



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

Guidance for Child Development Facilities: Submitting an Unusual Incident Report (UIR) Updated June 21, 2022

Child development facilities must submit an Unusual Incident Report (UIR) for unusual incidents, any confirmed case of coronavirus (COVID-19) and/or facility closures or reopening. This document details the steps that must be taken in particular instances.

An “unusual incident” is any event that is not ordinary to the regular operations or established procedures that may adversely affect the health, safety or well-being of any child or children in the child care facility.

General Reporting Guidelines for Unusual Incidents

- Examples of an unusual incident may include but are not limited to: accident or injury; physical, sexual, or verbal abuse of a child by staff or other child(ren); staff negligence; communicable disease occurrence; facility/property issues, including building security, theft, arson, bomb, fire threats, false alarms; and request for information or access to the participants from the press, attorneys, government officials outside the Office of the State Superintendent of Education (OSSE); or persons other than those authorized by the parent.
- A UIR should be submitted to report such instances.
- Find the [UIR form here](#).

UIR Closures and Reopening

- A UIR must be submitted for all facility closures and reopenings, regardless of cause.
- An example of when a UIR might be submitted for a closure is if a facility:
 - Loses heat in the winter or air conditioning in the summer
 - Does not have water or hot water
 - Experiences damage to the building
 - Experiences pipes bursting
- When completing a UIR for a closure, child development facilities should include the following information:
 - Subject line of the UIR email should read “Closure”;
 - Description of the reason for the closure;
 - Actions taken by the facility as a result of the incident/closure;
 - Parent notification;
 - Supporting documentation (e.g., invoices or receipts for repairs); and
 - Name of the facility as it appears on the licenses is to be entered on the UIR form.
- When completing the UIR for a reopening, child development facilities should include the following information:
 - Subject line of the UIR email should read “Reopening”;

- Indicate the planned date for reopening in the description and details section of the UIR; and
- Name of the facility as it appears on the license is to be entered on the UIR form.
- Providing OSSE with the date of the facility’s reopening ensures that the center or home is added to the list of open child care facilities, which is used by DC Child Care Connections to help match families with child care options that meet their needs
- UIRs detailing closures and reopenings should be submitted to osse.childcarecomplaints@dc.gov. Facilities that participate in the child care subsidy program should also copy the facility’s Educational Service Monitor.

UIRs for Reporting a Case of COVID-19

- A UIR must be submitted for a confirmed COVID-19 case that is in a child development facility during the infectious period *whether or not the facility closes*.
- Child development facilities must report any case of COVID-19 at the facility.
 - First: Notify OSSE by submitting a UIR. The UIR must be submitted within 48 hours. UIRs should be emailed to osse.childcarecomplaints@dc.gov. Subsidy providers should also copy their Education Services Monitor on the email.
 - When completing the UIR, child development facilities must include the following information:
 - Subject line of the UIR email should read **COVID-19 Positive Test** or **COVID-19 Related Closure**;
 - Parent notification;
 - The date of positive test(s);
 - Number of individuals testing positive;
 - Names of classrooms impacted;
 - Actions taken by the facility in response to notification of a confirmed COVID-19 case; and
 - Facility’s written routine cleaning, sanitizing and disinfecting plan.
 - If a facility closes due to COVID-19, the facility must also follow the process detailed under “UIR Closures and Reopening.”
 - Second (when applicable): Child development facilities must notify DC Health if they have 25 or more confirmed COVID-19 cases tied to a single event.
 - Notify DC Health by submitting an online form on the [DC Health COVID-19 Reporting Requirements website](#).
 - Submit a Non-Healthcare Facility COVID-19 Consult Form. If you are unable to access the form, please submit the cases via email to covid19.epita@dc.gov.
 - DC Health must be notified on the same day the outbreak was reported to the facility, preferably as soon as possible after the facility was notified.
 - Make note in the corresponding UIR submission to OSSE that the facility has met the threshold to report to DC Health and will follow reporting procedures.
 - Reopening after a confirmed COVID-19 case:
 - Facilities that close due to a confirmed COVID-19 case must submit a UIR for reopening, following the process detailed under “UIR Closures and Reopening.”
- For questions related to this guidance, please email osse.childcarecomplaints@dc.gov.