

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

Key Points (updated January 4, 2022)

- Report all COVID-19 cases to <http://redcap.link/chicovidreport> (select option 2 “Community congregate setting: single case or cluster of 2 or more cases”). Programs 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 prevent COVID-19 transmission in schools and ensure efficient case investigation and contact tracing.
 - See [COVID-19 Reporting to DCFS and CDPH](#)
- As soon as possible after being notified that someone in the childcare setting has tested positive for or been diagnosed with COVID-19, childcare setting staff should notify [close contacts](#) of exposure, in accordance with applicable privacy and other laws.
 - See [Childcare Program Contact Tracing](#)
- Students and staff who have been in [close contact](#) with someone who has COVID-19 should receive [diagnostic testing](#) and follow quarantine guidance from the school. Any close contacts who [test positive for SARS-CoV-2](#) or who have COVID-19 like symptoms should begin [isolation](#) regardless of [vaccination status or prior infection](#).
 - See [“For student or staff identified as close contact”](#)
- Childcare program quarantine for unvaccinated close contacts:
 - Quarantine at home for 10 calendar days after last exposure to the COVID-19 case (return day 11). Date of last exposure is considered day 0.
 - Student should be tested day 5 after exposure, per [CDC guidance](#).
 - The individual may end quarantine after day 10 (return day 11) if no symptoms of COVID-19 developed during daily monitoring
- Child care providers should refer to [CDC’s Guidance for Operation Child Care Programs during COVID-19](#) to protect students, staff and communities. Messaging to families and staff around safe COVID-19 practices and community mitigation practices outside of school to protect school cohorts and education as an essential service are critical for your school community. This includes reinforcing safe travel recommendations for unvaccinated individuals and students.

COVID-19 Reporting to DCFS and CDPH

Clear guidance should be provided to parents and staff about acceptable methods of reporting COVID-19 lab results or diagnosis to the program as soon as possible. Program should reinforce that children and staff be kept out of facility pending the results of COVID-19 testing for any reason.

Each case of COVID-19 in any type of childcare program should be reported through the confidential CDPH COVID-19 Online Case Report Form: <http://redcap.link/chicovidreport> (select option 2 “Community congregate setting: single case or cluster of 2 or more cases”).

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

- Total number of classrooms/cohorts impacted
- Total number of students thought to be exposed (close contacts)
- Total number of staff thought to be exposed (close contacts)
- The positive individual’s reported or observed symptom onset date
- The positive individual’s last date at facility
- The positive individual’s test date, testing provider (if known)
- Additional optional information includes grade level/classroom, information about positive case potential exposure (recent travel, social gatherings, contact with positive case).

If your program has 2 or more cases (apart from household members) that involve 2 or more different classrooms, make a note in your [Online Case Report Form](#) to receive additional CDPH support and guidance. This may prompt more intensive case investigation. When in doubt, quarantine the room in question, and reach out to CDPH on the next business day. Under [Public Health Order No. 2020-2](#), programs 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 prevent COVID-19 transmission in schools and ensure efficient case investigation and contact tracing.

Childcare Program 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 program is best positioned to conduct initial contact tracing and notification of close contacts within your facility/program. CDPH will conduct contact tracing to identify close contacts outside of the facility/program.

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, they are not a positive COVID-19 case.
 - What was the test date?
 - What was the last day they were in the facility/at your location? (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: <https://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

- [Close contacts](#) are individuals who were within 6 feet of an infected person (laboratory-confirmed or a clinically compatible illness) for a cumulative total of 15 minutes or more over a 24-hour period (for example, three, individual, 5-minute exposures for a total of 15 minutes). An infected person can spread SARS-CoV-2 starting 2 days prior to their first day of symptoms (or for asymptomatic individuals, 2 days prior to their test date) through their last day at school (or ten days after their onset of symptoms/test date).
- 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., children or siblings of positive individuals). If the positive individual is a staff member, this assessment should include an interview of that staff member.
- **In order to protect childcare operations, rotation of staff between classrooms should be limited to reduce number of exposed children and staff should a staff member become infected.**

Isolation/Quarantine Recommendations

Definitions:

