

# COVID-19 Notification Process

in the event of a case at school



## CONFIRMED POSITIVE CASE



If school/district learns of a confirmed case/cases involving a student/staff member before being contacted by public health, they should contact the student support office to ensure that FERPA\* protocols are being followed.

In consultation with Public Health and the Chief Health Officer, the appropriate school official may decide whether a class, school, or district closure is warranted, using the guidance provided by Cabell Huntington Health Department (CHHD).

- School/district supports contact tracing and follows FERPA protocol for students
- Where necessary, communicates information about quarantine of affected classes/ after school programs/bus cohorts to the affected groups
- Notifies general school community without disclosing personally identifiable information of students or staff
- Ensures proper cleaning of affected classrooms and common areas or the entire school campus before they are reopened



When an individual is confirmed to have COVID-19, Public Health and/or Chief Health Officer will work with the individual/family to identify close contacts. \*\*If the individual had close contacts at a school, the public health contacts the school/district via the COVID-19 liaison.

CHHD works with COVID-19 Liaison to conduct contact tracing and notify exposed children/staff following FERPA protocol for student information.

CHHD determines whether quarantine and testing is necessary based on length of exposure, number of people exposed, and closeness of contact.

CHHD notifies school/district when it is safe to reopen the classroom or school, and school/district makes final determination when to reopen.



## SUSPECTED/POSSIBLE CASE



If a student/staff member becomes ill at school with a fever or other COVID symptoms, minimize contact and isolate immediately. Anyone interacting with them must wear a mask, gloves, and other PPE as appropriate. The ill person should wear a mask and go to a dedicated room and be safely sent home as soon as possible. If symptoms are severe\*\*\*, send person to a healthcare provider or call 911. Clean dedicated room immediately.

Affected individual/family contacts doctor for evaluation, COVID-19 testing eligibility, and clearance to return to school. If unable to obtain medical clearance due to lack of health care, advise not to return to school until they have met district criteria or CDC criteria to discontinue home isolation.

Cabell Huntington Health Dept. will contact the school if the individual is confirmed to have COVID-19, at which point the school will follow the "confirmed positive case" procedures outlined to the left.



If a student/staff member becomes ill at home, they should NOT come to school. Staff should notify the school administration and follow absence protocol. Ill students must continue to have access to instruction.

\*FERPA (Federal Educational Rights and Privacy Act) Protocol: Follow proper protocols for student privacy

\*\*Close Contact: For contact tracing, only "close contacts" will be notified by public health. This is defined as someone who has been exposed to the sick individual at a distance of six feet or less for more than 15 minutes, irrespective of face coverings.

\*\*\*Severe Symptoms: Symptoms that would require immediate medical attention include: Trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, bluish lips or face.