



**ANNOUNCEMENT: C-20 #03
ELRC-20 #04
EI-20 #03
FSP #02
ELS/HS #-B
ELS/PKC #02**

**OFFICE OF CHILD DEVELOPMENT AND EARLY LEARNING
BUREAU OF CERTIFICATION SERVICES BUREAU OF
EARLY INTERVENTION SERVICES
BUREAU OF ELRC OPERATIONS AND MONITORING
BUREAU OF POLICY AND PROFESSIONAL DEVELOPMENT**

**ISSUE DATE: March 14, 2020
EFFECTIVE DATE: Immediately
DATE: On-Going**

SUBJECT:	Reporting Early Learning Programs Closings Due to Coronavirus (COVID-19)
TO:	Child Care Centers; OCDEL Staff; Early Learning Resource Centers; Children’s Trust Fund Grantees; Early Intervention Coordinators; Early Intervention Providers; Early Intervention Technical Assistance; Executive Directors for Preschool; Head Start Supplemental Assistance Grantees; MH/MR Administrators; MR Coordinators; Nurse Family Partnership Grantees; PA Head Start and Early Head Start Grantees; PA Key and Regional Keys; PA Pre-K Counts Grantees; Parent-Child Home Program Grantees; Preschool Program Specialists; Preschool Supervisors; Special Education Director
FROM:	Tracey Campanini Deputy Secretary, Office of Child Development and Early Learning

PURPOSE:

This announcement specifies the method for reporting to the Office of Child Development and Early Learning (OCDEL) closure of early learning programs, including child care, Early Intervention, PA Pre-K Counts, Head Start and Home Visiting programs due to Coronavirus (COVID-19).

BACKGROUND:

The Department of Health may require an early learning program to close to prevent the spread of COVID-19.

Child care centers and other early learning programs may experience a high number of child or staff absences due to COVID-19. As a result, some programs may choose to close based on the inability to sustain operation.

OCDEL needs information about program closures in order to gain information about the impact of COVID-19 and to assess areas of COVID-19 spread.

Information will continue to be shared and disseminated going forward to address questions and concerns that have been brought to our attention. We continue to monitor information from [the Pennsylvania Department of Health](#) and [the U.S. Centers for Disease Control and Prevention](#). Guidance developed by DHS

will be centrally located on [this page](#), which will be updated as additional guidance becomes available. We encourage you to continue to consult these resources for updates on COVID-19, information on staying healthy, and updates on the situation in Pennsylvania.

DISCUSSION:

Early learning programs that choose to or are directed to close due to COVID-19 must do the following:

1. Email OCDEL at RA-PWOCDELFacilclose@pa.gov to report that the program is closing due to COVID-19.

2. Use one of the following subject line, as appropriate for the program:

Child Care Closure - < Insert Name of County >

PKC Closure - < Insert Name of County >

HSSAP - < Insert Name of County >

EI Closure - < Insert Name of County >

HV Closure - < Insert Name of County >

3. Include the following information in the email to OCDEL:

- a. Program name
- b. Program address
- c. Program telephone number
- d. Number of children enrolled at the program
- e. Date of closing
- f. Anticipated date of reopening, if known
- g. Reason for closure (child/family illness, staff illness, general mitigation efforts)

NOTE: If programs have multiple locations or funding streams that are affected by a closure, please list all programs within the body of one email.

NEXT STEPS:

1. Follow the steps listed above to report closures.
2. Direct comments and questions regarding this announcement to OCDEL at (717) 346-9320.