- [Isolation](#) is used to separate people infected with SARS-CoV-2, the virus that causes COVID-19, from people who are not infected. These individuals can have symptoms or no symptoms (asymptomatic). People who are in isolation should stay home until it's safe for them to be around others. In the home, anyone sick or infected should separate themselves from others by staying in a specific "sick room" or area and using a separate bathroom (if available).
- [Quarantine](#) is used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others and monitor their health.
- [Symptoms of COVID-19](#): People with COVID-19 have had a wide range of reported symptoms – ranging from mild symptoms to severe illness. Symptoms may appear 2-10 days after exposure to SARS-CoV-2. Symptoms can include:
 - Fever (100.4°F or higher) or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue from unknown cause
 - Muscle or body aches from unknown cause
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Nausea or vomiting
 - Diarrhea
 - This list does not include all possible symptoms and children with SARS-CoV-2 infection may experience any, all, or none of these symptoms.
- [Fully Vaccinated](#) individuals are ≥2 weeks following receipt of the second dose in a two-dose COVID-19 vaccine series or ≥2 weeks following receipt of 1 dose of a single-dose COVID-19 vaccine.

For student or staff with a positive test:

- Ensure the positive individual is aware that they should isolate, meaning 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 symptoms have improved.
 - A positive result on any viral test [antigen, rapid antigen, molecular (Nucleic Acid Amplification Test (NAAT) such as an RT-PCR)] should be considered positive for public health purposes.

For student or staff with symptoms suggestive of COVID-19:

- CDPH strongly recommends testing for all staff and students with new onset of symptoms of COVID-19 *Symptoms of COVID-19* above and [ISBE School Decision Tree](#).
- Childcare programs should quarantine household members of a symptomatic student or staff member who also attend the facility pending the results of testing.
- If anyone on school campus or in a daily symptom screening check is identified with COVID-19 like symptoms, administrators should take immediate action, regardless of the person's vaccination status.
 - Separate the symptomatic person from other students/staff and ensure the symptomatic person and anyone they have contact with wears a mask, until transportation home or to a healthcare provider can be arranged. This will require a dedicated area in the facility and disinfection afterward. See guidance on [what to do if you are sick](#) for details on how to effectively separate someone with COVID-like symptoms. Consider ways to maintain privacy as may be required.
 - Refer the person with COVID-like symptoms to a healthcare provider to receive clinical evaluation and [diagnostic testing](#) for SARS-CoV-2. People being evaluated for COVID-19 should inform their healthcare provider of their vaccination status at the time they arrive for care.
 - If a child or staff member tests positive, they should be instructed to isolate (see "[For student or staff with a positive test](#)" section above)
 - If a child or staff member tests negative, ensure it has been 24-hours with no fever (without fever-reducing medication) AND with improved symptoms before allowing them to return to school.
- If a student 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 student or staff member still needs to be tested and may only return to school if the following are met:
 - **Documentation of a negative test for COVID-19; AND**
 - **It has been 24-hours with no fever (without fever-reducing medication);**
 - Only if the two above criteria are met would a note from a medical provider documenting an alternate diagnosis be acceptable if the student or staff member continues to be symptomatic for another reason besides COVID-19 infection (e.g., seasonal allergies, other viral illness).
- If a symptomatic student or staff member does not get tested for COVID-19, CDPH does not recommend relying on a medical provider's note alone without a negative COVID-19 test result to allow a symptomatic student or staff to return to school. COVID-19 cannot be ruled out by symptom history or clinical exam alone. Only the right test done at the right time can rule out COVID-19.

For student or staff identified as close contacts:

- Students or staff with close contact to a person testing positive for COVID-19 should be quarantined, meaning staying at home, excluded from school, and monitored for symptoms for 10 days after last exposure. If close contacts develop symptoms, they should be evaluated and tested for COVID-19. Siblings/household members of exposed asymptomatic children do not require quarantine or testing unless they themselves were also exposed.

