

# COVID-19 positive case procedure

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Follow the steps below if your program identifies a positive case of COVID-19.

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## 1 Notify OECOSL licensing consultant

Programs must notify their OECOSL licensing consultant, within 24 hours, that a positive case of COVID-19 has been identified within their child care program. 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 should be provided regarding recommendations that were provided by the local health department.

## 4 Follow health department recommendations

Follow any recommendations provided by the local health department regarding deep cleaning and sanitizing. Reference [guidance provided by OECOSL](#).

- 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.

## What is a close contact?

Being within six feet of someone for a cumulative total of 15 minutes or more over a 24-hour period.

## What does it mean to quarantine?

Removing yourself from situations where others could be exposed/infected and self-monitor for symptoms.

## When is isolation required?

When an individual has tested positive for COVID-19 or develops a fever of 100.4° F or above and/or one or more of the following symptoms:

- Sudden onset of cough
- Sudden loss of taste or smell
- Sudden onset of shortness of breath

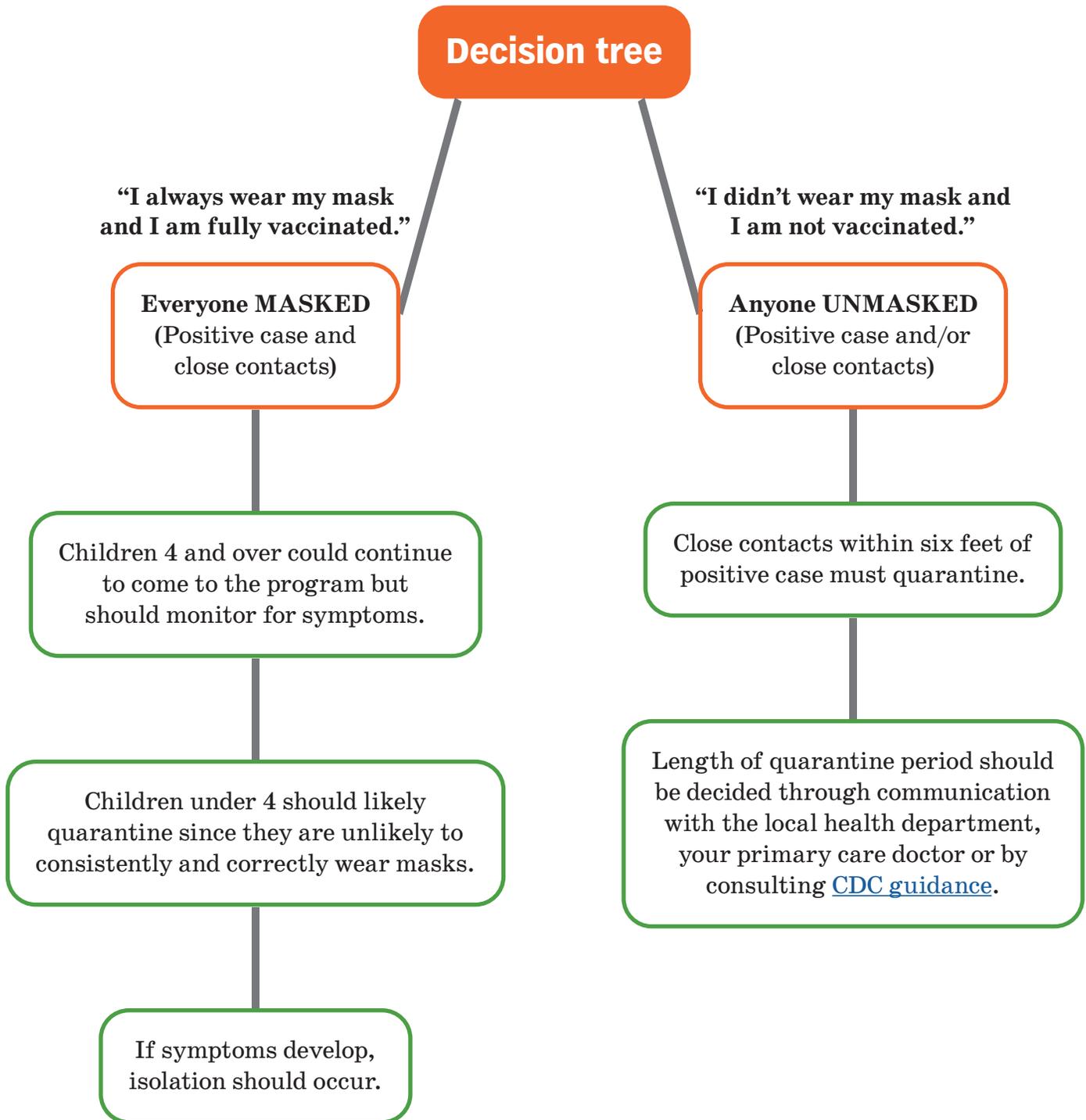
## What does it mean to self-monitor?

