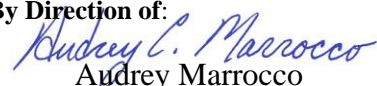


## STATE REGISTRAR NOTICE

<b>Subject:</b>  <i>Guidance for Local Registrars: COVID-19 Prevention Methods</i>	<b>Type:</b>  <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Transitory	<b>Number:</b>  <b>2020-08</b>
<b>Date Issued:</b> March 19, 2020  <b>Date Effective:</b> October 8, 2020	<b>Audience:</b>  Local Registrars	<b>By Direction of:</b>  Audrey Marrocco State Registrar

Due to the COVID-19 response, the Bureau of Health Statistics and Registries (BHSR) is mandating that all local registrars<sup>1</sup> implement workflows to eliminate person-to-person interactions when fulfilling their local registrar (LR) job duties. In addition, BHSR is authorizing local registrars to request a temporary stay from performing their job in accordance with the LR Manual.

We value you and the importance of the work you do. These steps are being taken to prevent the spread of COVID-19 to you, your family and the clients you serve.

**Text shown in a red font indicates updated information since the date issued.**

### Implementing Workflows to Eliminate Person-to-Person Interaction

BHSR has mandated under [SRN 2020-09](#) that all funeral directors must utilize EDRS for the reporting of all deaths beginning at 12:00 am on March 20, 2020. The mandatory reporting requirement is being imposed to eliminate the need for person-to-person interaction related to the registration of death and the issuance of Disposition/Transit Permits.

Local registrars are mandated to implement workflows at their location that **limit** person-to-person interactions when fulfilling all other LR job duties. Such workflows may include the following:

- Scheduling a date/time once a week for funeral directors to drop off Reports of Fetal Deaths in a secured lockbox at your location.
- Providing funeral directors with blank Disposition/Transit Permits for fetal deaths.
- Mailing certificates to the funeral directors.
- Arranging for the funeral director to pick up the certificates from a secured location that does not involve person-to-person interaction.

---

<sup>1</sup> Local registrars are defined as individuals that have been appointed as a local registrar or an assistant registrar, and deputy registrars that are appointed by a local registrar.

## **Requesting a Temporary Stay from Local Registrar Duties**

BHSR is authorizing LR's to request a temporary stay from the LR duties at any point during which the Governor's COVID-19 Disaster Declaration is in place. **You must immediately halt all LR duties and submit the Temporary Stay from Local Registrar Duties form if you are in quarantine or isolation due to COVID-19.**

To request a temporary stay from your local registrar duties, please do the following:

1. Complete the [Temporary Stay of Local Registrar Duties](#) (Temporary Stay) form and return it to BHSR.
2. Issue certificates for any remaining requests that you may have pending with funeral directors in accordance with the above person-to-person directives.
3. Notify the funeral directors that typically utilize your services that you are on a temporary stay from LR duties.
4. Submit your Weekly Report of Certificates Submitted to Vital Records (weekly report) on the Friday of the last week you perform your LR duties.
5. Submit your Local Registrar's Monthly Report – Summary Schedule of Activity and Income, H105.026 (monthly report) and payment of fees collected by second of the following month.

While you are under a temporary stay from your duties, you will not need to submit any weekly or monthly reports other than those listed above.

BHSR will update our online [Local Registrar Listing](#) to inform all death reporting stakeholders of your service status.

## **Returning to Duty as a Local Registrar**

LR's may resume their duties during the period for which the Governor's COVID-19 Disaster Declaration is in place if they adhere to the above person-to-person interaction limitations and complete the process to resume services. To resume services, please do the following:

1. Complete the [Temporary Stay](#) form and return it to BHSR.
2. Notify the funeral directors that typically utilize your services that you are again providing LR services.
3. Resume all other LR activities as required under the LR Manual.

If you submitted the Temporary Stay form because of quarantine or isolation due to COVID-19, you should not resume your local registrar duties until you meet the guidance issued by the PA Department of Health (DOH) or the Center for Disease Control and Prevention (CDC). Please visit [DOH's COVID-19 webpage](#) for the latest information on COVID-19.

## **EDRS Refresher Training**

If you need retrained on how to use EDRS, please contact the Local Registrar Support Unit. See the EDRS website at [www.doh.pa.gov/EDRS](http://www.doh.pa.gov/EDRS). [Quick reference guides](#) are also available to support your training needs.

## **Contact Information for the Local Registrar Support Unit:**

By Phone: Vital Events Stakeholder Hotline at 800-323-9613

By Email: [RA-DHDVRLRSUPPORT@pa.gov](mailto:RA-DHDVRLRSUPPORT@pa.gov)

## Temporary Stay from Local Registrar Duties

As outlined under SRN 2020-08, I am requesting:

- a temporary stay from my local registrar position.
- a return to duty to my local registrar position.

I understand that I am not authorized to perform any local registrar duties during the temporary stay. If I have a deputy registrar, I understand that my deputy is not authorized to perform these duties on my behalf.

Upon my return to duty to my local registrar position, I understand that I may not resume duties until authorized by the Bureau of Health Statistics and Registries (BHSR). I also understand that BHSR may need 2-3 business days to process my request to return to duty.

District Number: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**This form must be submitted as follows:**

By email: [RA-DHDVRLRSUPPORT@pa.gov](mailto:RA-DHDVRLRSUPPORT@pa.gov)

By fax: 724.656.3272.