

[DATE]

Dear Staff,

As you are aware, Governor Andy Beshear has mandated the closure of all licensed child care programs effective [DATE] due to the continued spread of the coronavirus (COVID-19) in Kentucky. We know the impact this will have on you and your family but we will work through this together. We want you to know that we appreciate you and your dedication to our business and the families/children that we serve every single day.

During our closure, we [WILL or WILL NOT] continue paying our staff. YOU WILL NEED TO FILL IN THIS PART OF THE LETTER .... SINCE EACH CENTER WILL APPROACH THIS DIFFERENTLY.

During the closure, we encourage you to follow the suggestions below:

- Stay home if you're sick.
- Cover your coughs and sneezes with a tissue (or sleeve), and then throw the tissue in the trash.
- Wash your hands often with soap and water for 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer that contains at least 60 percent alcohol.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Clean and disinfect surfaces that are often touched.
- Avoid close contact with people who are sick.
- Take care of your health overall. Eat healthy and exercise to help your body stay resilient.

Your health and well-being is most important to us during this pandemic. We encourage you to stay in touch with us during the closure as we will continue to communicate with you regarding a reopening date and other information relevant.

We love you and will miss seeing you during this mandated closure.

Sincerely,

[NAME]