COVID-19 Toolkit

Please refer to this process for COVID-19 cases in the school setting. A script for notifying parents, letter templates, and the Reporting Directory for staff are enclosed.

Need

• Remember, identification begins 2 days before symptoms began in the positive case. If no symptoms

Script for Notifying Parents

Staff, it is imperative that we keep both students' (FERPA) and staff's (HIPAA) medical information confidential. When alerting parents of a positive case in the schools, we might unintentionally reveal confidential medical information. Below is a script to be used when notifying parents of a positive case in schools.

"A positive COVID-19 case has been identified in the school building. Your scholar may have been in close contact with the positive case. In an abundance of caution, scholars will receive instruction at home for 7 days. During this time, you are encouraged to obtain COVID-19 testing for your scholar. Please report to the school if your scholar has tested positive for COVID-19. In the meantime, the facility staff will begin enhanced cleaning procedures."

Facilitating a COVID Case in Staff Members

• Interview the positive staff member to determine close contacts dating back 48 hours of symptom onset. If there are no symptoms, date back to 48 hours prior to the date of the test. That is, anyone he/she would have been

. This would be someone he/she was not maintaining social distancing or had direct contact.

- Determine places in the building the staff member occupied. Ex: bathroom, classroom, library
 - Add the COVID Positive educator's information as well as any identified close contacts' information to the Reporting Directory. Ask close contacts about vaccination status. Vaccinated staff members fall under a quarantine exception, provided they submit proof of full vaccination.
- Notify Close Contacts, with respect to employee privacy, and provide them with the Close Contact Notification. Close contacts are to immediately undergo quarantine and obtain COVID-19 testing.
- Unvaccinated staff members deemed close contact are to quarantine for 10 days.
- Send a copy/screenshot of the positive test result and vaccination cards of close contacts to Nurse Jones. Use the Encrypt button above the "To" section of the email to send this information.
- Send Nurse Jones the COVID Reporting Directory. CC Amanda Thomas.
- Notify Sandra Robinson of Facilities in a separate email. CC Nurse Jones. Specify locations the COVID case occupied.

COVID positive individuals are to follow their healthcare provider's order for isolation.

Area Superintendents/Chiefs/Department Heads personalize and send letter one below.

Return to Work Guidelines

- They follow first their healthcare provider's order for isolation,
- 10 calendar days are completed from the day symptoms began OR 10 calendar days from the date of the positive test if there were no symptoms, AND
- must be fever free for at least 24 hours without the use of a fever-reducing medication.
- •
- 10 symptom-free calendar days have passed,
- A minimum of 7 <u>symptom free</u> calendar days have been completed a negative test result taken <u>after day 5</u>. This is for the PCR test ONLY.

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Notification Letters

The following pages contain JPS modified notification letters from Mississippi State Department of Health that should be utilized when communicating COVID-19 cases to parents and staff. The notification letter sent to parents when a student is placed into an isolation room can also be found below.

Modify them with your letter head, logos, etc. and customize grammar according to your case.

- *Group or School Notification* -Letter to notify individuals within a larger group, classroom, or activity of the identification of a COVID-19 positive individual in the setting. These students or staff should do the following:

Monitor for symptoms of fever, cough, etc. twice daily for the next 14 days.

Continue to attend classes unless symptoms develop.

Consult with primary care physician if they develop symptoms to determine need for testing.

SEE LETTER 1 ON NEXT PAGE

- *Close Contact*- Letter to a student or staff member who was likely to have spent 15 minutes or greater (cumulative) at less than 6 feet from the case. These individuals should:

Get tested for COVID-19 (contact provider or see a list of available test sites on the Mississippi Department of Health (MSDH) website at <u>https://msdh.ms.gov/msdhsite/-</u>____static/14,21912,874.html.

Remain quarantined at home for at least 10 days after last exposure and monitor for symptoms. Return to class after 10 days if no symptoms have developed, OR

Return to class after day 7 if tested on or after day 5 and received negative results. *Test results must be provided to the school if the parent chooses the 7-day quarantine.*

Vaccinated individuals are exempt from quarantine unless they develop symptoms. Testing is recommended 3-5 days after exposure to a COVID-19 positive case.

SEE LETTER 2 ON NEXT PAGE

Dear Parent/Teacher/Staff,

You or your child have been identified as a close contact to a case of COVID-19 in the school setting. A close contact is defined as any individual within 6 feet of the infected person for at least 15 minutes or greater (cumulative) while the COVID-19 infected person is contagious. The contagious period is 48 hours before to 10 days after symptoms started (or 48 hours before to 10 days after test if there were no symptoms). Based on this close contact criteria, the following instructions are provided.

For 10 days following potential exposure, you, or your child:

- Will be excluded from the school setting for a minimum of 10 days after last exposure to the case of COVID-19.
- Should remain quarantined at home for 10 days after your (or your child's) last exposure to the case.
- Are instructed to get tested for COVID-19 following your exposure, even if you do not have symptoms. Free testing sites can be found here: <u>https://msdh.ms.gov/msdhsite/_static/14,21912,420,874.html</u>. Please let your provider know that you have been exposed before you go in for testing.
- Should monitor for symptoms and take your (or your child's) temperature twice a day

- *Positive COVID-19 Case* - Letter to the student or staff who has been diagnosed regarding the requirement for isolation at home for 10 days and requirements for return to class/work.

SEE LETTER 3 ON NEXT PAGE

Dear Parent/Teacher/Staff member,

You have reported to the school that you or your child have recently tested positive for COVID-19. Please see the following instructions:

• You or your child may not return to the school setting until 10 days from the day your symptoms started. If you or your child had no symptoms, you may not return until 10 days from the date of the positive test.

• The individual who tested positive should remain isolated at home for the 10-day period. Stay away from all persons at your

- Letter to the student or staff who was placed in the isolation room

due to COVID-19 symptoms.

SEE SYMPTOMS LETTER ON NEXT PAGE

Dear Parent,

Your scholar presented with the following signs/symptoms upon their arrival to school or during school hours on __/__/2021.

Temperature of ______. Temperature at 100 F or above is