

# CHECK LIST TO GUIDE YOU IF YOU HAVE A COVID-19 POSITIVE CASE IN YOUR FACILITY

## Here is a list to guide you when a parent or staff informs you of a positive case at your child care facility

- ☐ Ask the parent or staff member what date the child or staff member tested positive. This date is important to inform of when the positive individual can return to the facility.
- ☐ Send out the notification from Public Health to all staff and parents of children in your facility telling them there is a positive case in your facility. These notifications are located on the operator portal.
  - Remember that the privacy of the individual who tested positive is still important. You can't share the information with other parents or staff.
  - If a new case arises within 5 (five) days, you do not need to inform parents. You will need to inform parents and staff if you receive another case after the five days.
- ☐ You may choose to post the notification from Public Health in common areas of your facility instead of sending it out. If you choose this option, the notice must be posted for ten (10) days following the last confirmed case.
- ☐ Ensure that all staff are extra vigilant on looking out for new or worsening symptoms and follow health and safety protocols such as hand washing.
- ☐ Send an email to [education.covid@gnb.ca](mailto:education.covid@gnb.ca) to inform them of any positive cases in your facility. The Department will take care of notifying Public Health on your behalf. Indicate the licence number in your email.
- ☐ Inform your quality assurance monitor if you need any support for either communication or operational needs.
- ☐ An individual who tests positive may return to the facility five (5) days after receiving the positive test results if they are vaccinated or ten (10) days after receiving the positive test results if they are not fully vaccinated.
  - A person testing positive may not be around vulnerable people for 10 days after the positive test result (e.g. long-term care facility, hospital).
  - Early learning and child care facilities are not considered vulnerable settings. However, you may have individuals in your facility who are vulnerable such as individuals who are immuno-compromised. Vaccinated individuals who come back to work or attend the childcare facility after five (5) days should not interact directly with vulnerable individuals.

## If the positive individual is a staff member, you must follow the additional step.

- ☐ You must fill out a [Worksafe NB](#) form informing them that a positive case has been confirmed within your staff.