



Office of Children and Family Services

KATHY HOCHUL
Governor

SUZANNE MILES-GUSTAVE, ESQ.
Acting Commissioner

December 27, 2023

Dear Provider:

OCFS has received several questions regarding COVID-19 and communicable disease reporting. This letter is being sent to clarify current requirements.

Programs located outside New York City

All communicable diseases must be reported to the local health department in the county where the patient resides. For the updated list of the reportable communicable diseases mandated under New York State Sanitary Code visit: <http://www.health.ny.gov/professionals/diseases/reporting/communicable/>

Programs must use form DOH-389 to report all communicable disease, including COVID-19. This form indicates which diseases must be reported immediately via telephone, and which diseases must be reported within 24 hours of diagnosis via mail. Form DOH-389 is attached to this email and can be found on the New York State Department of Health (NYS DOH) website at: <https://www.health.ny.gov/forms/doh-389.pdf>.

PLEASE NOTE: Cases of COVID-19 must be reported to the local department of health where the patient resides within 24 hours of diagnosis via mail. A telephone call is not required.

Programs located in New York City

Programs located in New York City must use Case Report Form PD-16 to report communicable diseases to the New York City Department of Health and Mental Hygiene. Form PD-16 provides a list of reportable communicable diseases and designates how and when each disease must be reported. This form is also attached and can be found at: <https://www.nyc.gov/assets/doh/downloads/pdf/hcp/urf-0803.pdf>. For more information, go to www.nyc.gov/health/diseasereporting.

All Programs

OCFS regulations require all providers to notify OCFS of communicable disease immediately.

OCFS Policy 20-01 Clarification of the Terms Serious Incident, Serious Injury, Serious Condition, Communicable Disease and When to Obtain Emergency Medical Care outlines communicable disease reporting requirements for licensed/registered child care programs. For ease of reference,

the policy is attached to this email, and can also be found on the OCFS website at: <https://ocfs.ny.gov/programs/childcare/policies/Childcare-Policy-20-01-Clarification-of-Serious-Incident-Serious%20Injury-Serious%20Condition.pdf>. For enrolled legally exempt child care programs, the OCFS-7026, Enrollment Information Packet for Legally Exempt Providers outlines reporting requirements. Please take the time to review the applicable policy and share this information with staff.

Thank you for all you do to manage health and infection control within your child care program. If you have any questions, please reach out to your regulator.

Wishing you all a happy and healthy 2024!

Sincerely,

A handwritten signature in black ink, appearing to read "Nora Yates", with a stylized flourish at the end.

Deputy Commissioner
Division of Child Care Services