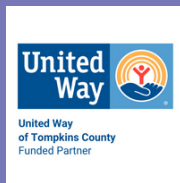




# LET'S HELP STOP THE SPREAD OF CORONAVIRUS



## Mandatory Steps for Handling/Reporting Positive COVID-19 Cases

### OCFS Regulation 417.15(b)(14)(v) states the following:

(14) The caregiver must immediately notify the parent and Office upon learning of the following events involving a child which occurred while the child was in care at the program or was being transported by a caregiver:

(v) communicable disease, (Which includes COVID-19)

## 01 Notify parents immediately to pick children up

- Close program until you receive guidance from the Health Department Charge Nurse or Contact Tracer. (Not the Receptionist)
- Ask families to quarantine their child while they are waiting to be contacted by the Health Department.
- Encourage families to have their children tested.

## 02

**Notify Your Registrar**  
**(Dawn Thornton- Tompkins County)**  
**607-273-0259 ext.229**  
**or**  
**Your Licensor/Registrar**  
**(Syracuse Regional Office)**  
**315-423-1202**

\*refer to the back for information they will need

These are the steps every program will need to follow as soon as they are informed that a child in the program, the provider, a household member, or any other person who has been in contact with the program has tested positive for COVID-19.

## 03 Contact the Health Department

\*Speak with a contact tracer or Charge Nurse (Not the Receptionist)

- Provide Health Department Contact Tracer/Charge Nurse with the following:

Parent contact information for all children present in care on the last day the child/provider/adult/household member who tested positive was present in the program.

## 04 FURTHER PROTOCOLS:

- All children deemed close contacts cannot return to the program until their quarantine period has expired and have received the letter of release from quarantine, from the health department.
- If the provider has tested positive for COVID-19 they will not be able to reopen their program until they have provided the official letter from the Health Department releasing them from quarantine to the registrar.
- Providers are encouraged to be tested as well
- Asymptomatic positive individuals can still transmit

# Be prepared to provide the following information when you are reporting a positive COVID-19 case in your program:

- o County:
- o Modality:
- o Program name:
- o Date reported:
- o DOH complaint (yes/no):
- o OCFS initiated complaint (yes/no):
- o Positive Case (how many for this report):
- o Case Count (total positives in the past 2 weeks):
- o Date positive person was last in program:
- o How many children in care last time positive person was in program:
- o Positive verified via DOH:
- o Program actions:

**Failure to comply with the regulation may result in referral to the Office of Children and Family Services for further action.**

If you have any questions or if you are unsure of what you should report then please reach out to me at 607-273-0259 ext. 229 for assistance. Let's work together to keep everyone in our childcare programs safe and healthy!

**Dawn Thornton, LMSW  
Registrar/Child Care Specialist  
Child Development Council**

