



**LOUISVILLE METRO HEALTH AND WELLNESS**  
**COVID-19 DAYCARE REPORTING FORM**

Daycares, Childcares, and Pre-K schools should:

Report COVID-19 cases in students and staff to LMPHW by using this reporting form. **Please use one form per case.** Email the completed form to: [daycarecovid@louisvilleky.gov](mailto:daycarecovid@louisvilleky.gov) and "Cc" your Daycare Representative at the State level within the same email.

Facility Information	
Daycare Name:	
Daycare Address:	
Point of Contact:	
Phone Number:	
Email:	

**Date Reported to LMPHW**

# of Positive Staff

# of Positive Children

# of Rooms Affected

**Return Date for Positive Case**

**Positive Case Information**

<b>Case's Name:</b>		<b>Date of Birth:</b>	<b>Sex: (Male or Female)</b>	<b>Staff/Student:</b>
<b>Home Address:</b>		<b>Staff or Parent Phone #:</b>		<b>Race: (Mark "X")</b> <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Native American <input type="checkbox"/> Other <input type="checkbox"/> Unknown
<b>City:</b>	<b>Zip Code:</b>	<b>Classroom Affected:</b>		
<b>Date of Onset/First Symptoms:</b>	<b>Date of last attendance:</b>	<b>Date of Positive COVID-19 Test:</b>		<b>Ethnicity: (Mark "X")</b> <input type="checkbox"/> Hispanic <input type="checkbox"/> Non-Hispanic

**Isolation Method for Positive Case (Please select one)**

<input type="checkbox"/> <b>At least 7 days if they are unable to wear a mask properly and consistently</b> (e.g., children <2 years of age) and their symptoms have resolved or if they remain asymptomatic.
<input type="checkbox"/> <b>Full 10 days from the day that their symptoms started if they are experiencing symptoms of COVID-19.</b> If the individual is unable to wear a mask properly and consistently in indoor school settings (e.g., children <2 years of age), they should self-isolate from school for 10 full days.
<input type="checkbox"/> <b>At least 5 full days from the day that their symptoms started if they are experiencing symptoms of COVID-19.</b> The first day of symptoms is considered day 0. The individual may return to school after 5 days when their symptoms are fully resolved wearing a mask or after 10 days even if they have lingering symptoms.
<input type="checkbox"/> <b>5 full days from the date of testing if they have never developed symptoms.</b> The day of testing is considered day 0. The individual must continue to wear a well-fitting mask for 10 full days at all times when around others indoors. <ul style="list-style-type: none"> <li>If the individual develops symptoms of COVID-19, they should follow the above isolation guidance for someone with symptoms.</li> </ul>

**Close Contact and Quarantine Information**

The following persons do not need to quarantine following an exposure to a person diagnosed with COVID-19 if they are not experiencing symptoms but are recommended to be tested 5 days or more after an exposure and to wear a well-fitting mask indoors for 10 full days:

- Children 5-17 years of age who have completed their primary COVID-19 vaccine series >14 days prior to the exposure.
- Persons 18 years of age and older who are **up to date** with their recommended COVID-19 vaccinations.
- Persons who have documented COVID-19 illness in the 3 months prior to their exposure (with a positive COVID-19 PCR or antigen test). Antibody testing should not be used for determining need to quarantine.

**Quarantine may be discontinued:** After day 5 if the individual is 1) symptom-free **and**; 2) is able to wear a well-fitting mask indoors around others for 10 full days from the last exposure; or

- After day 10 if the individual is symptom-free and does not receive COVID-19 testing. Children <2 years of age or who cannot wear a well-fitting mask consistently and properly should quarantine for the full 10 days. The last day of exposure to the case is considered day 0. If the individual is continually exposed to COVID-19 (i.e., a household member that they are unable to isolate away from) then the last day of exposure is the last day that the case is considered infectious (day 5-10, determined by the individual’s last day of symptoms).
- **ECE facilities may consider allowing children who are exposed to COVID-19 and are asymptomatic to continue to attend ECE programs** when there is moderate-to-high community transmission (i.e., red or orange), but these children should be watched carefully for development of new symptoms. Where possible, children with known exposures should be cohorted together and avoid contact with other unexposed children.

**o Families should be notified when a COVID-19 exposure has occurred.**

Daycare closed?  YES  NO      If “YES”      From:       To:

If “YES,” why are you closing the daycare?

**How many daycare close contacts identified?**

Please list close contact information below.

**Close Contact and Quarantined Individuals**

Contact Name	DOB	Staff or Child	Guardian Name (if applicable)	Phone #	Last Date Exposed



