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# PROCESS- COVID IN CHILDCARE FACILITY

When you receive notification of a Positive  
COVID Case (children or employee) at your  
facility

## STEP 1. GATHER INFORMATION

Gather the information needed on the  
positive case.



## STEP 2. COPY OF POSITIVE LAB

Request a copy of the positive lab to be  
sent to Public Health to expedite the  
process.



## STEP 3. CLOSE CONTACT LIST

Gather information on who was  
exposed to the positive case- up to 48  
hours before symptoms started.



## STEP 4. COMPLETE WORKBOOK

Fill out all of positive case info on 1st sheet, exposed  
children on 2nd sheet and exposed staff on 3rd sheet

## STEP 5. EMAIL DAYCARECOVID@AMARILLO.GOV

- Email daycareCOVID@amarillo.gov with ALL the above  
information.

AMARILLO PUBLIC HEALTH  
DEPARMTENT

For questions call (806)378-6524

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