

COVID-19 REPORTING PROCESS FOR SCHOOLS AND DAYCARE CENTERS



**Lorain County
Public Health**

For the Health of Us All

If a staff member informs you that they have tested positive for COVID-19, or a parent informs you that their child (your student) has tested positive for COVID-19, please follow the steps below and contact Lorain County Public Health (LCPH).

1. Ensure that the student or staff member is not currently in the building. If they are, have them put a mask on, remove them from others and place them in isolation, and send them home immediately.
2. Notify the school nurse.
3. School nurse or designated school personnel must complete the School COVID-19 Notification Form (see attached).
4. Once form is completed it needs to be faxed to LCPH.
 - Fax number 440-322-0911
 - Attention: Kathy Grella and/or Epi Team
5. When requested, provide LCPH with:
 - Attendance record of COVID-19 positive student or staff member
 - Seating chart of classroom if positive case is a student or teacher
 - List of names and contact information of students/staff in the affected classroom
 - List of daily symptom screening of students and staff if applicable.
 - Safety strategies that are in place in the classroom/building (such as mask requirements, spacing of students and desks, and barriers)
 - Seating assignments on the bus, if applicable
6. School nurse or designated school personnel should make themselves available to LCPH to answer questions and gather information when directed.

Steps that Lorain County Public Health will be taking during this process:

1. LCPH will verify (through the State reporting system) if the student or staff member is positive.
2. LCPH will contact the COVID-19 positive person (or parent if a minor) and gather information about when they were tested, the onset of symptoms, names of people they have been around recently, the last day they were in the school building, and other information.
3. LCPH will inform the positive case that they are to isolate at home for at least 10 days. LCPH will release them from isolation after they have gone 24 hours without a fever, without use of medication, AND their symptoms have improved AND it has been 10 days since their symptoms started or they tested positive for COVID-19 (if asymptomatic).
4. LCPH Epi team will gather information and identify those that are considered a “close contact” with the positive case.
5. LCPH will notify the “close contacts” by phone and inform them that they will be quarantined for 14 days.
6. LCPH will work with school administrators to determine any additional measures that may need to take place and will provide letters/messaging for the school to send to parents when necessary.

8/14/2020