



TEMPORARY WORKING PROCEDURE	
COVID-19 Incident Reporting	All Licensed and Funded Programs
Effective Date: August 24, 2020 UPDATED: December 28, 2020	

All licensed child care programs must immediately notify EEC of any contagious illness that is a reportable condition as established by the Department of Public Health, Division of Communicable Disease Control.

Routine Reporting of all COVID-19 Related Incidents

All COVID-19 related incidents must be reported to EEC by submitting an Incident Report through the LEAD portal immediately. This includes any presumptive or confirmed COVID-19 cases and/or any confirmed or presumptive exposures involving any individual(s) that spent time in the child care space. Please note: Incident reports must be submitted any time a program is made aware of an individual getting tested for a possible exposure, in addition to when made aware of a positive test.

While the Department of Public Health reporting (below) is focused on positive cases among children, staff, and family members, EEC Incident Reports track the impact to the program. Therefore, the EEC Incident report should contain the following key information, if available:

- The role of the affected individual in the child care setting (child, family member of a child, educator, assistant, household member, or exposure through a contact with one of the above)
- Status of the COVID case (presence of symptoms, whether a test has occurred, whether it is a confirmed close contact)
- Brief description of any guidance received from the Local Board of Health or DPH epidemiologist and any additional contact tracing activities or instructions, if applicable
- Related actions undertaken by the program to respond (isolation, quarantine, communication with families, and/or closure and recommended follow-up steps)

PLEASE NOTE: Medical information that may constitute an unwarranted invasion of personal privacy should be kept confidential. Please do not include the names of children, staff, and family members in the incident report, as well as any other information that could reveal the medical information of a specific individual.

Procedure to Report COVID-19 Positive Staff, Children, or Children’s Household Members

All licensed child care programs must follow the steps below when informed of a COVID-19 positive individual in their program or of a COVID-19 positive individual that shares a home with an individual in the program.

1. Report the positive case to the Department of Public Health using the COVID-19 Positive Reporting Form (a link to this form can be found in a provider’s LEAD account)

2. Connect with an Epidemiologist from the Department of Public Health to discuss next steps. **The Epidemiologist will call the contact as listed in the reporting form after the COVID-19 Positive Reporting Form is submitted.**

3. Implement a communication plan that maintains the privacy of the infected individual and addresses next steps with impacted families as discussed with the Epidemiologist.

4. Submit an incident report in LEAD in the same manner as another infectious disease.

IMPORTANT CLARIFICATION: Individual families or staff members are responsible for communicating with local board of health or Community Tracing Collaborative directly regarding the end date of their required quarantine or isolation. When a positive test or close contact is confirmed with the public health team, a return to work or care date is communicated to the individual directly and EEC providers (including Family Child Care Systems and Child Care Resource and Referral Agencies) are not required to have any communication or documentation from the board of health directly. Individuals are approved to return to care on the date communicated to them by a public health professional at the local board of health or the Community Tracing Collaborative, at which time she/he may report back to the program. Programs should not expect to be provided documentation of return to care dates by the local board of health, Community Tracing Collaborative, or the Department of Public Health.