PROCEDURE: Reporting of school-related COVID-19 positive individuals identifying close contacts, and related communications to close contacts.

PURPOSE: To provide directions on reporting COVID-19 positive individuals to the Local Health Department, as well as clarifying roles for timely communications to school-related COVID-19 close contacts.

Upon notification of a school-related confirmed COVID-19 case, a School Administrator, School Nurse, or other school designee should refer to the following steps.

It is highly recommended that the school designates a primary and back up individual responsible for completing the following steps:

1.) The School Administrator, School Nurse, or other school designee will gather as much information from the staff member or student's parent/guardian as possible, using the following as a reference:
    - Student or Staff Name
    - Date of Birth
    - Parent/Guardian Name
    - Home Address
    - Phone number
    - Grade
    - Teacher
    - When did symptoms start?
    - Temperature
    - Symptoms
    - Student/Staff Member's last day in school?
    - What mitigation strategies were practiced in school?
    - Did the student/staff member attend/work at the school while symptomatic or during 2 days before symptoms began?
    - Did the student take the bus while symptomatic or during 2-days before symptoms began?
        - If yes, bus number/bus company
    - Any known COVID-19 exposure in the last 14 days?
        - If yes, explain
    - Has COVID-19 testing been done? If yes, please answer the following questions:
        - Date of Test
        - Type of Test
        - Testing Site
        - Ordering Provider
        - Date of specimen collected
        - Has a lab result been received?
    - Does the student have siblings?
        - If yes, please provide name(s) and school they attend
    - Does the student/staff member participate in any sports, clubs, or other extracurricular activities?
        - If yes, list activities and what mitigation strategies were practiced at each activity.

2.) The School Administrator, School Nurse, or other school designee will initiate the **first communication to all identified school-related close contacts** in order to ensure timely communications and an understanding that close contacts **MUST** self-quarantine at home and cannot attend in-person learning until the determined return to school date. This school administrator will inform the student/family or staff that the Health Department will be contacting them in next 24 hours.

3.) The School Administrator, Nurse, or other school designee will compile a list of school-related close contacts. **Close contacts are defined as someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.*** It is important to think about the individual's movement throughout the day including, but not limited to: seating in classrooms, participation in school-related activities, school-related transportation, etc. The list of close contacts will be shared with Quinnipiack Valley Health District (QVHD) for contact tracing purposes.

4.) Once all of the above information has been obtained:

a) Call the QVHD point of contact.

b) Email the names and contact numbers of the positive cases along with the above-collected information to QVHD.

c) Notify the Department of Health/State Department of Education of the positive confirmed case.

5.) QVHD will perform contact tracing to determine the infectious period, the duration of quarantine/isolation period, and the return to school date for close contacts. This information will be shared with the school administrator, school nurse, or designee.

6.) If a close contact does not live within QVHD's jurisdiction, their information will be provided to the appropriate health department for contact tracing.

* Close Contact definition updated by the Centers for Disease Control and Prevention on October 21, 2020.