Perform a self-check or be monitored twice daily for fever of 100.4° F or above. If symptoms develop, even if you're fully vaccinated, isolate and obtain testing.

## What is consistent and correct usage of a mask?

- One that fits snugly against the face.
- One that completely covers the nose and mouth.
- One with layers to keep your respiratory droplets in and others out.

## COVID-19 quarantine guidance



## Child care scenarios

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 a classroom with children 4 and older 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 (isolating). 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) and all children and staff were wearing masks.

**The child care should take the following steps:**



Contact the licensing consultant.

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Contact the local health department.

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Clean and disinfect the area according to CDC guidelines and OECOSL guidance.

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Contact all other families in the child care and notify them that a positive case has been identified. Inform them that they should watch for any symptoms associated with COVID-19.

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Contact families in the child's pod to let them know that their child has had direct contact with someone who is positive for COVID-19. These children and staff would be considered a close contact. If the teachers are fully vaccinated, they would not need to quarantine. They would need to continue to wear a mask and watch for symptoms.

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Children 4 and older, due to their age and ability to consistently and correctly wear a mask, would not need to quarantine either, unless directed by the local health department.

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## Child care scenarios

### Scenario 2

A teacher in the 2-year-old classroom comes to work and begins to feel ill and is not wearing a mask. 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 program of the positive test result. The program has been keeping the same children together each day with the same teachers; however, the program has not mandated that children, staff, teachers or parents wear masks.

**The child care should take the following steps:**



Contact the licensing consultant.

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Contact the local health department.

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Clean and disinfect the area according to CDC guidelines and OECOSL guidance.

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Contact families in the classroom to let them know that their child has had direct contact with someone who is positive for COVID-19 who was not wearing a mask. These children would be considered close contacts and would be advised to stay home (quarantine) because masks were not worn.

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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.

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## Child care scenarios

### Scenario 3

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 home operator is fully vaccinated. Drop-off and pick-up procedures have allowed for the parent to have contact with all children and staff. The child care home operator has required that all parents, children and visitors wear masks.

**The child care should take the following steps:**



Contact the licensing consultant.

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Contact the local health department.

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Contact families of the other children to let them know that their child has had contact with a an individual who has tested positive for COVID-19.

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Because all children were wearing masks and the interaction between the parent and children was for less than 15 minutes, children would not need to quarantine but monitor for symptoms. The child of the parent that was positive would need to isolate at home.

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Due to the operator being fully vaccinated, the child care could remain open with the operator wearing a mask. The operator should self monitor for symptoms.

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## Child care scenarios

### Scenario 4

A child care home operator tests positive for COVID-19 and is displaying common symptoms of fever, cough and fatigue. The operator has not been wearing a mask and neither have parents or children attending the child care home.

**The child care should take the following steps:**



Contact the licensing consultant.

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Contact the local health department.

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The child care operator will need to isolate. All children who were in close contact will need to quarantine and monitor for symptoms.

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Contact families and let them know that their child has had close contact with someone who has tested positive for COVID-19.

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Because masks were not worn, children cannot return to the child care until the quarantine period is over.

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For more information, contact the  
Office of Early Childhood and Out-of-School Learning  
317-503-6519 | [OECOSLproviderinquiry@fssa.in.gov](mailto:OECOSLproviderinquiry@fssa.in.gov)