



CHAUTAUQUA LAKE CHILD CARE CENTER

100 NORTH ERIE STREET

MAYVILLE, NY 14757

716-753-5851



Fed. EIN 20-5027676

Hello Everyone,

As you know, the health and safety of our students and staff is our top priority. With that in mind, the purpose of the letter is to inform you that a member of our administrative team, our Executive Director, has tested positive for COVID-19.

Fortunately, last week she was in the center office for a very brief time. Therefore, there was limited exposure to any individuals at the center. The affected individual has been isolated. The local health department designated that there are no direct CLCCC contacts thus no center staff or children are required to quarantine. At this time, it has been determined that no party or person has been deemed a close contact. Close contact is defined as being within 6 feet of someone for more than 10 minutes, while considered infectious with COVID-19.

We are working with the health department and are taking all recommended steps to ensure the safety of our students and staff. All precautionary measures have been taken. This individual will not return to our program until she has completed quarantine/isolation procedures for COVID-19 as directed by the local Department of Health.

We will provide further updates if additional steps need to be taken by our program. Please continue to monitor yourself for symptoms and stay home if you are sick. In addition, please contact your healthcare provider if you develop symptoms or if you have any additional questions or concerns. More information on the symptoms of Covid-19 can be found at <https://coronavirus.health.ny.gov/home> or on the Centers for Disease Control and Prevention website <https://www.cdc.gov/coronavirus/2019-nCov/index.html>.

If you have any questions regarding the information in this letter, please contact us.

Sincerely,

Beth, Marie & Rhonda