

## Early Childhood Education Case Reporting

**How should a child care facility report a case of COVID-19 to the Department of Health?** *NOTE: Facilities located in counties or municipalities with independent health departments should continue to report in the manner outlined by the local health department. This includes providers in Allegheny, Bucks, Chester, Erie, Montgomery, and Philadelphia counties and those in Allentown, Bethlehem, Wilkes-Barre, and York cities.*

- Option 1
  - Send an **encrypted email** to the district RA account based on facility location. The following email services all use Transport Layer Security (TLS), which is a security protocol that encrypts email for privacy.
    - Gmail.com
    - Hotmail.com
    - Yahoo.com
    - Comcast.net
    - Verizon.net
    - AOL.com
    - Mail.com
    - Outlook.com
  - If the facility does not use one of the above email providers and would like to verify that their system auto-encrypts, they can send a general (**no case name or identifiers**) email to the [ra-bisdeviceengineering@pa.gov](mailto:ra-bisdeviceengineering@pa.gov) mailbox and ask if it is secure

<p><b>NCD Supervisory Resource Acct.</b></p> <p>Counties: Potter, Tioga, Bradford, Clinton, Lycoming, Sullivan, Centre, Union, Montour, Columbia, Snyder, Northumberland</p>	<p><a href="mailto:RA-DHNCD_COVID@pa.gov">RA-DHNCD_COVID@pa.gov</a></p>
<p><b>NED Supervisory Resource Acct.</b></p> <p>Counties: Susquehanna, Wayne, Wyoming, Lackawanna, Pike, Luzerne, Monroe, Northampton, Carbon, Lehigh</p>	<p><a href="mailto:RA-DHNED_COVID@pa.gov">RA-DHNED_COVID@pa.gov</a></p>
<p><b>NWD Supervisory Resource Acct.</b></p> <p>Counties: Crawford, Warren, McKeon, Mercer, Venango, Forest, Elk, Cameron, Lawrence, Clarion, Jefferson, Clearfield</p>	<p><a href="mailto:RA-DHNWD_COVID@pa.gov">RA-DHNWD_COVID@pa.gov</a></p>

<b>SCD Supervisory Resource Acct.</b> Counties Blair, Huntington, Juniata, Dauphin, Lebanon, Perry, Cumberland, Bedford, Fulton, Franklin, Adams, York, Mifflin	<a href="mailto:RA-DHSCD_COVID@pa.gov">RA-DHSCD_COVID@pa.gov</a>
<b>SED Supervisory Resource Acct.</b> Counties: Schuylkill, Berks, Lancaster, Delaware	<a href="mailto:RA-DHSED_COVID@pa.gov">RA-DHSED_COVID@pa.gov</a>
<b>SWD Supervisory Resource Acct.</b> Counties: Beaver, Butler, Armstrong, Indiana, Cambria, Washington, Westmoreland, Greene, Fayette, Somerset	<a href="mailto:RA-DHSWD_COVID@pa.gov">RA-DHSWD_COVID@pa.gov</a>

- The encrypted email should include the following information
  - Email Subject Line Format: County/Facility Name
  - Template for email
    - COVID Case Name/DOB/Parent Name and Phone#:**
    - Onset / Test Date:**
    - Test type, if known (i.e. PCR, antigen-POC or home)**
    - Last date in the facility:**
    - County:**
    - Facility Name:**
    - Facility contact information:**
      - POC:**
      - Address:**
      - Phone number:**
    - Do you have any questions needing a response/phone call from PA DOH ?**
- Option 2, if encrypted email services are not available
  - Call 1-877-PA-HEALTH
    - Prior to calling, please obtain as much information as possible using the template above.
    - PA Department of Health call center staff will be asking for this information at the time of the call. Please have this information available to avoid reporting delays.