

Reopening of Certified Child Care Facilities

Temporarily or Permanently Closed Due to COVID-19

The Facility did not surrender its certificate and will reopen ...

PROTOCOL # 1

- The legal entity/operator must notify the regional office two weeks prior to the date they plan to reopen the facility.

... before the certificate expires, and the facility has been closed for no more than six months.

PROTOCOL # 2

- The legal entity/operator must notify the regional office two weeks prior to the date they plan to reopen the facility.
- The legal entity/operator must also review and sign the Notification of Reopening Attestation statement (see Appendix A-1) and return it to the regional office prior to reopening the child care facility.
- These steps are the steps that are to be completed if the facility plans to reopen before the end of the Disaster Proclamation or before March 19, 2021 (whichever is later).
- The legal entity/operator should contact their regional office for further guidance if they plan to reopen after the end of the Disaster Proclamation or March 19, 2021 (whichever is later), or after their certificate of compliance has expired.

... before the certificate expires, but the facility has been closed for more than six months.

PROTOCOL # 3

- The legal entity/operator must notify the regional office by Dec. 11, 2020, or within 10 days after the expiration of the certificate of compliance (whichever is later) that they plan to reopen the facility.
- The legal entity/operator must review and sign the Notification of Reopening Attestation statement (see Appendix A) and return it to the regional office.
- The legal entity/operator must submit a renewal application to the regional office via email, postal service or Provider Self Service.
- A certification representative will conduct a renewal inspection.[1]
- For school age programs in a school building, compliance with regulations at 55 Pa. Code § 3270.241(b), and § 3280.221(b), relating to requirements specific to school-age programs, will be assessed.
- A provider may not begin operation until the Department has issued a renewed certificate of compliance.

... after the certificate has expired (length of closure irrelevant).

PROTOCOL # 4

A child care facility that surrendered its certificate of compliance due to COVID-19 must complete the initial application process for a certificate of compliance. The legal entity/operator should contact their OCDEL regional certification office to discuss the next steps in their reopening process.

The contact information for the appropriate regional office can be found [here](#).

Facility did surrender its certificate.

[1] If the provider does not have access to the facility location, a renewal inspection will not be conducted until the provider gains access to the location.