

Initial Reporting Requirement for Childcare and Daycare Centers

Childcare and Daycare centers that have 1 or more COVID-19 cases **AND** have not yet reported COVID-19 cases to the Cuyahoga County Board of Health (CCBH), should report by emailing the following information to schools@ccbh.net:

- Facility's name and address
- Point of Contact's name, phone number, and email address
- Total number of cases at your facility

For Centers Initially Reporting 1 COVID-19 Case within a 14-day period:

Upon sending an email to schools@ccbh.net to report your case, you will receive:

- **Childcare Line List** where you list ALL COVID-19 cases and ALL their close contacts identified at your facility. **Line lists enable CCBH to send out quarantine letters to close contacts**
 - Please email the completed line list as an Excel document to schools@ccbh.net
 - Instructions for filling out the line list can be found at the top of the document

After establishing contact with CCBH, please continue to send line lists to schools@ccbh.net whenever an individual at your facility tests positive for COVID-19.

If you have any questions regarding line lists, mitigation measures, isolation and quarantine guidelines, or anything else pertaining to COVID-19, please contact schools@ccbh.net.

For Centers Initially Reporting 2 or more COVID-19 Cases within a 14-day period:

Upon sending an email to schools@ccbh.net to report your cases, you will receive:

- **Call from a Communicable Disease Investigator (CDI)** to follow up and assist you with your response to the COVID-19 cases at the facility. They can also answer any questions about COVID-19.
 - Your CDI will be your main point of contact at CCBH pertaining to COVID-19
- **Childcare Line List** where you list ALL COVID-19 cases and ALL their close contacts identified at your facility. **Line lists enable CCBH to send out quarantine letters to close contacts, and assist your CDI with their investigation.**
 - Please email the completed line list as an excel document to schools@ccbh.net and the CDI who is assigned to your facility
 - Instructions on how to fill out the line list can be found at the top of the document

After establishing contact with CCBH, please continue to send line lists to your CDI AND schools@ccbh.net whenever an individual at your facility tests positive for COVID-19.

If you have any questions regarding line lists, mitigation measures, isolation and quarantine guidelines, or anything else pertaining to COVID-19 please contact your CDI or schools@ccbh.net.