



STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES
Bureau for Public Health
Office of Environmental Health Services

Bill J. Crouch
Cabinet Secretary

Catherine C. Slemp, MD, MPH
Commissioner & State Health Officer

MEMORANDUM

TO: Local Health Department Administrators

FROM: Judy Vallandingham, Division Director 
Public Health Sanitation Division – Office of Environmental Health Service

Executive Order 35-20 issued May 6, 2020, requires all staff at Child Care Centers licensed by the DHHR Bureau for Children and Families pursuant to 78 CSR 1 be tested for COVID-19. This Executive Order also engages the local health departments in this process.

Requirements for Information and reporting COVID-19 test results:

All Child Care Centers will be required to submit the following to the local health department:

- COVID-19 test results for all staff shall be reported to the local health department [WV Local Health Departments](#) . All Child Care Centers will need to keep a copy of all staffs COVID-19 testing results on site.
 - As Child Care Centers bring on additional staff, prior to that staff member returning/starting to work they will have to have a COVID-19 test and receive the results, these results will not have to be submitted to the local health department.
- Listing of all staff currently employed at the Child Care Center. Child Care Center Staff Listing form SG-101C
 - As Child Care Centers bring on additional staff, a listing of additional staff will have to be submitted to the local health department.
- Child Care Checklist Form (SG- 101)
- Child Care Checklist (SG-101A)

Reporting is required by local health departments to Bureau for Children and Families and the Office of Environmental Health Services on the cumulative number of Child Care Center staff tested, positive COVID-19 and negative COVID-19 test results received for each Child Care Center.

This will be an ongoing testing of Child Care Center employees as additional staff are added to the Centers that are currently operating and as additional Child Care Centers reopen during the ongoing COVID-19 pandemic.