



June 12, 2020

COVID-19 reporting and communication procedures

Our top priority is to get staff in our buildings and reopen schools in September in a way that protects the health and safety of our students and staff. All Department of Health guidelines and protocols will be followed, but in the event a staff person or student tests positive for COVID-19, the following reporting and communication procedures should be followed.

These procedures were guided by:

- The health and safety (physical, intellectual and emotional) of our staff, students and families is paramount;
- Personal Health Information (PHI) is protected by HIPAA laws and requires the strictest confidentiality;
 - As few people as possible will know the identity of positive staff or student
 - Communications are via phone as much as possible, avoiding information in any print form
 - Regarding COVID-19 positive cases and possible contact, if you need to know who it is or if you have been exposed, you will know.
- We will keep people informed with the intention of minimizing the spread of COVID-19, giving them the information they need to make the best decisions for themselves.

Protocol:

Snohomish Health District has stated they will activate their trained contact tracers to notify those who were in close contact with positive cases.

School District main points of notification for cases are as follows, please contact via phone in order to keep personal health information out of the email system:

Kathy Reeves, Communications 425-319-4143

Randi Seaberg, Human Resources 425-385-4104

Kari Johnson, Nursing Supervisor 425-385-5273

Situation	Notification	First Communication	Implications
Student tests positive for COVID-19	<ul style="list-style-type: none"> Health District informs Kathy or Kari, who confer. If parent/guardian is first to inform teacher, principal, etc., they call Kathy 	<ul style="list-style-type: none"> complete information is gathered* superintendent, board, principal, regional are informed of case (not names) Communications implements communication plan 	<ul style="list-style-type: none"> May result in entire class being quarantined for 14 days Will require thorough cleaning, including buses School closure based on estimated time to clean and number of cases Direct contact tracing conducted by SHD Tracking system will help identify students to provide support during quarantine
If student is being tested for COVID-19	<ul style="list-style-type: none"> If a student has been tested there is no need for notification unless the test results come back positive 	<ul style="list-style-type: none"> None required 	<ul style="list-style-type: none"> SHD requires staying in isolation once tested until test results are communicated.
If student is showing symptoms while at school	<ul style="list-style-type: none"> Family member should be notified to pick up student Student to stay in area with minimal contact with others or outside while waiting for pick up Schools should keep a log of names of students sent home because of showing symptoms (not public) 	<ul style="list-style-type: none"> None required 	<ul style="list-style-type: none"> separate the person away from others, with supervision at a distance of six feet, until the sick person can leave. While waiting to leave school, the individual with symptoms should wear a cloth face covering or mask if tolerated. Air out and then clean and disinfect the areas where the person was after they leave.
If staff tests positive for COVID-19	<ul style="list-style-type: none"> Health district or medical provider informs staff 	<ul style="list-style-type: none"> complete information is gathered* 	<ul style="list-style-type: none"> May result in entire class or office being quarantined for 14 days

	<p>person, who then calls Randi.</p> <ul style="list-style-type: none"> • Randi informs Kathy for necessary communications and COVID site supervisor (no names) 	<ul style="list-style-type: none"> • superintendent, board, principal, regional are informed of case • Communications implements communication plan 	<ul style="list-style-type: none"> • Will call for thorough cleaning, • Building or school closure based on estimated time to clean • Direct contact tracing conducted by SHD • Tracking system will help identify staff/students to provide support during quarantine
If staff is being tested for COVID-19	<ul style="list-style-type: none"> • If a staff person has been tested there is no need for notification unless the test results come back positive 	<ul style="list-style-type: none"> • None required 	<ul style="list-style-type: none"> • SHD requires staying in isolation once tested until test results are communicated.
If staff is exhibiting symptoms while at work	<ul style="list-style-type: none"> • The person should inform their supervisor and go home and seek medical attention. • If the staff member is unable to drive themselves, they are to stay in an area with minimal contact with others (their personal vehicle) 	<ul style="list-style-type: none"> • None required 	<ul style="list-style-type: none"> • The person should inform their supervisor and go home and seek medical attention.

*Information gathered in positive cases includes: date of onset of symptoms, date tested, date results were positive, date the student or staff was in the building and where in building(s), any school activities participated in outside of school day.

Return to school or work

A staff member or student who had signs of suspected or confirmed COVID-19 can return to the program when:

- At least three days (72 hours) have passed since recovery – defined as no fever without the use of medications and improvement in respiratory signs like cough and shortness of breath; **AND**

- At least 10 days have passed since signs first showed up. OR
- It has been at least three days (72 hours) since recovery AND a health care provider has certified that the student does not have suspected or confirmed COVID-19

If you have questions about your ability to return, please contact your healthcare provider and then one of the district contacts listed above.

If you believe you had contact with someone with COVID-19

If a person believes they have had close contact to someone with COVID-19, but they are not sick, they should watch their health for signs of fever, cough, shortness of breath, and other COVID-19 symptoms during the 14 days after the last day they were in close contact with the person sick with COVID-19. They should not go to work, childcare, school, or public places for 14 days.