

# Rapid Response to a COVID-19 Case in an Elementary School Facility

## RESOURCES:

- [NMPED](#)
- [New Mexico Testing Sites](#)
- [COVID-19 Test Results](#) website indicates which NMDOH results tested negative
- [CDC Cleaning and Disinfecting Guidance](#)

## Three ways a COVID-19 positive case may be identified in a school facility:

1. School is notified by state agency of a lab-confirmed positive case identified at their site.
2. Report made by a parent/guardian that their child has tested positive.
3. Staff is tested and reports positive result to the school.

## Reporting of a Positive COVID-19 Case is Required

ACTION STEP	RESPONSIBLE	TIMELINE
1. Ensure the positive individual has been isolated and sent home. Inform the positive individual and his/her parents/guardians (if a student), that the positive individual will need to self-isolate for 10 days from the specimen collection leading to the positive test result AND until fever-free for 24 hours without fever reducing medication AND until symptoms are improving.	School Administrator or District/School COVID-19 Point Person	Within 4 hours of notification
2. Districts and schools are to contact the <b>NMPED Rapid Response Team</b> to report the positive case within 4 hours of you being notified. Be ready to provide information about the positive case.	School Administrator or District/School COVID-19 Point Person	Within 4 hours of notification
3. If a staff member, also report the positive case within 4 hours to <b>NMENV at 505-476-8700</b> .	School Administrator or District/School COVID-19 Point Person	Within 4 hours of notification
4. Complete and submit information about the positive case and close contacts as requested by the NMPED as soon as possible but no later than 6 hours after receiving the emailed instructions. During this time you should also: <ul style="list-style-type: none"> <li>• Shut down impacted facilities/classrooms for 24 hours; and</li> <li>• Perform enhanced cleaning, sanitizing and disinfecting of facilities in accordance with CDC guidance.</li> </ul>	School Administrator or District/School COVID-19 Point Person	Within 6 hours after calling NMPED, submit required information about the positive case and close contacts.
5. Provide <a href="#">COVID-19 Positive Case Letter</a> to all staff and families in appropriate languages and on district/school letterhead. If the positive individual was not at school from two days prior to symptom onset (or if asymptomatic, two days before the specimen leading to the positive test result was collected) through the isolation period there is not a school exposure and there is no need to notify the school community.	School Administrator	Within 6 hours of notification
6. Call your regional School Health Advocate for any guidance needed regarding testing, cleaning, closure, etc. See the <b>School Health Advocate Contact List</b> on page 20 and <b>Guidance for Closures</b> on page 9.	School Administrator or District/School COVID-19 Point Person	No time requirement

# Elementary School Staff and Student Decision Tree

The following decision tree was created for families, students, and staff to better understand the steps that should be taken if they develop symptoms. Testing of close contacts (required for staff) should happen 7–10 days into quarantine, or at onset of symptoms. A negative test for a close contact of a COVID-19 positive individual does not end the quarantine period.

## INDIVIDUAL PERSON

Are you experiencing any **symptoms of COVID-19**?

Fever, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, loss of smell or taste, sore throat, congestion or runny nose, nausea or vomiting, diarrhea?

No

**Continue going to school**, unless classroom/cohort has been quarantined

Yes AND NOT Tested\*

If at home, stay at home and get tested for COVID-19

If at school:

1. Tell your teacher or supervisor immediately.
2. Go to isolation unit until you can leave school or get picked up as soon as possible

**\*Get tested at a testing site.**

Call your doctor. If you do not have a doctor, call the NMDOH hotline for help at **1-855-600-3453**

Test result is **NEGATIVE**

**Stay home** until 24 hours fever-free and improving symptoms

Test result is **POSITIVE** (or no test result)

Yes AND **POSITIVE test\***

**Stay home until released from isolation** (10 days after symptom onset, 24 hours fever-free, and improving symptoms)

No BUT **POSITIVE test\***

## CLOSE CONTACTS

Have you been in **CLOSE CONTACT\*** with a confirmed case during their infectious period, in school or out of school?

