



The below information is meant to outline the procedure that child care or school age programs should take if a positive case of COVID-19 is identified in their program.

**Steps a Child Care program should take if a teacher, student, family, or staff member have a confirmed case of COVID-19?**

1. 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 family member of a student has reported a positive COVID-19 test result.

*A map of all OECOSL licensing consultant territories can be found [here](#).*

2. 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. 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](#) to utilize when communicating to families.*

4. 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](#), for information on cleaning and sanitizing in child care.

- 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.

5. 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 at this [site](#).*