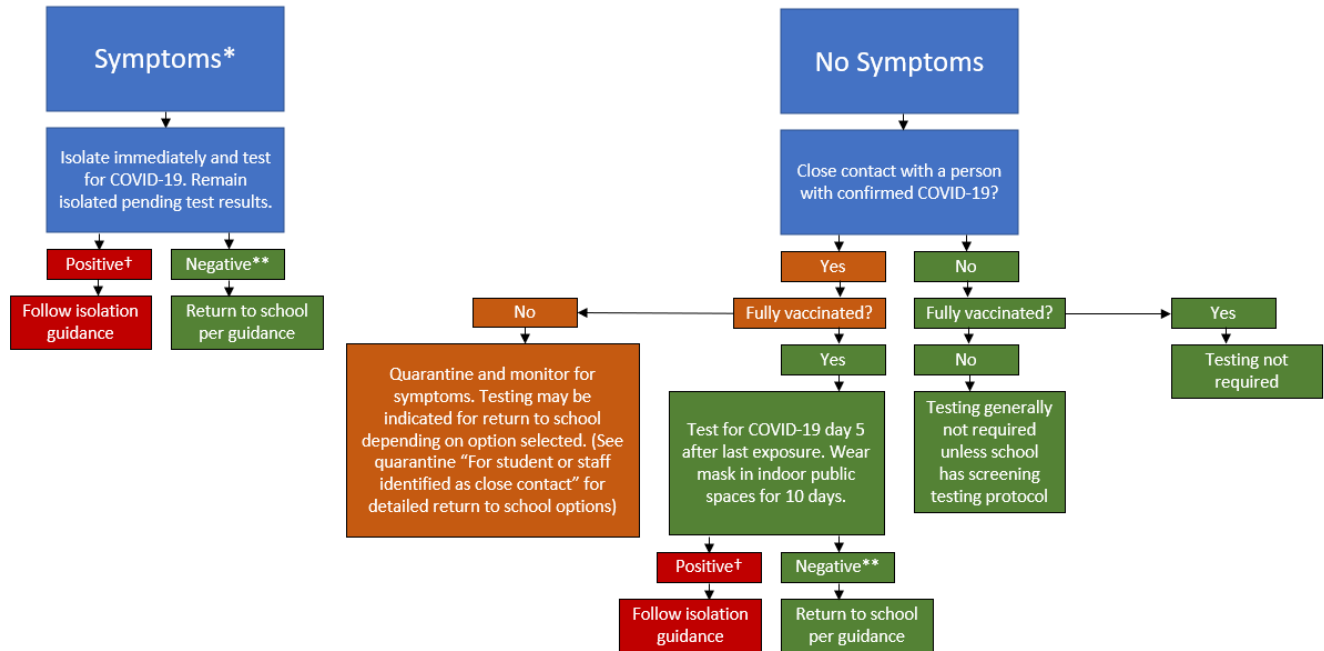
Exceptions: Students or staff with close contact to a person diagnosed with COVID-19 do NOT have to quarantine in these situations

- Someone who has been fully vaccinated and shows no symptoms of COVID-19. However, fully vaccinated people should get tested 5 days after their last date of exposure to person testing positive, even if they don't have symptoms. They should also wear a mask indoors in public for 10 days following exposure.
- Someone who has tested positive for COVID-19 within the last 90 days AND completed 10-day isolation period AND remains without COVID-19 symptoms
- Quarantine for unvaccinated or partially vaccinated students or staff to return to school after an exposure to positive COVID-19 case
 - Quarantine at home for 10 calendar days after last exposure to the COVID-19 case (return day 11). Date of last exposure is considered day 0.
 - Student should be tested day 5 after exposure, per [CDC guidance](#).
 - The individual may end quarantine after day 10 (return day 11) if no symptoms of COVID-19 developed during daily monitoring

For students or staff who have recently traveled:

- As applies to [Chicago's Emergency Travel Order](#), vaccinated persons (returning travelers who live or work in Chicago, or visitors to Chicago) who have travelled domestically are not required to quarantine if they are: asymptomatic AND
 - [Fully vaccinated](#)
 - It is recommended that you bring a copy of your COVID-19 vaccination records while traveling.
- Children under the age of 18 are not exempt from the travel order and must follow pre-arrival testing/quarantine requirements.
 - Unvaccinated children travelling with fully vaccinated people are not exempt from the travel order and must follow pre-arrival testing/quarantine requirements.
- Messaging to families and staff around safe COVID-19 practices and community mitigation practices outside of school to protect school cohorts and education as an essential service are critical for your school community. This includes reinforcing safe travel recommendations for unvaccinated individuals and students.

COVID-19 Testing Guide for Students and Employees of Childcare Programs Located in Chicago



*New onset of symptoms including fever (100.4°F or higher), new onset of moderate to severe headache, shortness of breath, new cough, sore throat, vomiting, diarrhea, new loss of sense of taste or smell, fatigue from unknown cause, muscle or body aches from unknown cause. (IDPH School Decision Tree)

† A positive result on any single viral test (antigen, rapid molecular or PCR) with appropriate pre-test probability as determined by the clinician should be considered positive for public health purposes. Subsequent negative tests do not change requirements for quarantine and isolation.

