COVID-19 POSITIVE CASE PROCEDURE
Office of Early Childhood and Out of School Learning


1. NOTIFY OECOSL LICENSING CONSULTANT

Programs must notify their OECOSL licensing consultant that a positive case of COVID-19 has been identified within their child care program in an effort to prevent the spread of a communicable disease. A positive case of COVID-19 means that a teacher, staff person, student or parent of a student has reported a positive COVID-19 test result.

*A map of all OECOSL licensing consultant territories can be found here.

2. NOTIFY THE LOCAL HEALTH DEPARTMENT

Programs should contact their local Health Department to notify them of potential exposure and follow recommendations provided to them from the local Health Department.

*Indiana local health departments can be found here.

3. NOTIFY FAMILIES WITH ENROLLED CHILDREN

Parents should be notified of possible exposures and an explanation provided regarding recommendations that were provided by the local health department.

*Sample communications templates can be found here.

4. FOLLOW HEALTH DEPARTMENT RECOMMENDATIONS

Follow any recommendations provided by the local health department regarding deep cleaning and sanitizing. Reference guidance provided by OECOSL under the heading “Maintaining Healthy Operations” found here.

- Close off areas used by the individuals with COVID-19 and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets.
- Open outside doors and windows to increase air circulation in the area.
- If possible, wait up to 24 hours before beginning cleaning and disinfection.
WHEN SHOULD INDIVIDUALS QUARANTINE?

Those that have been in close contact with someone who has COVID-19

Who counts as a close contact?
- You were within 6 feet of someone who has COVID-19 for a total of 15 minutes or more within a 24 hour period
- You provided care at home or in a child care program to someone who is sick with COVID-19
- You had direct physical contact with the person (hugged or kissed them)
- You shared eating or drinking utensils
- They sneezed, coughed, or somehow got respiratory droplets on you

WHAT DOES IT MEAN TO QUARANTINE?
- Stay home for 14 days after your last contact with a person who has COVID-19
- Watch for fever (100.4), cough, shortness of breath, or other symptoms of COVID-19
- If possible, stay away from others, especially people who are at higher risk for getting very sick from COVID-19

WHEN SHOULD YOU START AND END QUARANTINE?
- You should stay home for 14 days after your last contact with a person who has COVID-19.
- Even if you test negative for COVID-19 or feel healthy, you should stay home (quarantine) since symptoms may appear 2 to 14 days explore to the virus.

A negative test does not prevent you from needing to complete your quarantine period.

For children attending your program that receive child care subsidy through the Child Care Development Fund (CCDF), encourage them to reach out to their local eligibility office if action needs to be taken to place their vouchers into a status of pending if the absence from the program is going to be excessive.

A map of local eligibility offices can be found here.

Updated 12/2/2020
The below scenarios are meant to provide support for Indiana’s Early Education programs when positive cases arise. These are not meant to take the place of consultation with local health officials.

SCENARIO 1

A child who has been attending child care center, in the two-year-old classroom, tests positive for COVID-19. His/her parents contact the child care and report the positive test and indicate that he/she will be staying home. The child care has been keeping the same children together each day with the same set of teachers (one primary teacher and a sub who covers lunch and breaks).

The child care should take the following steps:

- **Contact licensing consultant**
- **Contact local health department**
- **Close the 2-year-old classroom for up to 24 hours.**
- **Clean and disinfect the area according to CDC guidelines and OECOSL guidance.**
- **Contact families in the 2-year-old classroom to let them know that their child has had direct contact with someone who is positive for COVID-19.**

These children would be considered a close contact and would be advised to stay home (quarantine for 14 days) and to consult with their healthcare provider for evaluation and determination if testing is recommended.

- **Contact all other families in the child care and notify them that a positive case has been identified in the child care. Inform them that they should watch for any symptoms associated with COVID-19 and stress the importance of mitigation strategies such as staying home when sick, washing hands, wearing masks and social distancing.**

- **Send home the primary teacher and the sub who have been working in the 2-year-old classroom to begin their 14 day quarantine period and provide them information on testing sites.**

Due to high volume, the local health department may be unable to provide guidance swiftly to the child care. In those circumstances the below process could be followed.

