**Coronavirus (COVID-19): infection control measures letter to parents**

**Address line one**

**Address line two**

**Town/city**

**Postcode**

**Date**

**RE: The school’s infection control measures**

Dear parent,

I am contacting you following the spread of the coronavirus (COVID-19) in the UK and abroad.

I would like to take this opportunity to outline the preventative measures the school has put in place in order to minimise the spread of infection, in the event of an outbreak within the school.

As per the advice from the government, the school has taken the following actions for infection control:

* Displaying coronavirus infection control measures information posters around the school
* Encouraging good hygiene by promoting the importance of handwashing for at least 20 seconds with warm water and soap in the following circumstances:
	+ Before leaving home
	+ On arrival at school
	+ After using the toilet
	+ After breaks and sporting activities
	+ Before food preparation
	+ Before eating any food, including snacks
	+ Before leaving school
* Installing alcohol-based hand sanitiser dispensers that contain at least 60 percent alcohol throughout the school
* Ensuring pupils and staff understand that they must cover their cough or sneeze with a tissue, then throw the tissue away
* Ensuring frequently touched objects and surfaces are cleaned and disinfected more regularly than usual
* Calling NHS 111 if someone becomes unwell, isolating any unwell people in a separate room, and providing a separate bathroom, where possible
* Staff are being told to stay at home for seven days if they develop symptoms of coronavirus
* **[Please detail any further actions your school has taken]**

As an important part of our school community, I would ask that you encourage good infection control practices, such as thorough handwashing, at home and keep your child informed about the things they can do to discourage the spread of infection.

As per the current NHS and government advice, you should keep your child at home if they develop coronavirus symptoms for a period of seven days. Symptoms include a high temperature or a new, continuous cough. Where symptoms continue after seven days, or begin to worsen, you should call 111. More information regarding symptoms and actions can be found on the NHS website (<https://www.nhs.uk/conditions/coronavirus-covid-19/>).

If you think your child may have been exposed to or has coronavirus, please contact the school on **number** at the earliest opportunity.

I would like to reiterate that these are only preventative measures in place to anticipate any occurrences of coronavirus within the school.

Yours sincerely,

**Name**

**Job role**