

Interim Guidance on Management of COVID-19 Cases in Childcare Settings

COVID-19 Reporting to DCFS and CDPH

Under [Public Health Order No. 2020-2](#), child care facilities must report to CDPH clusters of 2 or more cases of COVID-19 occurring within 14 calendar days of each other within 24 hours of identifying the cluster. **In order to protect the progress we've made in Chicago to reduce COVID-19 transmission, as of July 13, 2020, our interim guidance now encourages notification for every case.**

Each case of COVID-19 in any type of childcare facility should prompt a contact to your DCFS licensing office and Chicago Department of Public Health (CDPH). As of July 13, 2020, we are asking facilities to report EVERY case through the confidential CDPH COVID-19 Online Case Report Form: <http://redcap.link/chicovidreport> (select the second option: Cluster of 2 or more cases OR single case in a congregate setting).

In order to complete the form, you will need the following information:

- Total number of classrooms at your facility
- Total number of classrooms impacted
- Total number of students at your facility
- Total number of staff at your facility
- Total number of students thought to be exposed
- Total number of staff thought to be exposed
- The positive individual's reported or observed symptom onset date
- The positive individual's last date at the facility
- The positive individual's test date
- Additional optional information includes the testing provider (if known).

If your facility has 2 or more cases (apart from household members) that involve 2 or more different classrooms, call 311 and ask to speak to the medical director on-call to discuss management.

Childcare Facility Contact Tracing

Given your access to staff and student records, the need for prompt notification to close contacts, and the relationship you have with your staff and families, your facility is best positioned to conduct initial contact tracing and notification. Support from CDPH can be requested by emailing coronavirus@chicago.gov, but the below should be completed as soon as possible. CDPH will conduct additional follow-up with staff close contacts and families of child close contacts, as well as contact tracing of the case outside of the facility.

Contact Tracing First Steps

- Above all, ensure the identity of the positive individual is protected.
- Interview the staff member or child's parent/guardian by telephone as soon as you receive a verbal or written report that they tested positive. Questions to ask include:
 - Were they were diagnosed through a test?
 - If so, what type (nose swab, mouth/oral swab, or blood test).
 - If they had only an antibody (blood test) and they have not had any symptoms, no further action is required.
 - What was the test date?
 - What was the last day they were in the facility? (Please confirm by looking at attendance files.)
 - If symptoms, please ask the first day of their symptoms.
 - If NO symptoms, confirm the test date again.
- Complete the CDPH Online COVID-19 Case Report Form: <http://redcap.link/chicovidreport> (select the second option: Cluster of 2 or more cases OR single case in a congregate setting).

Determining Who is a Close Contact

- By definition, close contacts are individuals with whom the positive case was within 6 feet for more than 15 minutes starting **2 days prior to their first day of symptoms (or for asymptomatic individuals their test date) through their last day at the facility.**
- During Phase 4 of the COVID-19 response, all children and staff within the positive individual's classroom should be considered close contacts.
- Assess whether there were any other staff members not assigned to the classroom or children in other classrooms with whom the positive individual had close contact (e.g., siblings or alternate caregivers of the child). If the positive individual is a staff member, this assessment should include an interview of that staff member.
- Once your [CDPH Online COVID-19 Case Report Form](#) is received by CDPH, you will receive an encrypted email with instructions to reply (to ensure it is encrypted) and attach a list of contacts.
 - This list should include the following information:
 - Student_Staff Name
 - Date of Birth
 - Parent_Guardian Name
 - Address
 - All contact numbers on file
 - Email address

Isolation/Quarantine Recommendations

For student or staff with a positive test:

- Ensure the positive individual is aware that they should stay home and away from others until it has been at least 10 days since their symptoms first appeared (or for asymptomatic individuals, from their test date) and at least 24 hours with no fever (without using fever-reducing medications) and improved symptoms, whichever is longer.
- The CDC recommends that any child or staff with close contact to a person suspected of having or diagnosed with COVID-19 be excluded from the childcare facility for **14 days from the last day of exposure to a positive case** and monitored for symptoms. If symptoms develop, they should be evaluated and tested for COVID-19.
 - Negative testing does not clear a close contact to return to the childcare facility sooner than 14 days from the date of last exposure.
- While masking of staff and other facility precautions are critical to prevent spread of COVID-19 within the facility, out of an abundance of caution, these factors will not change the recommendation for quarantine of close contacts.
- If the positive individual is a staff member who has a child enrolled at the facility, the child should also quarantine for 14 days from the end of the isolation period of the staff member, or if the staff member can guarantee complete isolation from the child, for 14 days from the last date of exposure to the positive staff member. See [CDC's Quarantine Guidance](#).
 - If the positive staff member's child is symptomatic, testing is recommended. Pre-emptive closure and notification of the classroom is also recommended until the test result returns. If the test is positive, the above contact tracing steps for that child should occur and the child's classroom should remain quarantined for the full 14 days.
 - If the positive staff member's child is asymptomatic and has been appropriately quarantined for 14 days, no additional steps need to be taken with that child's classroom beyond continued daily symptom monitoring.
- If the positive individual is a child who has a sibling enrolled or a parent on staff at the facility, the same quarantine instructions apply for the sibling or parent as for the child of a positive staff member.

