

Dear Congregate Care Providers,

Thank you for the care and support you are providing children, adolescents, young adults, and their families during the COVID-19 pandemic.

On March 25, 2020, EHS posted an updated Interim Guidance for Residential and Congregate Care Providers, which is attached to this email. This Interim Guidance is available online at <https://www.mass.gov/info-details/covid-19-guidance-and-directives#caregivers->

This guidance requires you to assign a **Designated Program Lead** to report any confirmed COVID-19 cases, in either youth or staff, to the Department of Children and Families (DCF).

Your **Designated Program Lead** will report any confirmed COVID-19 cases, in either youth or staff, using the Excel spreadsheet linked to page 5 of the March 25, 2020 Interim Guidance.

Your **Designated Program Lead** will send the completed spreadsheet to DCF's **Agency Point of Contact Justin Varricchione**, justin.varricchione@massmail.state.ma.us by **1:00 pm Monday-Friday**.

On days when there are no new confirmed cases in your program, it is not necessary to send a message. A case confirmed after 1:00 pm will be reported on the next day's spreadsheet.

Please note that incidents of exposure are not reported on the spreadsheet. The spreadsheet is reserved for reporting confirmed COVID-19 cases, in either youth or staff, in your program.

Please review the entire March 25, 2020 Interim Guidance for Congregate Care Programs to assist with decision making and planning in your program.

Again, thank you for the valuable work that you do.

Be well.

Best regards,
Katherine

Katherine Canada, Ph.D.
Massachusetts Department of Children and Families
Assistant Commissioner, Services Network
Cell: 617-447-5304
Office: 617-748-2009

600 Washington Street, 6th Floor
Boston, MA 02111

Katherine.canada@MassMail.state.ma.us