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**RAPID RESPONSE TO A POSITIVE COVID-19 CASE IN AN EARLY CARE AND EDUCATION FACILITY**

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| **Department of Health Resources:** | Hotline: 1-855-600-3453 |
| **Testing Sites:** | <https://cvprovider.nmhealth.org/directory.html> |
| **COVID-19 Test Results:** | <https://cvresults.nmhealth.org/> |

1. **Five ways a COVID-19 positive case may be identified in a child care facility:**
2. Onsite testing by DOH at the child care facility
3. Report by a parent/guardian that their child has tested positive
4. Employee or child develops symptoms
5. Employee is tested at a public testing site and reports to director
6. Complaint received through the child care complaint hotline

**Reporting of a Positive COVID-19 Case is Required**

1. **Steps Taken by CYFD/ECECD, DOH and Facility Owner/Operator When a Positive Case is Identified:**

| **Action Step** | **Person(s)/Agency Responsible** | **Timeline** |
| --- | --- | --- |
| 1. Contact the individual with the positive test to offer support and resources. | ECECD | Immediately upon notification |
| 1. Close the facility for airing-out and deep cleaning and sanitation | Facility Director/Owner | Immediately upon notification |
| 1. Send facility director/owner the *COVID-19 Response at Your Business/Facility Letter* and the *Checklist for Business/Facility Compliance in Response to COVID-19 Positive Case.* | CYFD/ECECD ECS – Regional Supervisor | Immediately upon notification |
| 1. Initiate case investigation, contact investigation and contact tracing | DOH – Epidemiology and Response Division (ERD) | Within 24 hours |
| 1. Provide Facility Director/Owner a copy of [*Health and Safety Guidance for New Mexico Child Care Facilities and Early Childhood Professionals*](https://www.newmexicokids.org/wp-content/uploads/2020.5.11-Early-Childhood-Health-and-Safety-Guidance.pdf) *at* <https://www.newmexicokids.org/wp-content/uploads/2020.5.11-Early-Childhood-Health-and-Safety-Guidance.pdf> | ECECD/ECS | Within 24 hours |
| 1. Provide COVID-19 *Positive Case Letter* to all enrolled families with *Parent Permission/Authorization Form* (ECS template) | Facility Director/Owner | Within 24 hours of notification |
| 1. Schedule testing for all staff and children (with parent permission) | ECECD/ECS call the DOH regional public health office to schedule testing in coordination with Facility Director/Owner | Immediately |
| 1. Testing provided for all staff and children (with parent permission). All employees and children may be re-tested in 7-10 days, if warranted by DOH | DOH Regional Public Health Lead will support testing | Within 24 hours or as soon as possible |
| 1. Enhanced cleaning, sanitizing and disinfecting performed in facility | Facility Director/Owner | After the 24-hour airing-out period |
| 1. Submit the *Completed COVID-19 Safety Plan for Child Care Facilities* to ECS and DOH. <https://www.newmexicokids.org/coronavirus/health.php> | Facility Director/Owner – DOH Regional Public Health Lead and ECECD/ECS Regional Supervisor | Before reopening |
| 1. Complete and submit the *Checklist for Business/Facility Compliance in Response to One or More COVID-19-Positive Employee(s) in the Workplace* | Facility Director/Owner | Before reopening |
| 1. Review and approve the completed *COVID-19 Safety Plan for Child Care Facilities* and the *Checklist for Business/Facility Compliance* | DOH Regional Public Health Lead and ECS Regional Staff | Before reopening |

**If these procedures are not followed, ECS staff may pursue administrative actions (e.g. immediate suspension, revocation) and discontinue child care contracts**.

1. Additional Requirements

* Every effort must be made to protect the identity of the individual(s) who tested positive.
* Child care employees who do not have insurance, and test positive, should be directed to [child.care@state.nm.us](mailto:child.care@state.nm.us) or [(800) 691-9067](https://www.google.com/search?q=new+mexico+kids+.org&rlz=1C1CHBD_enUS878US878&oq=new+mexico+kids+.org&aqs=chrome..69i57.3428j0j4&sourceid=chrome&ie=UTF-8) to learn about insurance coverage available through NMMIP.
* Staff are required to be tested. The facility director/owner is responsible for communicating this requirement to all staff.
* See attached *Quarantine/Isolation Decision Tree* for who must be tested and who must quarantine or isolate.