

When reporting cases, please do the following:

- In the subject line of the email, provide us with the **name of the school, district, and location.**
- **Reporting COVID-19 cases:** Please complete the reporting procedure document (attached excel sheet). Any new cases can be added into the same spreadsheet, and you can send us the updated spreadsheet by **highlighting** the (row with the) new cases.
- The only cases that need to be reported are **confirmed** (send lab report to us), **probable** (exposed by a confirmed (need name) and now having symptoms), **close contacts** (within 6 ft for a cumulative of 15 minutes to a confirmed case).
 - **Close contacts:** Are linked to a positive case in our system, please provide us the date (of last exposure) when the close contacts had direct contact with the confirmed case and the **name** of the confirmed case.
 - **Confirmed cases:** Please send us lab reports and line lists in one email as this would be efficient for us to begin investigation immediately.
 - **Probable cases:** Please provide the name of person that this individual was exposed by.
- Given the high volume of requests of letters of release and given our limited capabilities and resources and manpower, please **do not expect a letter of release during this time.** The returned line list provides a **written documentation** of the return date to work/school for these individuals in the list – provided that the close contacts fulfill their 14-day quarantine and are symptom free and cases fulfill their 10-day isolation + 24hrs fever free without fever reducing meds and general improvement of symptoms.
- Please do not also refer the *parents/students/staff to also call our covid-19 hotline or fill out letters-of-release requests* if you have already received our line list. Please tell the staff/students/parents to pick up calls from our contact tracers and tell them to be patient. Given our capabilities and limited resources and manpower, we will try our best to reach out to them as best as we can.

Copy of positive Rapid test results:

- When providing us a line list of positive cases, **please** provide us a **copy of confirmed laboratory tests** for those persons who were tested **via rapid antigen or point-of-care test.** Currently, there are laboratories which are not reporting results of rapid tests or point-of-care tests to the public health department and so we do not have any way to confirm the test results.
- *The copy of test results could include official test results OR a photo of the lab test results that includes the student/staff name and date of birth.*

Physical distancing

- Provide a separate bedroom and bathroom for the person who is sick, if possible.
- **To further reduce the exposure risk, try to avoid any direct or indirect (No shared kitchen, living room etc.) interactions for 10 days.**
- Keep people at higher risk separated from anyone sick.
- **Improve how your mask protects you: make sure it fits and pick a mask with layers**
- Maintain 6 ft between the person who is sick and other family or household members.
- If you need to share a bedroom, make sure the room has good air flow.
- **Open the windows for 5 to 10 minutes every 1 to 2 hours and turn on a fan to bring in and circulate fresh air if possible**

- If you need to share a bathroom with someone who is sick, the person who is sick should clean and disinfect the frequently touched surfaces in the bathroom after each use. If this is not possible, the person who does the cleaning should:

- Open outside doors and windows before entering and use ventilating fans to increase air circulation in the area.
- Wait as long as possible before entering the room to clean and disinfect or to use the bathroom.

If you are sick, do not help prepare food.

References:

1.CDC. Households living in close quarters. Retrieved from <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/living-in-close-quarters.html>. 02/18/2021.

2.CDC. Improve how your mask protects you. Retrieved from <https://www.cdc.gov/coronavirus/2019-ncov/your-health/effective-masks.html>. 02/18/2021.

Thank you. Let me know if you have any questions.