

## Positive COVID-19 Test and Pandemic Day Guidance for Child Care Programs

### Positive COVID-19 Test

If an administrator/provider, employee, or child care staff member employed by the child care program (including residents of family child care homes) or a child enrolled in the program tests positive for COVID-19, the program must:

- Notify the Ohio Department of Job and Family Services (ODJFS) by the next business day in the Ohio Child Licensing and Quality System (OCLQS) as a serious incident.
  - How to enter a serious incident in OCLQS:  
<http://earlychildhoodohio.org/sutq/pdf/OCLQSSeriousIncident.pdf>
- Notify the local health department by the next business day.
  - Find your local health department: <https://odh.ohio.gov/wps/portal/gov/odh/find-local-health-districts>
- In coordination with the local health department, ensure the person completes isolation or quarantine procedures for COVID-19 before returning to the program.
  - If the family child care provider or a resident of the home tests positive for COVID-19, care may not resume until the isolation or quarantine is complete.

It is recommended the program also:

- Work with the local health department to identify potentially infected or exposed individuals.
- Test all suspected infections or exposures.
- Following testing, contact the local health department to initiate appropriate care and contact tracing.
- Use the [Sample Parent Communication for Positive COVID-19 Test](#).

**Pandemic Days** are days the provider would normally provide care for currently enrolled children, but the Ohio Department of Health or local health department has required or recommended the program close (or all staff/children at the program quarantine/isolate) as a result of the COVID-19 pandemic. Programs can request payment for up to 21 pandemic days per state fiscal year by sending an email with documentation from the health department to [Child\\_care\\_adjustment@jfs.ohio.gov](mailto:Child_care_adjustment@jfs.ohio.gov).

### Include in the email:

- The name and address of the program
- Phone number(s)
- Email address
- Description of the incident
- An attachment of supporting documentation (i.e. letter or email) from the health department
- The planned closure dates for the program, for example, the program is closing from June 1 through June 15, 2020

*\* Failure to provide documentation will result in the pandemic days not being paid.*