For student or staff with symptoms but no test:

If a child or staff member has symptoms of COVID-19, and it is determined by a medical provider that the individual likely does NOT have a COVID-19 infection, the child or staff member may return to the childcare facility if the following is met:

- Documentation of a negative test for COVID-19; AND
- It has been 24-hours with no fever (without fever-reducing medication); AND
- Completion of a full 14-day quarantine if the individual was a close contact of a case; AND
- A note from a medical provider documenting an alternate diagnosis if the child or staff member continues to be symptomatic for another reason besides COVID-19 infection.

Notifications

- Notify the identified close contacts that they were exposed to someone with COVID-19 at your facility. It is recommended that you notify exposed staff and the families of exposed children in person or via telephone to confirm receipt of this information. A sample close contact notification template is included at the end of this document for those you may be unable to reach by other means or if you choose to send an additional written notification.
 - Instruct them to quarantine at home for 14 days from the last day of contact with the person who self-reported (do not reveal the identity of the positive case).
 - Close contacts should monitor their symptoms and contact their medical provider if they develop symptoms of COVID-19.
- All staff and families within the facility, regardless of whether they are close contacts or not, should be notified of the positive case. You may use the general notification letter template at the end of this document as a guide.

Testing Recommendations

As of July 13, 2020, all close contacts (with or without symptoms) should be tested **between days 5 and 9 after exposure to a positive case**. Close contacts of positive cases may call their healthcare provider to arrange for testing. If other testing options are needed, refer to the [City of Chicago's coronavirus testing website](#).

- A negative result does not rule out developing COVID-19 disease and does not clear a close contact to return to the childcare facility sooner than 14 days from the date of last exposure. Quarantine for 14 days is essential to continue to monitor for symptoms.
- A positive result should be reported to the daycare as well as CDPH. If positive, individuals should isolate themselves until:
 - It has been at least 10 days since the onset of the individual's illness or specimen collection date;
 - The individual's symptoms, including cough, have improved; and
 - The individual is free from fever without the use of fever-reducing medications for at least 24 hours.

If symptoms develop at any time during the 14 days, the individual should be evaluated and tested for COVID-19 as soon as possible.

- A negative result does not rule out developing COVID-19 disease. Quarantine for 14 days is essential to continue to monitor for symptoms. If symptoms worsen, the individual should speak with their healthcare provider to discuss retesting.
- A positive result should be reported to the daycare as well as CDPH. If positive, individuals should isolate themselves until:
 - It has been at least 10 days since the onset of the individual's illness or specimen collection date;
 - The individual's symptoms, including cough, have improved; and
 - The individual is free from fever without the use of fever-reducing medications for at least 24 hours.

Cleaning

Perform enhanced cleaning and disinfection after persons suspected/confirmed to have COVID-19 have been in the facility. Follow [CDC cleaning and disinfection recommendations](#). **Unless otherwise recommended by CDPH, automatic facility closure is not required with a single case of COVID-19 as long as close contacts have been notified of quarantine recommendations.**

Next Steps

1. After receiving a report, CDPH will contact you to discuss infection controls in place at your facility, ways to protect your staff and students, and obtain the list of contacts.
2. CDPH will call the positive staff member or family of the child once the positive lab result is received from a healthcare provider and conduct household and community contact tracing outside of your facility.
3. You should notify CDPH if additional positive cases are identified in your facility by filling out the CDPH COVID-19 confidential [online case report form \(select the second option: Cluster of 2 or more cases OR single case in a congregate setting\)](#).
4. Refer to the following resources for further information:
 - a. www.chicago.gov/coronavirus
 - b. [CDC Guidance for Childcare Facilities](#)
 - c. [DCFS Restore Illinois Licensed Day Care guidance](#)
 - d. www.chicago.gov/reopening

Notification Templates

CLOSE CONTACT COMMUNICATION

Subject: Exposure to COVID-19 Case at _(FACILITY)_

Dear _(Individual's Name)_,

We are writing to update you on a recent development regarding the Coronavirus Disease 2019 (COVID-19). We have learned that a _(FACILITY)_ employee/student has been diagnosed with COVID-19. You were identified as a close contact of this individual.