** Clinicians should choose an appropriate test based on their clinical suspicion of COVID-19. For example, if high clinical suspicion exists due to clinical appearance or risk factor (e.g. contact with a confirmed case), and an antigen or other rapid test is negative, healthcare providers may consider obtaining a PCR test. See supplemental figure: [Antigen Test Algorithm for Community Settings \(cdc.gov\)](https://www.cdc.gov/media/releases/2021/s111821-antigen-test-algorithm.html) for testing options related to pre-test probability.

§ Schools should ensure that symptom monitoring and testing if symptoms develop continue.

Notifications

- Notify the identified close contacts that they were exposed to someone with COVID-19 at the facility/program. It is recommended that you notify exposed staff and the families of exposed students via a preferred, successful method of communication at your program. A sample close contact notification template is included at the end of this document.
 - Instruct them to quarantine and get tested for COVID-19 as appropriate based on vaccination status and return to program guidance detailed above.
 - Close contacts should monitor their symptoms for 10 days and get tested if they develop symptoms of COVID-19.
- All staff and families of the program, regardless of whether they are close contacts or not, should be notified of the positive case, while maintaining confidentiality. You may use the general notification letter template at the end of this document as a guide.

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 full-facility/program closure is not required with a single case of COVID-19 as long as close contacts have been notified of quarantine recommendations.**

What Childcare Programs Can Expect After Reporting a Case

1. After receiving a report, CDPH will review the report and will contact you only if it determines further follow-up is needed.
 - a. Refer to the instructions in the confirmation email on contacting CDPH if you have any questions regarding your report.
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/program.
3. You should notify CDPH if additional positive cases are identified in your facility/program by filling out the CDPH COVID-19 confidential [online case report form \(select the second option: Community congregate setting\)](#).
4. Refer to the following resources for further information:
 - a. www.chicago.gov/coronavirus
 - b. www.chicago.gov/reopening
 - c. [CDC Guidance for Childcare Facilities](#)
 - d. [Restore Illinois Licensed Day Care guidance](#)
 - e. [IDPH Guidance for Child's Face Covering Medical Tolerance](#)
 - f. [CDC SARS-CoV-2 Transmission in K-12 Schools and ECE](#)
 - g. [ISBE/IDPH FAQs \(11/5/21\)](#)
 - h. [IDPH/ISBE guidelines \(5/4/21\)](#)
 - i. [ISBE COVID-19 in Schools: Resources and Updates](#)

Notification Templates

CLOSE CONTACT COMMUNICATION

Subject: Exposure to COVID-19 Case at (PROGRAM)

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 (PROGRAM) community member has been diagnosed with COVID-19. You were identified as a close contact of this individual.

You should monitor your health starting now through (DATE OF 10 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, nausea or vomiting, and diarrhea.

If you are unvaccinated, you should not go to work or school and should avoid public places through (DATE of 10 days after last exposure to positive case). If you are vaccinated, you may return to school/work as long as they are fully masked and physically distanced while in school.

If you 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 1 day (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 do not have symptoms, it is recommended to be tested day 5 after your exposure to a positive case, which was (DATE OF EXPOSURE), **even if you are vaccinated**. 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 even if you test negative, you must still complete the full quarantine if you are unvaccinated. 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, reach out to your program administrator for further guidance.

The health and wellness of our staff and students are the highest priority of (PROGRAM). 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 students. Please contact us at (PROGRAM CONTACT INFORMATION) if you have any questions.

Sincerely,

(SIGNATURE)

(PROGRAM LEADERSHIP NAME)

This version was released on 1/4/22. It may be updated with new guidance. Please visit www.chicago.gov/coronavirus to find the latest version.

GENERAL COMMUNICATION

Subject: Confirmed COVID-19 Case at (PROGRAM)

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 (PROGRAM) community member has been diagnosed with COVID-19.

The individual was last at the school 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, (SCHOOL) will ensure appropriate cleaning and disinfection of our school.

Students and staff who have been identified as having been in close contact with this individual (WILL BE/HAVE BEEN) notified via a separate communication. As a reminder, close contact is defined as being within 6 feet of an infected person for a total of 15 minutes or more, or within 3 feet of contact when properly masked in a school setting. Those who had brief, casual contact with an infected individual are not considered at great risk of transmission; 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 students.

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, 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.

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, contact your program administrators. The health and wellness of our staff and students are the highest priority of (PROGRAM).

Please contact us at (PROGRAM CONTACT INFORMATION) if you have any questions.

Sincerely,

(SIGNATURE)

(PROGRAM LEADERSHIP NAME)