

CIRCULAR

Date: March 24, 2020

CIRCULAR NUMBER: COVID-19: 2020-22

To: Early Learning and Child Care Centres and Home-based Child Care Providers offering care for children of critical services workers

Subject: **COVID-19 Incident Reporting**

Program(s): All

Type: Policy For Internal Reference Only
 Procedure Information Only

Effective Date Immediately

Topic: Incident Reporting and Notification of changes to programs or services

Please use the attached form to notify us of changes to programs or services because of COVID-19. Please report on:

- Confirmed or probable positive cases of COVID-19 involving staff, children in your care, or family members of staff/children in your care. Probable positive cases have received a positive test result from the provincial laboratory, while confirmed cases have received positive test results from both the provincial and the national laboratories.
- Significant changes to the services that your centre/home offers.
- Any special measures your centre/home is taking to safeguard staff and clients.

It is important that services continue to be delivered safely for staff and children. This can be done by ensuring staff and children frequently wash their hands and following other recommendations made by public health officials.

When there are changes at your centre/home related to COVID-19, please send the attached form to cdcinfo@gov.mb.ca with the subject line: **COVID-19 Incident Reporting**.

We appreciate the important work you are doing to provide services to Manitobans.

For the latest provincial public health information on COVID-19, including helpful information for citizens, service providers and employers, please regularly visit the Manitoba government's website at: www.manitoba.ca/covid19.

Thank you for your cooperation.

Early Learning and Child Care Program

Attachment