You/your child should monitor your health starting now through _(DATE of 14 days after last exposure to positive case)_. Symptoms of COVID-19 include fever (temperature greater than 100.4 degrees Fahrenheit), chills, cough, shortness of breath, fatigue, muscle/body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea.

You/your child should not go to work or school and should avoid public places during this time.

If you/your child develop [symptoms of COVID-19](#), please contact your medical provider to discuss evaluation and testing. Any individuals who are sick with or exhibiting symptoms of COVID-19 must stay home and away from others for at least 10 days since their symptoms first appeared and at least 24 hours with no fever (without using fever-reducing medications) and improved symptoms, whichever is longer. See the Chicago Department of Public Health's [guidance on what to do if you are sick](#). If your symptoms are severe, such as difficulty breathing or shortness of breath, persistent pain or pressure in the chest, new confusion or difficulty waking up, or bluish lips or face, please seek the closest emergency department or call 9-1-1 immediately.

If you/your child do not have symptoms, it is recommended to be tested 5 to 9 days after your exposure to a positive case, which was _DATE_. Close contacts of positive cases are encouraged to call their healthcare provider to arrange for testing. If other testing options are needed, refer to the [City of Chicago's coronavirus testing website](#). Remember that even if you test negative, you must still complete the full 14-day quarantine. If you test positive, you must stay home for at least 10 days after your test date.

For any additional COVID-19 questions or support, please visit www.chicago.gov/coronavirus for the most reliable information. If you do not find the information you need on the website, email coronavirus@chicago.gov.

The health and wellness of our staff and students are the highest priority of _(FACILITY)_. We continue to follow Chicago Department of Public Health and CDC guidelines as we ensure proper protocols and preventative measures are in place for the health and safety of our staff and patrons. Please contact us at _(FACILITY CONTACT INFORMATION)_ if you have any questions.

Sincerely,

SIGNATURE

(FACILITY LEADERSHIP NAME)

GENERAL COMMUNICATION

Subject: Confirmed COVID-19 Case at _(FACILITY)_

Dear Staff and Families,

We are writing to update you on a recent development regarding the Coronavirus Disease 2019 (COVID-19). We have learned that a _(FACILITY)_ employee/student has been diagnosed with COVID-19.

[The employee/student was last at the facility on (DATE) - only to be included if it can be done without obviously identifying the individual. If needed, give a broad date like "the week of _____."] To ensure the health and safety of our families and staff, following CDC guidance, _(FACILITY)_ [will ensure/has conducted] a thorough cleaning and disinfection of our facility.

Students and staff who have been identified as having been in prolonged close contact with this individual [will be/have been] notified via a separate communication. As a reminder, prolonged close contact is defined as being within 6 feet of an infected person for 15 minutes or more. Those who had brief, casual contact with an infected individual are not considered at great risk of transmission and, for most people, the illness is generally mild and can be safely managed at home. As always, everyone should monitor their health and stay at home if they develop symptoms. Anyone who develops severe symptoms should seek medical care immediately.

We continue to follow Chicago Department of Public Health and CDC guidelines as we ensure proper protocols and preventative measures are in place for the health and safety of our staff and patrons.

Public Health Guidance

Symptoms of COVID-19 include fever (temperature greater than 100.4 degrees Fahrenheit), chills, cough, shortness of breath, fatigue, muscle/body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea. If you or your child develop symptoms of COVID-19, please contact your medical provider to discuss evaluation and testing.

For severe symptoms, such as difficulty breathing or shortness of breath, persistent pain or pressure in the chest, new confusion or difficulty waking up, or bluish lips or face, please seek the closest emergency department or call 9-1-1 immediately.

Any individuals who are sick with or exhibiting symptoms of COVID-19 must stay home and away from others for at least 10 days since their symptoms first appeared and at least 24 hours with no fever (without using fever-reducing medications) and improved symptoms, whichever is longer.

For any additional COVID-19 questions or support, please visit www.chicago.gov/coronavirus for the most reliable information. If you do not find the information you need on the website, email coronavirus@chicago.gov. The health and wellness of our staff and students are the highest priority of _(FACILITY)_. Please contact us at _(FACILITY CONTACT INFORMATION)_ if you have any questions.

Sincerely,

SIGNATURE
(FACILITY LEADERSHIP NAME)