No

**Continue going to school**, unless classroom/cohort has been quarantined

Yes

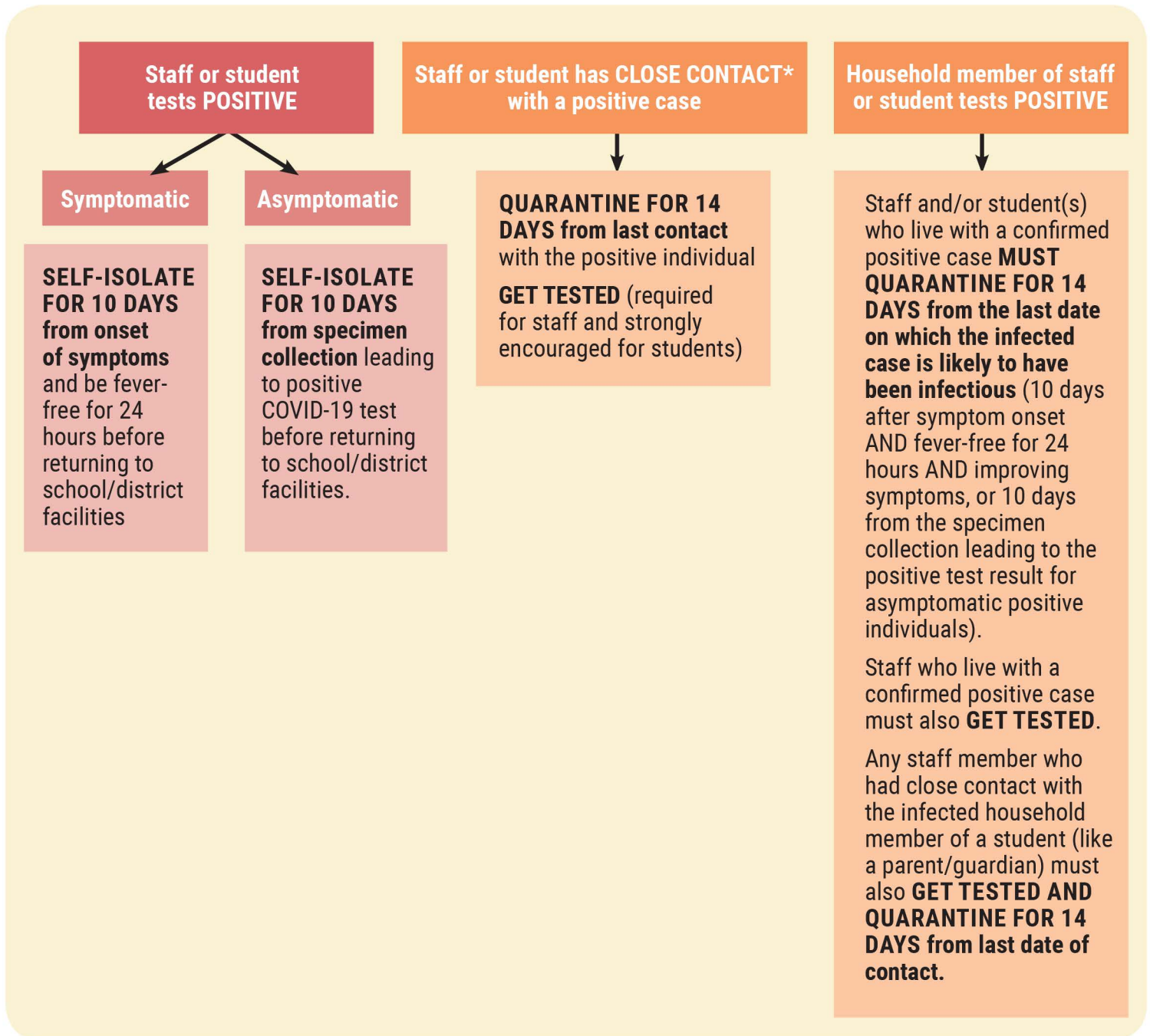
**Stay home** for 14 days after last exposure to confirmed case

\*See definition of Close Contact on page 3.



# Elementary School Quarantine/Isolation Decision Tree

The following decision tree was created for families, students, and staff to better understand the steps that should be taken if quarantine is necessary



\*See definition of Close Contact on page 3.