**Overview:**

MA Licensed and Funded Childcare Providers are required to report each incident of a confirmed COVID-19 case in a staff, child, or household contact of a child via a web-based COVID-19 Positive Reporting Form which lives in their Licensing Education Analytic Database (LEAD) Portal Login. MDPH Epidemiologists receive these positive Childcare Reports and make preliminary contact with the childcare providers to provide interim guidance on quarantine/isolation and determine if a cluster event in MAVEN is warranted. A childcare cluster is made anytime you have a positive case of COVID-19 either in a staff member or child and the case was at the childcare center during their infectious period (Thus, a Childcare Cluster Event is created in MAVEN when there was exposure in the facility and contacts need follow-up). Positive cases who did not expose others at a childcare program while infectious would not require a MAVEN cluster event.

**Notification:**

LBOHs may be notified of a childcare cluster through:
- An email notification by the Epidemiologist that made the cluster and provided interim guidance to the childcare provider
- A tasked event where the Epidemiologist tasks the cluster to the LBOH user group
- Notification from a childcare provider regarding exposures in their childcare program

LBOHs may identify cases associated with a childcare program via the following:
- **Confirmed/Probable index case received through normal MAVEN reporting.**
  - The case is determined to be a staff member who works at, or a child who attends, a Licensed Childcare Program
    - Identifying this link to a Childcare Program requires LBOH to conduct a regular case interview and determine this information.
    - Cases who work at or attend a childcare program should have this information recorded in their MAVEN COVID event (Risk Question Package), even if no known exposure occurred in the childcare facility. See MAVEN Documentation Section of this Table of Childcare Cluster Event Roles & Responsibilities:

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<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibilities</th>
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</table>
| COVID Confirmed & Probable Cases/Guardians | **Initial Notification to Childcare Provider**  
  - Cases (or their guardians) should contact Childcare Programs and notify the program of a positive diagnosis.  
    - Symptom onset date, positive test date, and date of last attendance will help determine if an exposure occurred in the facility. |
| Childcare Provider                  | **Required Reporting**  
  - Submits EEC Report Online for:  
    - Cases in children, staff, and children’s household members.  
  **Initial Notification to Contacts Among Children & Staff**  
  - If Exposure Occurred In Facility:  
    - Sends Letters/Communication to Contacts  
  **Gives List of Exposed Contacts to LBOH**  
  - Compiles Full Contact List for LBOH. Must contain enough info for contact events to be created. |
<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibilities</th>
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<tbody>
<tr>
<td><strong>MDPH Epidemiology Program</strong></td>
<td><strong>Provides Preliminary Guidance to Childcare Provider</strong></td>
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<tr>
<td></td>
<td>• Receives EEC Report from Childcare Provider</td>
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<td></td>
<td>• Provides Initial Guidance to Childcare Provider over phone/email</td>
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<td>• If Exposure Occurred In the Facility:</td>
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<tr>
<td></td>
<td>• Creates MAVEN Cluster Event</td>
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<td></td>
<td>• Links confirmed case(s) to Cluster Event</td>
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<tr>
<td></td>
<td>• Notifies LBOH of cluster through tasking/email</td>
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<tr>
<td><strong>LBOH of Childcare Facility Town</strong></td>
<td><strong>Provides Cluster Follow-up &amp; Guidance</strong></td>
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<tr>
<td></td>
<td>• Creates Daycare Cluster Event if Needed</td>
</tr>
<tr>
<td></td>
<td>• Ex. Exposure occurred in Facility &amp; MDPH hasn’t created a Cluster yet</td>
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<tr>
<td></td>
<td>• Creates MAVEN Contact Events in MAVEN</td>
</tr>
<tr>
<td></td>
<td>• Obtains List of All Exposed Contacts from Childcare Provider:</td>
</tr>
<tr>
<td></td>
<td>• Creates MAVEN Contact Events for Each Contact</td>
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<tr>
<td></td>
<td>• Links Contacts to Index Case &amp; Cluster Event</td>
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<tr>
<td></td>
<td>• Confirms other Towns know about their Contacts associated with the Childcare Program and are following up.</td>
</tr>
<tr>
<td></td>
<td>• Task/Call</td>
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<td>• Provides Further Guidance to Facility</td>
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<td></td>
<td>• Including closing/re-opening of childcare facility (if appropriate)</td>
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<tr>
<td></td>
<td>• Alerts MDPH re: Significant In-Facility Transmission</td>
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<tr>
<td><strong>LBOH of Index Case</strong></td>
<td><strong>Completes Interview/MAVEN Event for Case</strong></td>
</tr>
<tr>
<td></td>
<td>• Conducts Routine Case Interview and Completes MAVEN Event Variables for the Case</td>
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<tr>
<td></td>
<td>• Risk QP &amp; Demographics – Notes Childcare Association (See MAVEN Documentation section.)</td>
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<td></td>
<td>• Clinical Info</td>
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<td></td>
<td>• Contact Tracing for additional community &amp; household contacts</td>
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<td></td>
<td>• Childcare Facility Contacts should be notified by the Childcare Facility.</td>
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<tr>
<td></td>
<td>• Releases Case from Isolation &amp; Updates Contact Monitoring Status Variable:</td>
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<td></td>
<td>• Contact Monitoring Status= Complete</td>
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<tr>
<td></td>
<td>• Notifies Childcare Program if they are not yet aware of the case. Helps determine if exposure occurred at childcare facility based upon case’s infectious period and date(s) last attended.</td>
</tr>
<tr>
<td>Role</td>
<td>Responsibilities</td>
</tr>
<tr>
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</tr>
</tbody>
</table>
| LBOH of Contacts Exposed at Childcare Program | Runs COVID-19 LBOH Contact line list Report daily to make sure LBOH does not miss new contacts  

