



PROCEDURE	
COVID-19 Incident Reporting	All Licensed and Funded Programs
Effective Date: August 24, 2020	
UPDATED: December 28, 2020	
UPDATED: January 6, 2022	
UPDATED: January 18, 2022	

Routine Reporting of all COVID-19 Related Incidents that Result in Closure or Change in Operations

All COVID-19 related incidents that result in a classroom or program closure or other change in operations must be reported to EEC by submitting an Incident Report through the LEAD portal immediately.

The EEC Incident report should contain the following key information, if available:

- The role of the affected individual(s) in the child care setting (child, educator, assistant, household member of family child care provider) and the status of the COVID case (presence of symptoms, whether a test has occurred)
- Brief description of any guidance received from a public health professional (Local Board of Health or DPH epidemiologist) and any additional contact tracing activities or instructions, if applicable
- Related actions undertaken by the program to respond (classroom closure or program closure, reduced operating schedule, change in staffing)

PLEASE NOTE: Medical information that may constitute an unwarranted invasion of personal privacy should be kept confidential. Please do not include the names of children, staff, and family members in the incident report, as well as any other information that could reveal the medical information of a specific individual.