

What to do in the event of a COVID-19 Positive Case



If a child, staff member, educator, or household member of a child in the program tests positive for COVID-19, follow these 4 steps:



1. REPORT. Immediately report to the Department of Public Health using the short COVID-19 Positive Reporting Form. [LINK TO REPORTING FORM IS AVAILABLE IN LEAD.](#)



2. CONNECT. A Public Health representative will contact you to ask follow-up questions to help you determine a plan that may include enhanced monitoring, enhanced cleaning, or closure of a grouping or program.



3. IMPLEMENT. Share only pertinent information and instructions with families while maintaining the confidentiality of individuals.



4. SUBMIT. Within 48 hours, submit an injury/incident report in the LEAD system, just as you would with any other infectious disease.

Please visit your LEAD account for the link to the DPH COVID-19 Positive Reporting Form.

**If, for any reason, you have not been able to get in touch with Public Health, please notify your licensor for assistance.*

**For other medical or scientific questions programs may also reach out to State Department of Public Health epidemiologists at childcare.covid19@mass.gov or 617.983.6800.*