The two-year-old classroom should be closed for 14 days.

The way in which this would be calculated could be as follows:

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<tbody>
<tr>
<td>Child Care notified of Positive Case</td>
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<tr>
<td>Deep Cleaning of 2-year-old classroom</td>
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The child care scenario is followed by a table showing the timeline for deep cleaning the two-year-old classroom.
A teacher, in the 4-year-old classroom, in a ministry, comes to work and begins to feel ill. Due to the protocols of assessing staff daily the teacher is sent home once symptoms were noticed. The teacher does go to see her physician and is given a rapid COVID test. The test comes back positive and the teacher notifies the ministry of the positive test result. The ministry has been keeping the same children together each day with the same teachers however, the breakroom has been an area where teachers congregate and eat lunch. Upon discussion it has been learned that many of the teachers have been around each other eating lunch, without masks, for several days while the ill teacher was present.

The child care should take the following steps:

1. Contact local health department
2. Close the 4-year-old classroom for up to 24 hours.
3. Clean and disinfect the area according to CDC guidelines and OECOSL guidance.
4. Contact all contact licensing consultant
5. Contact families in the 4-year-old classroom to let them know that their child has had direct contact with someone who is positive for COVID-19. These children would be considered close contacts and would be advised to stay home (quarantine for 14 days) and to consult with their healthcare provider for evaluation and determination if testing is recommended.
6. Contact all other families in the child care and notify them that a positive case has been identified in the child care. Inform them that they should watch for any symptoms associated with COVID-19 and stress the importance of mitigation strategies such as staying home when sick, washing hands, wearing masks and social distancing.
7. Notify all teaching staff that they may have had contact with a co-worker who has tested positive for COVID-19 due to the practice in the lunch room. Any teacher that has been eating in the break room, with the teacher, and has had close contact may need to begin a quarantine period.

Due to high volume, the local health department may be unable to provide guidance swiftly to the child care. In those circumstances the below process could be followed.

The way in which this would be calculated could be as follows:

- The two-year-old classroom should be closed for 14 days.
A parent of a child, who is attending a child care home, contacts the home operator and indicates that he/she has tested positive for COVID-19. Based upon the makeup of the child care home, all children have been together with the home operator and there are no other staff. The child care home operator has had pick up and drop off policies that have not allowed parents into the child care and thus direct contact with the parent has not occurred for all children. The child care home operator has also required that all parents wear masks during drop off and pick up and has worn a mask as well.

The child care should take the following steps:

1. Contact local licensing consultant
2. Contact local health department
3. Inform the family that until the 14 day quarantine period is over that the child cannot return to the child care.

Contact families of the other children in the childcare to let them know that their child has had contact with a child whose parent has tested positive for COVID-19.

Inform them that they should watch for any symptoms associated with COVID-19 and stress the importance of mitigation strategies such as staying home when sick, washing hands, wearing masks and social distancing.

Due to their not being direct contact with the parent that tested positive, no other steps would be necessary unless directed by the local health department.
A child care home operator tests positive for COVID-19 and is displaying common symptoms of fever, cough, and fatigue.

The child care should take the following steps:

1. Contact local health department
2. Contact licensing consultant
3. Close the child care for 14 days.
4. Contact families and let them know that their child has had close contact with someone who has tested positive for COVID-19.

These children would be considered close contacts and would be advised to stay home (quarantine for 14 days) and to consult with their healthcare provider for evaluation and determination if testing is recommended.

Due to high volume, the local health department may be unable to provide guidance swiftly to the child care. In those circumstances the below process could be followed.

The two-year-old classroom should be closed for 14 days.

The way in which this would be calculated could be as follows:

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<th>Day</th>
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<tr>
<td>Child care operator becomes ill.</td>
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<td>Child Care Closed</td>
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<tr>
<td>Child Care operator becomes ill if the operator is symptom-free.</td>
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<td>Child Care re-open</td>
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Deep Cleaning Continues