

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

**This document was updated to add absent day information*

Positive COVID-19 Test

If an administrator/provider, employee, child care staff, resident of a family child care home, 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.
- 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. Pandemic days are valued at 8 hours for each child with a full-time authorization and 5 hours for each child with a part-time or hourly authorization.

Include in the email:

- The name and address of the program
- Program license number
- 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.*

Absent Days are days the child is authorized and scheduled to be in care but is not in attendance. Child care would have been provided had the child been present with the provider. Absent days are valued at 8 hours for each child with a full-time authorization and 5 hours for each child with a part-time or hourly authorization.

- Programs may continue to request payment for up to 20 absent days per child during each six-month period of January through June and July through December.
- If a child has been ordered to quarantine due to COVID-19, absent days may be used for that child.
- When a program has not completely closed but due to COVID-19 requirements, has closed a room, or rooms, the program may bill absent days for the children in the closed/quarantined rooms if the child was scheduled to be in attendance for the days the room is closed and the authorization has not been ended

Frequently Asked Questions

- 1. Is a program eligible for pandemic days if it has supporting documentation from a local governing body, such as a city, township, or county, ordering it to close due to COVID-19?**
Yes, a program is eligible for pandemic days if it has documentation from a local governing body ordering the program to close due to COVID-19.
- 2. If a family child care provider (Type A or Type B) has been ordered to self-quarantine, is that enough verification that the family child care program is closing and is eligible for pandemic days?**
Yes, if the family child care provider has supporting documentation (i.e. letter or email) stating they have been ordered to self-quarantine, they may request pandemic days payment for the children who remain authorized to the program. If the children are in need of care, and have not been quarantined, then the authorizations can be moved to another program and the closed program cannot request pandemic day payments.
- 3. A family child care provider (Type A or Type B) has documentation from a hospital requiring them to self-quarantine. Is this acceptable supporting documentation to request pandemic days payment?**
Yes, notification from a hospital is acceptable supporting documentation.
- 4. A teacher was ordered to quarantine due to COVID-19 exposure outside of the program. The program was not ordered to close, and no children are quarantined. The program closes the teacher's room until the teacher's quarantine ends. May the program bill for absent days or pandemic days for the PFCC children in this room?**
Pandemic days may not be requested when closure of a room or the program was a business decision. Absent days may be used for the children in the room as long as the authorizations remain. If the children are authorized to another program during the classroom closure, then absent days cannot be billed.
- 5. A child in the toddler room tested positive for COVID-19. The program closed that room as the children and teacher in it are quarantined. The health department did not order or recommend the entire program close. The program made a business decision to shut down the entire program for two days to deep clean. Can absent days or pandemic days be used for the days the entire program was closed?**
No. The program closure was not ordered or recommended by the health department so pandemic days cannot be requested. The program may enter absent days for the children in the closed room on days when the rest of the program remains open.
- 6. A program received written notice from the health department recommending that they close for two days and conduct a deep cleaning of the entire program. May the program request pandemic days payment?**
Yes, as the health department recommended that the program close, they may request pandemic day payment for the days they are closed.