



Calhoun County Public Health Department

K-12 School COVID-19 Isolation and Quarantine Guidance

PROCEDURE

1. CCPHD will follow current CDC Operational Guidance for K12 Schools and Early Care and Educational Programs.
2. CCPHD recommends that Calhoun County school officials notify parents or guardians of possible exposure in classrooms and high-risk settings.

Case Notification

1. School learns of a positive COVID-19 case in a student or staff member.
2. School notifies CCPHD daily through the Cool Schools COVID-19 Reporting portal.
 - a. Refer to the School COVID-19 Reporting to CCPHD Guidelines attached.



Calhoun County Public Health Department

School COVID-19 Reporting to CCPHD

PURPOSE: The purpose of this policy is to create a simplified way for schools to inform CCPHD of positive COVID-19 cases.

PROCEDURE

- Reporting of COVID-19 positive student and staff cases is to be done Monday through Friday before the end of each school day through the Cool School portal
- School staff will log into the portal and select “Create new COVID-19 Report”
- Staff will fill in the information about the positive staff or student
 - The required fields are:
 - The first and last name of the staff or student
 - COVID-19 Positive Case DOB
 - Parent/Guardian Name (if staff member, put NA)
 - Parent/Guardian Phone (if staff member, their phone number)
 - Parent/Guardian Email (if staff member, their email)
 - COVID-19 Positive Case Address
 - Date the Positive Case Developed Symptoms
 - Date the person was tested
 - Facility where the person was tested
 - Last day at school or sports
 - Grade (there is a staff option)
- Additional information about close contacts, the steps the school has taken, such as notifying parents/guardians of potential exposures is included but are not required fields
- Submit the form once the required fields have been completed
- This is completed each day the school is in operation for each positive student and staff member

Note: This new procedure replaces the COVID-19 Reporting Form that had previously been used and emailed/faxed to CCPHD

Note: The existing COVIDNurse@calhouncountymi.gov email that was being used is still operational for questions and concerns about a specific case that may need a CD nurses' attention

Note: The website for disease reporting is <https://www.communicablediseasereporting.com/calhoun>. Log in information is the same for the weekly reporting and if assistance is needed please contact Stephanie Hanchett at shanchett@calhouncountymi.gov.