

# Notification Procedure for Positive COVID-19 Case

## ➤ Communications Plan

The School District of Elmbrook has procedures in place and a communication plan for when we are notified of a positive COVID-19 case. These procedures were developed in consultation with Waukesha County Public Health and are consistent with what is in place for schools county-wide.

### When the District is Made Aware of a Positive COVID-19 Case

- 1) The District designated Waukesha County Public Health liaison is notified.
- 2) A Health Department Case Investigator contacts the positive individual or parent/guardian to conduct an interview.
- 3) The isolation period is established.
- 4) Individuals who had a close contact exposure to the positive COVID-19 case during the contagious period are identified and sent home to complete 14 day quarantine period.
- 5) The end-of-isolation date and contagious time frame are shared with the school / District.
- 6) If the positive COVID-19 individual attended school or school related functions during that time, the District assists in identifying close contact exposures at the school and will send them home to complete a 14 day quarantine period.

### Confidentiality/Privacy

- 1) To maintain confidentiality and respect privacy the Elmbrook Schools COVID team communicates directly with the identified close contacts, without disclosing the name of the positive COVID-19 individual.
- 2) Waukesha County Public Health communicates with close contacts to establish a quarantine time frame and provide education.
- 3) Public Health will notify the District in the event there is a change to the end of quarantine date, due to a close contact developing symptoms or testing positive for COVID-19.
- 4) Waukesha County Public Health notifies the District when an individual who tested positive for COVID-19 has completed their isolation and can return to in-person instruction.
- 5) The District will not notify individuals who may have had casual contact with a positive COVID-19 case (i.e. passing in the hallway or in the same classroom but seated more than 6' away.)

## ➤ COVID Related Absences

Information regarding COVID related absences may be located on the [District Dashboard](#) and the number of COVID-19 cases in school age children within the district boundary may be found on the [Waukesha County Dashboard](#).

## ➤ Mitigation Efforts

We ask that you please stay home if you are not feeling well. Waukesha County Public Health recommends you contact your health care provider if you have symptoms of COVID-19. If you or a family member are diagnosed with COVID-19 or are identified as a close contact to an individual who has tested positive, it is important that you follow the guidance provided by Public Health.

For additional information regarding COVID-19, please visit the [2020-21 Learning Hub](#) on the District website.