  **Initial Notification**  
  - Contacts exposed in childcare program should have received an initial notification from childcare provider.  
  - MAVEN Contact Events should be created by LBOH of childcare facility (after receiving list of contacts from Childcare Provider)

  **Contact Monitoring**  
  - Follows Contact Events in Their Town  
    - Makes Sure Childcare Contacts are Linked to Cluster & Index Case  
    - Completes Contact Monitoring Question Package  
    - Releases from Quarantine |

**LBOH Guidance: When Exposure Occurs in a Childcare Facility In Your Town:**

If a case exposed others in a childcare setting:

- A Cluster Event should be created to track the exposure & contact outcomes (Most often MDPH will create these because we receive the report first from the Childcare Provider)
  - LBOH must obtain a list of Exposed Contacts from the Childcare Provider and Create the Linked Contact Events.  
  - Complete Follow-up on Contacts in Your Town  
  - Coordinate Follow-up on Contacts you create for OTHER Towns

**Detailed Expectations for the LBOH of the Town where a childcare program is located:**

- Create MAVEN Cluster Event for Childcare Program (if no currently open event exists) or Link New Cases and Contact Events to Existing Open Cluster Event.

If there is an exposure in a facility, the LBOH should obtain a list of identified contacts and create full contact events for each contact.

- If the Provider submitted their EEC report right away, MDPH may have provided day-of initial guidance (help determine that there was an exposure and next steps).  
  - The Childcare Provider should provide initial notification to exposed students and staff (template letters are available).

- However, LBOH will be responsible for creating the MAVEN CONTACT EVENTS for each exposed student and staff member.

- Contact the Daycare Provider to obtain the list of exposed contacts.

**Required info for Childcare Contact Event Creation:**

1. Full Names,  
2. Addresses,  
3. DOBs,  
4. Race & Hispanic Status,  
5. Phone #s,  
6. Dates of attendance/exposure  

You will need exposure dates to determine quarantine period.
□ Create MAVEN Contact Events for all exposed close contacts from the Childcare Program.
   • Every Contact Needs to Be Linked Twice
     □ Link Contact Events to Cluster Event
     □ Link Contact Events to Index Case
   • Complete appropriate MAVEN question packages. See MAVEN Documentation Section.
   • Make sure to add any additional “Affected Towns” to the Cluster Event if any contacts reside in additional towns. (This will allow the relevant LBOHs to see the Cluster Event as well.)

• Contacts residing in other towns: Once created by the Childcare Facility Town BOH, these contacts are the responsibility of their own towns for quarantine monitoring and follow-up.

□ Make sure to task/call to ensure the receiving town is aware of their new contacts and that they will follow-up.

• Index Case Town BOH: The town for the index case should complete the full case interview and create any additional non-childcare contact events (like the household, community cases, etc.).

