County Department of Health and Human Services is sending you this letter to inform you that you/your child may have been exposed to this person with COVID-19 and are considered a close contact. A close contact is someone who has been within six feet of a person diagnosed with COVID-19 for 15 minutes or more.

Per expert recommendations of the CDC and Dallas County Health and Human Services, you/your child are required to follow these measures to prevent the spread of COVID-19:

1. **Self-quarantine (stay home) until 14 days after your exposure [Date-14 days from last exposure],** except to seek medical care. You should not travel by any commercial or public transportation. This includes travel by airplane, bus, train, ride share service (e.g., Uber, Lyft), or taxi. Even if you/your child are tested for COVID-19 and are negative, you still must self-quarantine for the full 14 days.
2. **Please avoid having your child come into contact** with people at [higher risk for severe illness](#).
3. **Monitor all household members for symptoms** for 14 days after you were last exposed. Watch for: **fever (check your temperature twice per day), coughing, difficulty breathing or shortness of breath, body aches, sore throat, headache, diarrhea and/or vomiting.**
4. **If you develop fever or other symptoms, contact your healthcare provider right away.** Before going to your medical appointment, be sure to tell your healthcare provider that you have been identified as a close contact with someone who is confirmed to have COVID-19. You should travel to a medical facility by private vehicle or medical transport (i.e. ambulance) and not by public transportation.

COVID-19 is a contagious infection that can cause symptoms including, but not limited to, **fever, runny nose, cough, shortness of breath, vomiting/diarrhea, headaches/muscle aches.** Most people with COVID-19 will have mild symptoms but some people may need medical care.

Seek medical care immediately for the following:

Trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, or bluish lips or face.

Contact your child's doctor right away if your child has:

Fever lasting longer than three days, abdominal pain, vomiting/diarrhea, neck pain, rash, bloodshot eyes or feeling extra tired.

If you have any questions, please contact your physician, or Dallas County Health and Human Services, Communicable Disease Division, at (214) 819-2004 between 8:00 – 4:30 pm, Monday – Friday.



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Below are links to additional resources for your information.

- **COVID-19 Testing Locations:**
<https://txdps.maps.arcgis.com/apps/webappviewer/index.html?id=8bf7c6a436a64bfe9a5ce25be580e4ff>
- **14-Day Symptom Monitoring Log:**
<https://www.dallascounty.org/Assets/uploads/docs/hhs/2019-nCoV/7.%20Symptom%20Tracking%20Card%20English%202.12.20.pdf>
- **2019 Novel Coronavirus (COVID-19):** <https://www.healthychildren.org/English/health-issues/conditions/COVID-19/Pages/2019-Novel-Coronavirus.aspx>
- **For Parents and Guardians What to do when you or your child gets COVID-19:**
<https://www.dallascounty.org/departments/dchhs/2019-novel-coronavirus/for-parents.php>
- **Caring for Children:** <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/caring-for-children.html>
- **Symptoms of Coronavirus:** <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- **Multisystem Inflammatory Syndrome in Children (MIS-C):**
<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/children/mis-c.html>