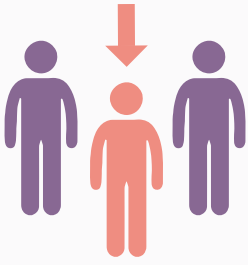


COVID-19 CONTACT TRACING CHECKLIST

Prevention

Check when complete	Step	Reference Document	Person(s) Responsible
<input type="checkbox"/>	Implement OEC Enhanced Health & Safety Requirements	Memo 6	
<input type="checkbox"/>	Implement health screening for all staff and children	Memo 6	
<input type="checkbox"/>	Documentation is maintained of who is present in the program and how they move through the facility. Staff and Child attendance is accurately recorded; staffing patterns are up to date and changes documented; daily schedules document transitions within the building and to outdoors	Child Care Licensing Regulations & Memo 6	
<input type="checkbox"/>	Ensure contact information for staff and children is up to date		
<input type="checkbox"/>	For assistance with health related questions and requirements, centers may engage their program health consultant. Licensed family child care providers may contact CT Nurses' Association (855-322-2242 or ctnurses@gmail.com)	CT CARES for Family Child Care	
<input type="checkbox"/>	Designate an individual to serve in lead role for contact tracing		



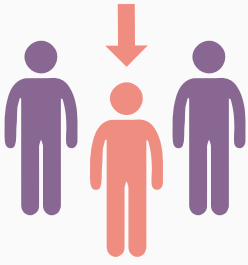


COVID-19 CONTACT TRACING CHECKLIST

Response

Check when complete	Step	Reference Document	Person(s) Responsible
<input type="checkbox"/>	Confirmed Case of COVID-19		
<input type="checkbox"/>	Immediately report confirmed case to Local Health Department and Department of Public Health, Epidemiology and Emerging Infection Program (860-509-7994 or weekends/after hours 860-509-8000)	Memo 6; Contact information for the local health department https://portal.ct.gov/DPH/Local-Health-Admin/LHA	
<input type="checkbox"/>	Notify OEC Child Care Licensing Specialist		
<input type="checkbox"/>	If diagnosed individual lives in a different town from the program, notify local health department where individual resides	Contact information for the local health department	
<input type="checkbox"/>	Determine the date of the onset of symptoms for child or staff member	OEC Guidance	
<input type="checkbox"/>	Participate in contract tracing in conjunction with local health department or DPH. Provide and/or review staff and child attendance records, staffing patterns and group schedules	Contact Tracing Scenarios in Schools, Addendum 9	
<input type="checkbox"/>	Follow instructions from public health regarding group and/or program-wide response (close groups/classrooms/program)	Guidance for Responding to COVID-19 Scenarios in School Districts	





COVID-19 CONTACT TRACING CHECKLIST

Notifications

Check when complete	Step	Reference Document	Person(s) Responsible
<input type="checkbox"/>	Implement notification procedure for staff and families who need to be in self-quarantine, identifying specific end date.		
<input type="checkbox"/>	Encourage staff and families to respond to contact tracers.		
<input type="checkbox"/>	Implement notification procedure for other stakeholders (vendors, school district, consultants, etc)		

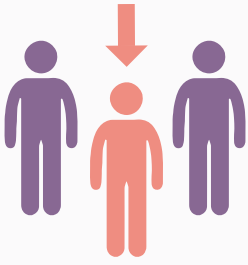
Implement protocol for remote learning

<input type="checkbox"/>	Provide families with information on how to remain connected to their child's learning through online platforms or resources sent home with families. Continue distribution of relevant health information and resources	Memo #34 Requirements for State-Funded Programs Providing Remote Learning Remote Learning Guidance	
<input type="checkbox"/>	If an OEC funded program, notify Program Manager(s)		
<input type="checkbox"/>	Disinfect facility following public health guidance		

Re-Open

<input type="checkbox"/>	Maintain accurate status with 211 reporting. Temporary closures due to COVID-19 related quarantine do not need to be reported to 211 as long as the program will re-open when that time has ended.		
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COVID-19 CONTACT TRACING CHECKLIST

Prevention

Check when complete	Step	Reference Document	Person(s) Responsible
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
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