Additional Guidance to Childcare Provider: The LBOH should serve as the primary resource for the Childcare Provider and help to identify contacts and relevant exposures, as well as determine if classroom or facility closing is appropriate.

• Provide Isolation/Quarantine Guidance to the Childcare Provider
  • Work with the childcare provider to determine when confirmed cases and contacts can return to the childcare program. Isolation and Quarantine Calculation Tools are Available to assist. See MAVEN HELP.

  • It is ultimately the jurisdiction of the LBOH where the case(s)/contact(s) reside that will release them from isolation/quarantine
MAVEN Documentation:

1. Ensure that all exposed contacts and confirmed cases are linked to the cluster event.
   a. If the two events you wish to link already exist in MAVEN (for example, the contact event and the cluster event), then you just link the two existing events.
      i. Use this MAVEN Tip Sheet: How Do I Link Two Existing Events in MAVEN?
   b. To both CREATE and LINK a new Contact event at the same time (for example, an Index Case or Cluster Event exists, but a new Contact Event should be created and linked), follow these steps:
      i. Step 1: Open the MAVEN event you want to create a contact for (such as the Index Case’s Confirmed Event).
      ii. Step 2: Under the Basic Information section, find and click the View hyperlink next to “Linked Events/Contacts:”
      iii. Step 3: Under the Link Events header, you will see “Link Type.” Select “Contact.” The “Operation” dropdown should be pre-populated with “Create Linked Event.” The “Event” dropdown will default to the appropriate disease, but if it is not, change it to Novel Coronavirus. Please don’t enter event date – the date will be automatically populated when you create the event.
      iv. Step 4: Under Demographics, complete the First Name, Last Name, Gender, and Birth Date of the contact if available.
      v. Step 5: Under Contact Information, please enter Street 1, Street 2 (Apt or Unit #) City, and Zip Code of the contact with phone numbers if available.
      vi. Step 6: Click Save.
      vii. Congratulations! You have created a contact case and linked it to the original (source) case. After clicking save, it will show the contact case listed in the Linked Events table. Leave any applicable notes in the notes section so other LBOH know pertinent information. From there, you can either continue to create additional contacts, or you can click Dashboard to return to the original case.

2. Complete the Clinical Question Package for confirmed case(s)
3. Complete the Group Settings Question in Question Package 5 for all case(s) and contact(s)

Group Settings Questions in the Risk QP

Daycare attendance, employment, or enrollment has historically been captured in the first Group Settings Question. It can still be documented there (i.e., daycare is still a listed option for facility type), however since the MAVEN B26 release on 11/19, it should be documented in the new question block dedicated to childcare and K-12 school settings.
4. Ensure that employment information is captured in the demographic question package for any staff members

If a case is employed at a child care facility, don’t forget to complete the Employment Information in the Demographic Question Package in addition to documenting child care association in the Risk Question Package.

Note: there are two options for daycare worker:
- Daycare worker (child)
- Daycare worker (adult)

Child/adult refers to the clients of the daycare and not if the case is a child or adult!
5. Complete the Contact Monitoring Question Package.
   a. For cases
      i. Contact Monitoring Status
      ii. First Day of Required Monitoring
      iii. Last Day of Required Monitoring
   b. For contacts
      i. Contact Monitoring Status
      ii. Last Potential Exposure Date
      iii. First Day of Required Monitoring
      iv. Last Day of Required Monitoring

Additional Resources for LBOH:

Department of Early Education and Care page on Mass.gov
   • https://eeclead.force.com/apex/EEC_ChildCareEmergencyHealthGuidance

EEC Playbook
   • COVID-19 Child Care Playbook: Implementing the Minimum Requirements for Health and Safety

Quarantine Guidance:

Isolation Guidance:

Childcare Template Letters:
   • These template letters can be shared with the childcare providers to distribute to families
     o Close Contacts Childcare Template Letter (For close contacts)
       ▪ Spanish & English versions
     o General Notification Template Letter (Childcare Facility – not close contacts)
     o In Home Childcare Provider Quarantine (Letter for In Home Providers who need to close due to their own exposure unrelated to the childcare program)
       ▪ Spanish & English versions

Template Letters are available in MAVEN Help Daycare/Childcare/K-12 School Resources Folder