

2021- 22 Parent Notification / Communication Protocol of Positive Case and Close Contacts

Updated: September 1, 2021

Oftentimes the school is not notified of confirmed cases until late at night or early in the morning. Porter-Gaud will make every effort to notify parents and students in a timely manner. Porter-Gaud administrative, nursing staff and/or athletic trainers will collaboratively contact trace all positive cases associated with the school. Given the complexities of contact tracing the entire school day/activities, potentially impacted students may need to attend school virtually for one to two days to thoroughly conduct contact tracing procedures, especially if an individual has been on campus potentially contagious for multiple days.

Parent Responsibility:

- Parents must notify nurse@portergaud.edu or by calling 843-402-4790 immediately if their child tests positive for COVID.
- Parents must notify the nurse office and keep their child home from school if they are exhibiting any signs of illness. In conjunction with the child's pediatrician, the nurse office will determine if COVID testing is required. In some cases if a COVID test is warranted and parents refuse, they may have to be isolated for 10 days following DHEC guidance.
- Parents may not dispute the schools decision to quarantine. This is an essential public health measure to prevent significant outbreaks of COVID19 on campus.
- Administration and the nursing staff are not able to share any identifiable information regarding positive cases. Parents may be notified of the classroom in which their child was exposed but no other information can be shared.
- **In the event of a positive test and/or a positive identified contact, involved parties must comply with quarantine recommendations as set forth by the school. This cannot be countered by a family physician to shorten this quarantine period.**

Confirmed Positive Case Protocol in Lower, Middle or Upper School Faculty/Staff/Student:

- 1) If a student, faculty, or staff member is symptomatic or receives a positive COVID-19 test, they must immediately notify the school, and isolate according to CDC and DHEC guidelines. Upon confirmation that a student or employee has had a positive COVID-19 diagnosis, PG's nursing staff will notify SCDHEC and follow their directions regarding possible quarantine, contact tracing, communication to families, and facility disinfection. The isolation period for a positive case will be determined by PG's nursing staff in consultation with SCDHEC but will not be less than 10 days. **All positive cases should immediately be reported to the nursing staff at nurse@portergaud.edu or 843-402-4790**
- 2) In consultation with DHEC, the School Nurse and Administration will perform contact tracing of the positive case. It is critical for students and teachers to be honest and forthcoming regarding any close contacts. The Athletic Trainers will contact trace all students affiliated with school sports. Close contacts are defined as anyone within 6ft for >15 minutes (cumulative time).

- a) **Exception:** DHEC defines close contact among students in the K-12 setting as those unvaccinated students within 3 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period from 48 hours prior to symptom onset (or specimen collection for an asymptomatic infected person) until the infected person meets criteria for release from isolation. While mask use among unvaccinated individuals of all individuals age two years and older is strongly recommended, the presence or absence of masks does not affect the DHEC definition of a close contact for K-12 students.
- i) **This exception does not apply to teachers, staff, or other adults in the indoor classroom setting.**
- 3) Students and teachers must identify any close contacts from PG that may have occurred both on campus and outside of the school setting (ex: Friends riding to school together, extra-curricular activities, any large gatherings outside of school, etc.)
 - 4) Seating charts for each class will be maintained by all teachers and administration. Once the school is notified of a positive case, any students seated within 3 feet of the confirmed case will be required to quarantine. Any students who may have had close contact exposure during the course of the school day may be required to quarantine (ex: eating lunch, sports, extended day, etc.)
 - 5) All identified close contacts (students, faculty, staff) will be notified and must quarantine for 10-14 days from the date of last exposure.
 - 6) Faculty should make every effort to remain >6ft away from all students and co-workers to avoid the need to quarantine.
 - 7) We will ask parents to self-monitor their child in quarantine using [COVID19 14 day monitoring worksheet](#). Parents should notify the school nurse if any symptoms develop or if their child is tested.
 - 8) Quarantine/Isolation –In the event of a positive test, and positive identified contact, involved parties must comply with quarantine and isolation recommendations as set forth by the school. This cannot be countered by a family physician.

***Given the complexity of changing classes, potentially impacted students may need to attend school virtually for one to two days to investigate close contacts of the confirmed case.

Confirmed Case Communications

Communications will balance transparency and the need to protect the privacy and wellness of individuals who test positive. Here is what you can expect from us:

- All students and parents of close contacts will be notified via email. We will not make personalized phone calls this year but parents will receive an email with details if their child is identified as a close contact. If parents have additional questions they may call the nurse office during normal business hours.
- Faculty and staff within the division are notified of the positive case and teachers of the individual and close contacts are notified of the quarantine requirements and shift to Cyclones @ Home.
- If a student or faculty member in your child's division tests positive, you will be notified even if your child did not have direct exposure to the student. While we cannot provide details or names for privacy reasons, we will inform you of the

positive case. If there was a case in a shared building of campus parents of both divisions may be notified (ex: case in the S & T).

- **We will not communicate positive cases in situations where the individual was not on campus when potentially contagious (i.e. in quarantine). Given how widespread COVID-19 is within our community, classroom contacts will only be notified if they are deemed a close contact.**
- In a sports team situation, communication will be shared with team coaches, student-athletes, and parents of the team.
- Individuals who are identified as close contacts **in the school setting** who are fully vaccinated do not have to quarantine at this time. However, they must strictly follow health & safety measures both on and off campus. Fully vaccinated close contacts will be notified via email.
- Porter-Gaud will maintain a dashboard of current and cumulative cases. This dashboard will be updated weekly on Thursdays and as needed.

Internal Procedures:

1. Notification of positive case- If positive case notification is received after 4PM, the on call nurse will work up the case.
2. Nurse notifies the division head. Nurse conducts a contact tracing interview with the student/parent.
3. Seating charts are reviewed by administration and nursing staff. If classroom set up needs to be assessed multiple students may need to attend school virtually while assessment occurs. Consult with teachers to determine if they are close contacts and discuss what occurred during school day to ensure all close contacts are identified.
4. Close contacts are notified via email of date of last exposure, quarantine timeline, when to test, symptoms to monitor for, etc.
5. Teachers will be notified of students in quarantine.