COVID-19 Guidance for Child Care and Early Learning Administrators

This document helps child care and early learning program administrators manage COVID-19 in their program.

Find the following Resources for Child Care Administrators HERE

- “Keep Your Child Home If” – Post in child care to share with families
- Checklist: “Steps to Prevent-COVID-19” – Print and use daily
- Checklist: “Steps to Take When a Person in Your Program has COVID-19 Symptoms or Tests Positive for COVID-19” – Print and use for COVID-19 exposure
- “COVID-19 Exposure Notification Letter for Close Contacts” – Fill out and send to families as needed
- “Notification Letter of COVID-19: NOT a Close Contact” – Fill out and send to families as needed
- COVID-19 Intake Survey – Complete if you are notified of a positive COVID-19 case in your program

1. What to do when a person has COVID-19 symptoms

- Anyone with symptoms of COVID-19 should stay home and get tested for COVID-19 as soon as possible.
- Use the “Keep Your Child Home If” poster to determine when a child can return to child care if they have any symptoms but are not a close contact of someone with COVID-19.
- If the person is showing symptoms in your program, follow the checklist “Steps to Take When a Person in Your Program has COVID-19 Symptoms or Tests Positive for COVID-19.”

2. How to report a COVID-19 case at our program

- Complete a COVID-19 Intake Survey online for English and Spanish OR
- Call the Public Health - Seattle & King County COVID-19 Call Center at 206-477-3977 between 8 a.m. and 7 p.m.
  - Interpreters are available.
    - For English press “1”
    - For Spanish press “2”
    - For all other languages, press “1” for English, then press “6” to speak with a nurse. The nurse will get an interpreter on the phone.
- Notify your licensor of the positive case.
3. **What to do if a person at our program tested positive for COVID-19**

- Follow “Steps to Take When a Person in Your Program has COVID-19 Symptoms or Tests Positive for COVID-19”
- **Notify close contacts, regardless of vaccination status.**
  - “Close contact” means being within 6 feet (2 meters) of a person who has COVID-19 for a combined total of 15 minutes or more within a 24-hour period even if masks were worn. Close contact also happens if someone with COVID-19 coughs on you, kisses you, shares utensils with you, or you have contact with their body fluids.
  - Maintain confidentiality. Do not tell families or staff anything that can identify the individual who is or may be sick.
  - Fill out the “COVID-19 Exposure Notification Letter for Close Contacts”. You will need to write in the exposure dates and choose one of three quarantine options.
    - Determine the dates of exposure to the person who tested positive for COVID-19. **An infected person could have spread COVID-19 starting 48 hours (or 2 days) before the person had any symptoms or tested positive.**
    - If you need help completing this document, call the Public Health - Seattle & King County COVID-19 Call Center at **206-477-3977** between 8 a.m. and 7 p.m.
      - Interpreters are available.
        - For English press “1”
        - For Spanish press “2”
        - For all other languages, press “1” for English, then press “6” to speak with a nurse. The nurse will get an interpreter on the phone.
    - Your program may also choose to provide a copy of the “Notification Letter of COVID-19: NOT a Close Contact” for informational purposes to other families of children who were not close contacts.
- **Testing: Close contacts should get tested, regardless of vaccination status.**
  - **If not fully vaccinated**, test immediately and again 5 to 7 days after their last close contact.
  - **If fully vaccinated**, wait 5 to 7 days after their last close contact to get tested.
  - If symptoms develop, seek testing as soon as possible.
  - There are two categories of COVID-19 tests that are FDA-approved for detecting COVID-19: over-the-counter tests done at home (labeled as “COVID-19 rapid antigen tests”) and tests done at a testing site or by a healthcare provider. **Child care programs may choose to accept results from either or both types of COVID-19 tests provided by families.** King County endorses any FDA-approved COVID-19 test.
- **Quarantine: Any person who is a close contact and is not fully vaccinated (including exempted staff) needs to quarantine.** The purpose of quarantine is to help prevent the spread of illness to others in the community if a close contact becomes ill with the virus.
  - Your program will decide which quarantine option it will require. The option you choose should apply to those who are not fully vaccinated without making exceptions for individual families or staff. Consider your program’s needs to ensure the safety and well-being of children and staff when making this decision.
The options are:
- Quarantine for 14 days after their last contact.
- Quarantine for 10 days after their last close contact, if no symptoms develop.
- Quarantine for 7 full days beginning after their last close contact, if no symptoms have developed, and after receiving a negative result. Get tested no sooner than 48 hours (2 days) before ending quarantine.

Things to consider:
- All close contacts should watch for symptoms for 14 days after last close contact.
- A child who goes to a K-12 school participating in “Test to Stay” should not attend the child care or early learning program until after they have completed their quarantine.
- Many K-12 schools are using a 7-day quarantine. Before/after school programs and other activities may require a quarantine period that is longer than 7 days.
- People who are fully vaccinated or have recovered from COVID-19 in the past 90 days AND do not have COVID-19 symptoms do not need to quarantine. They should get tested 5 to 7 days after their last close contact and watch for symptoms for 14 days.
- Close contacts may return to the child care program the day after their quarantine ends if they haven’t developed symptoms.

4. Returning to the program after being excluded for COVID-19 symptoms or having COVID-19
- A person who has symptoms and either tests positive for COVID-19 OR does not get tested may return when it has been:
  o 10 days since symptoms began
  o AND at least 24 hours since fever has resolved (without fever-reducing medication)
  o AND symptoms have significantly improved
- A person who tests positive for COVID-19 but never develops symptoms may return when it has been:
  o 10 days after the date of their test
- A person with COVID-19 symptoms who tests negative for COVID-19 may return when it has been:
  o at least 24 hours since fever has resolved (without fever-reducing medication)
  o AND symptoms have significantly improved
  o AND family provides documentation of the negative test result to the child care program

Disclaimer: Public Health—Seattle & King County’s guidance reflects our commitment to protecting the health and safety of our residents. You may find that there are differences in the guidance issued by local, state, and national entities. For more information please visit: [www.kingcounty.gov/covid](http://www.kingcounty.gov/covid) and subscribe to the Public Health Insider.