

COVID-19 Incident Reporting Form

Please use this form to notify the Early Learning and Child Care Program only after public health officials have been in contact with your facility regarding a confirmed positive COVID-19 case. The case may involve staff, children in your care, or family members of staff/children in your care, and for home-based providers, other residents of the household.

A facility may learn that a staff member, child or parent/guardian has had a positive COVID-19 test prior to being notified by public health. If your facility is notified of a confirmed positive COVID-19 case by an individual, facility management can contact Health Links-Info Santé (204-788-8200 in Winnipeg or 1-888-315-9257 toll-free elsewhere in the province) to request direction.

Please note: your facility may not be contacted by public health if during the contact tracing investigation it is determined that the positive case was not present in the facility during the communicable period for COVID-19 (see circular 2021-19 for definition).

Date Submitted (mm/dd/yyyy):	Child Care Coordinator:
Regional Health Authority:	
<input type="checkbox"/> Interlake-Eastern Regional Health	<input type="checkbox"/> Southern Health-Santé Sud
<input type="checkbox"/> Northern Health Region	<input type="checkbox"/> Winnipeg Regional Health Authority
<input type="checkbox"/> Prairie Mountain Health	

1) Facility Information

- a) Name:
- b) Facility ID Number:
- c) Contact Name:
- d) Contact Information:

2) COVID-19 Information

- a) Positive COVID-19 test confirmed for:

- Child enrolled in facility
- Staff member
- Family/group child care home provider
- Household member in family/group child care home
- Parent/guardian who drops off/picks up child at facility

If more than one positive case, please describe (e.g., 2 children, 4 staff, etc.):

- b) Facility was informed about the positive COVID-19 test by:
- Individual or child's parent/guardian Date:
 - Public health contact tracer Date:
- c) Please provide information about the public health directives and total number of cohorts, children and/or staff affected by the public health directive.
- Staff and children's parents/guardians advised to self-monitor for symptoms.
 - Close contact(s) identified and directed to self-isolate:
 - children affected
 - staff/child care home provider(s) affected
 - household member(s) in child care home affected
 - Cohort(s) identified as close contacts and directed to self-isolate:
 - cohort(s) affected
 - children affected
 - staff affected
 - Closure of facility:
 - children affected
 - staff/child care home provider(s) affected
- d) When applicable, provide the date that the children/staff who were identified as close contacts can return to the facility or the facility can reopen as directed by public health:
- e) Please provide information about what the facility is doing to ensure that services continue to be delivered in a healthy way for children and staff:
- f) When applicable, describe actions taken by facility management (board of directors or owner/operator) prior to receiving direction from public health:
- g) Please provide any important information about the situation you want to provide that is not included above:

Instructions

- 1) Send this completed form to cdcinfo@gov.mb.ca.
- 2) Attach copies of public health letters sent to staff and/or parents/guardians when applicable.
- 3) After submission of this report, please provide follow-up information by email to your Child Care Coordinator. This may include information such as additional positive COVID-19 cases confirmed in your facility as well as the numbers of additional children and/or staff affected by further directives from public health (when applicable).