# COVID-19 Rapid Response Central Intake Process

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# COVID-19 Rapid Response process for child care programs

ECECD Child Care Licensing and UNM Early Childhood Services Center have teamed up to streamline the process of reporting a positive COVID-19 case (or close contact) in a child care program.

### The goal of this partnership is to:

Ensure programs receive needed support and guidance to re open classrooms and programs with as little disruption to children and families as possible.

### Reporting a positive occurrence of COVID-19:

Toll free Rapid Response Central Intake Number: 1-833-866-3272

This number is staffed by UNM ECSC team members who will support programs through the Rapid Response process.

Leigh Fernandez Lara Lehman

Amber Lopez Grace Coca

Jose Cano Maria Quintana

Patricia Heffelfinger Patricia Rodriguez

Calls are answered between 8am-5pm Monday - Friday. If you call afterhours, your call will be returned the next business day. After your initial call you will be assigned a Rapid Response Support Designee who will help support you through the Rapid Response Process.

### Rapid Response Process flowchart



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02

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04

STEP

05

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STEP

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**STEP** 

Report Positive COVID-19 Case or Close Contact to Positive

-Report a positive to an NMDOH epidemiologist at: 1-855-600-3453

-Contact the Central Intak Unit at:

1-833-866-3272

-For EMPLOYEE positive COVID-19 cases, report within 4 hours at:

https://nmgov.force.com/ rapidresponse/s/

-You will be assigned a Rapid Response Supprort Designee





-Provide COVID-19 Positive Contact Letter and/or the close contact letter to all enrolled families.

-Work with Rapid Response Designee to identify close contacts and use Quarantine/ Isolation protocol

-Close facility for airing out (minimum 24 hours)

-Begin reviewing and modifying COVID-19 Safety Planning Protocol for Childcare Facilities.



#### **Get Tested**

-Refer to DOH website for testing locations in your area

-https://
cvtesting.nmhealth.org/

Vault at-home testing:

-https://app.smartsheet.com/ bform/9d61e2865c13455bae5 6b5fd23449073

-Ensure all children who are close contacts to a positive get tested and/or quarantine

-Require all employees in

close contact to positive to quarantine AND get tested

-Continue working with Rapid Response Designee to report additional positives that result from contact tracing and testing. It is the responsibility of the center to collect testing results.



#### Ouarantine and Isolation

 Children and employees who are known to have COVID-19 should isolate for a minimum of 14 days

- Children and employees who are exposed to COVID-19 should quarantine for 14 days from their last date of contact with the positive case. This period may be prolonged if the child or employee develops symptoms.
- Follow the Quarantine and Isolation Guidance Flow chart at: https:// www.newmexicokids.org/ coronavirus/health.php
- Guidance on quarantine/ isolation: https:// www.cdc.gov/coronavirus/ 2019-ncov/if-you-are-sick/ quarantine.html



#### Deep Clean and Disinfect

- Immediately close facility air out the facility for 24 hours.
- After airing out, classroom/ facility must remain closed for an additional 24 hours during which time deep cleaning and disinfecting procedures must be completed.
- Review the cleaning and disinfecting process; get clarification from Rapid Response Designee on any steps as needed.
- Wear correct PPE during the cleaning process.



#### Finalize COVID-19 Safety Planning Protocol

- Use the Health and Safety Guidance for New Mexico Child Care Centers and Early Childhood Professionals to create/update COVID-19 Safety Planning Protocol template:
- https://
- www.newmexicokids.org
- health.php
- Send completed
- COVID-19 Satefy Planning Protocol or Childcare facilities to your Rapid Response Designee
- COVID-19 Safety
  Planning Protocol must be
  reviewed and approved
  prior to reopening
  classroom/ facility.



#### Final Steps Reopen Program

- Complete Checklist for Business
- Review feedback on COVID-19 Safety Plan
- Reopen facility once approved by Rapid Response Unit.
- For more information:
- https:// www.nmececd.org/ Covid-19/



Each step that will need to be taken has been mapped out to help ensure the best response to the COVID-19 instance in your program.

All Rapid Response
Documents listed are
available at
www.newmexicokids.org
and
www.nmececd.org

## **Step 6** of the Rapid Response Flow Chart: "Finalize COVID-19 Safety Planning Protocol"

A webinar is being designed to help guide participants while writing or updating COVID-19 Safety Planning Protocol.

- You will be using the Health and Safety Guidelines and reflective questions that will help ensure each plan is individualized.
- This process is intended to help programs write a plan that is cohesive and individualized to the program, families and the community.
- This webinar will be available in both English and Spanish and available on nmels.org

Look for the launch date in upcoming ECECD announcements.