

Confirmed Case Reporting Checklist for Programs

Includes household members within a family child care facility



If anyone who has entered the facility is diagnosed with COVID-19:

- Notify the [local public health authority](#).
- Notify the Office of Child Care (OCC). Contact your licensing specialist or the OCC Central Office at 1-800-556-6616. If you are making a report after hours, you can email your licensing specialist or email OCC.customerservice@ode.state.or.us. You can also wait to call the report in the next business day.
- Notify ELD Programs. If you are an ELD grantee for Preschool Promise, Baby Promise or Oregon PreK contact Angela.Stinson@ode.state.or.us or 971-940-4198.
- Notify the Direct Pay Unit (DPU) if you participate in the Employment Related Day Care (ERDC) subsidy program at 1-800-699-9074 or DPU.ProviderReporting@dhsosha.state.or.us.
- Communicate with all families and staff. Be sure to maintain confidentiality.
- Ensure all children and staff in the stable cohort do not come to the program and are informed about the need to be quarantined at home for **10 days**.
- Communicate with ELD staff and local public health authority to **decide** if the facility needs to close a classroom or the entire facility needs to close for a period of time.