

STANDARD OPERATING PROCEDURE



COVID-19 – POSITIVE CASE CONFIRMED TEST

PURPOSE:

To protect staff and students and reduce the spread of contagious disease and infection.

SCOPE AND APPLICABILITY:

A confirmed case may require various responses based on the individual case dynamics. The response to an infected individual in a school building will be dealt with on a case-by-case basis in consultation with local public health.

Guidelines, as set by South Central Health District, direct individuals who test positive to isolate for 10 days from onset of symptoms and until 24 consecutive hours with no fever and no medication taken to reduce fever. The following protocol should be used when a confirmed COVID-19 case has been reported.

PROCEDURE:

TEACHER/STAFF MEMBER –

- Report the case to your building administrator.
- Begin identifying anyone who may have been in close contact with the confirmed case, as defined here.
- Close contact is less than 3 feet for more than 15 minutes within a 48 hour period of time and no mask was worn.

ADMINISTRATOR/DEPARTMENT HEADS –

- Validate that the individual has been tested and the test results indicate a positive test for COVID-19.
- Contact District Superintendent or Assistant Superintendent to report the positive case.
- Identify areas where there might have been close contact. Close contact is less than 3 feet for more than 15 minutes within 48 hours when no mask has been worn. If no mask has been worn, close contact is 6 feet and 15 minutes.
 - Public health will ask for the following information in order for them to better understand the level of potential spread in your school. Gather as much information as possible. Local public health will gather more details during their investigation and contact tracing efforts.
 - Name of student and date of birth
 - Last day at school
 - Was student showing symptoms at school?
 - Was the student consistently wearing a cloth face covering?
 - Daily structure of
 - Transportation to school (e.g. drop-off, walk/bike, bus)
 - Classroom and daily flow (e.g. sits in a group of cohorted students, classroom size, moves about the building to different classrooms, desks or seating are spaced six feet apart).
 - Communal areas (e.g. does student go to the cafeteria, gym, or other areas where high levels of student mixing occur).
 - Transportation from school (e.g. drop-off, walk/bike, bus).
 - Before or after school activities (e.g. sports, art classes, after-school Sparks).
- Public health will begin an investigation to determine if schools need to prepare a roster of potential students and staff that may have been in close contact. This does not need to be gathered on every case (e.g. if the student wasn't infectious while at school), but if it is needed the roster should include the following information about close contacts:
 - First and last name
 - Parent/guardian contact
 - Email and phone number
- Follow local public health guidance for course of action. Recommendations will be given on a case-by-case basis.
- Follow District guidance for course of action which could include:

- Excluding suspected and close contacts from school as they follow isolation or self-quarantine instructions until they can safely return.
 - A short-term dismissal of students and most staff for 1-2 days.
 - Extended school dismissal.
- Notify students and families of confirmed case. Note that this may not be the entire student body.
- Reassure that local public health is collaborating with the school to identify any student or staff that were in close contact.
- Reassure that individuals who were at risk of exposure will be contacted within 1-2 days.
- Clean and disinfect thoroughly.
- Reinstate strategies to continue education and related supports to students as needed.

SUPERINTENDENT / ASST SUPERINTENDENT

- Notify South Central District Health of the positive case.
- Work with Public Information Officer on information that needs to be shared with public.

QUARANTINE PROCEDURES

- Individuals testing positive will be quarantined for 10 days from the onset of symptoms. If there are no symptoms they will be quarantined for 10 days from the date of positive test.

CLOSE CONTACT DEFINED

Either individual wearing a mask – 3 feet and more than 15 minutes

No one wearing a mask – 6 feet and more than 15 minutes