

Procedure for reporting COVID cases:
Updated 3/24/21 changes are bold.

1. Please share the [COVID question form](#) with your office staff answering the phones/attendance secretary, principals may complete the form if a staff member contacts them.
2. All completed forms need to be given to the school nurse assigned to your building.
3. If a student or staff member has tested positive and the individual has not been contacted by a health department, the school nurse will complete and submit an electronic form to the Franklin County Public Health Department.
 - a. On this form, the school nurse will record the school nurse as the contact person.
 - b. The school nurse will record her name in the comments box as being the one making the report.
 - c. The school nurse will request the staff member to contact Vicki Baptist for certified staff and Nichole Walters for classified staff.
4. The school nurse will notify the principal of the pending case.
5. The building principal will receive an email of the form submitted.
6. **While waiting on Franklin County Public Health to confirm the reported case:**
 - a. **The principal should start identifying the close contacts. Here is a checklist to assist with the [contact tracing](#). The principal will be required to identify all close contacts of the positive case.**
 - i. This would include any person that was within 6 feet for 15 minutes-cumulative or longer, 48 hours prior to the onset of symptoms; or if the individual is asymptomatic, the 48 hour period begins *from the date the positive test took place* (NOT the date the individual was notified of the results). The electronic form submitted by the nurse will have the date of onset (symptomatic) or the date the positive test occurred (asymptomatic).
 - b. **While identifying the classrooms the positive individual was in, the principal will also confirm the setup of the classroom has all the students seated 3 feet apart.**
 - i. **If the whole classroom is set up with desks/student seating with 3 feet apart then this classroom would allow for students to have a modified quarantine.**
 1. **Modified quarantine is defined as:** Individuals may attend school during their quarantine, if both individuals had masks on covering their mouths and noses at all times. We will still identify these individuals as close contacts and they will still receive notification, **but they may attend school and school extracurriculars/sports only.**

2. **If a traced individual qualifies for the modified quarantine an note needs to be made on the tracing list**
3. **Settings that do not qualify for the modified quarantine:**
 - a. PE
 - b. Bus
 - c. Lunch room
 - c. **If a traced individual has been fully vaccinated**
 - d. The nurse will notify the principal when the case has been confirmed with the HD and will confirm the dates (contact and quarantine).
7. The principal will contact Lida Morris Lida_Morris@plsd.us Ext. 6188 (she is at the Welcome Center) once the list of contacts has been determined (names only) send to Lida.
 - a. Lida will create a spreadsheet with needed person information required by FCPH and ***currently the FCPH will not be collecting this information
 - b. Principal should share this list with the attendance secretary so they can mark them MD in IC for the school days they will miss.
8. Once FCPH has confirmed the case and determined the quarantine dates via contact with the nurse or principal, provide that information to Lida and she will call each close contact to let them know they will need to quarantine and she will also email them the close contact letter.
9. Jodi or Kristina will share letters to be sent within 24 hours of the notification of the positive or probable case.
 - a. Send “building” letter to entire school families through IC and including staff via email.
 - b. Send “class/activity” letter to all students who have class or activity with the individual who you are tracing. This should be sent through IC (contact Bethany Thompson for IC assistance) AND a hard copy given to the students.
 - i. Class letter should go to the same cohort as the identified individual, not all student registered for the class.
 - ii. Hard copies may need to be mailed if cohort not in session
10. Principal will complete the [following form](#) to report the case for the dashboard.
11. Due to HIPAA you may not tell the close contact who has tested positive for COVID, do not even give a title or indicate if it was a staff member or student.