

**ACTION PLAN FOR A CONFIRMED OR SUSPECTED COVID-19 CASE
IN A DANE COUNTY SCHOOL
Updated August 28, 2020**

Suspected / Possible COVID Symptoms Detected While at School (Separation While in School)

- Each school shall have a dedicated room or space separate from the health office where students or employees who may have COVID-19 or another communicable disease will wait to be evaluated or for pick-up.
- Students and staff will be given a mask to wear if they do not already have one.
- Only essential employees and students assigned to the room may enter, everyone will sign-in so that there is a record of the persons who entered the room, and the room will be disinfected several times throughout the day.
- Students who are ill will be walked out of the building to their family.

When Schools Should Report a Confirmed Case of COVID-19

- The school should report all confirmed cases to PHMDC.
- Someone who tested positive is considered to be infectious from two days before symptom onset until they meet all of the following criteria:
 - 24 hours fever free without fever-reducing medication
 - Other symptoms are improving (but may still be present), and at least 10 days after symptom onset.
 - If the individual does not have symptoms, they are considered to be infectious from two days before the test date until ten days after the test was collected
 - Schools should only report individuals who have a positive test result
 - Schools should not report close contacts or suspected cases
 - For a confirmed case of COVID-19, schools do not need to ask for documentation of a positive test result from staff or students.
 - Schools should keep a list of all cases reported to public health (use template provided).
 - Schools should not report probable cases to PHMDC (different from DHS guidelines).
 - Students and staff who have symptoms associated with COVID-19 should be tested to confirm or rule out COVID-19.

What to do if there is a Confirmed Case of COVID-19 in a School Building:

1. When there is confirmation that a student or employee tested positive for COVID-19, a school nurse or designated employee(s) will report the case to PHMDC.
 - a. The school should determine whether the individual was on school grounds or related transportation while infectious.
 - b. For all individuals reported by a school, PHMDC will contact the school within 1-2 days of receiving the report of a positive test in most cases.
 - c. The school will be responsible for identifying individuals who had close contact with the person who tested positive, both on school grounds and on school-related transportation, and provide this information to PHMDC.
 - d. PHMDC will also contact the person who tested positive to provide information about isolation and to identify close contacts outside of the school setting.
 - e. It is recommended that schools use assigned seating in the classroom and school transportation and have a system to track attendance/assigned seating in case there is someone who tests positive for COVID-19 in the school setting.
2. The school will contact employees and families of students identified as close contacts and notify them that they are a close contact and need to quarantine.
 - a. PHMDC will not contact these individuals separately unless they are in the same household as the person who tested positive.
 - b. For confidentiality purposes, the individual who tested positive will not be identified in communications to the families, students and employees at large.
 - c. The school may send letters without consulting with PHMDC.
 - d. If the school would like to consult with PHMDC before sending letters, please wait for the case investigator to contact you.

3. For the first positive case of the 2020-2021 school year, schools may also wish to notify all families that someone in the school building tested positive and that close contacts are being notified individually by the school by using the letter template
 - a. Schools do not need to notify all families about each case (different than DHS guidelines).
4. (Response to Exclusion from School or Self-Quarantine) As soon as the school becomes aware of a student or employee who has tested positive for COVID-19, the custodial staff will be informed so that all areas including desks, lockers, and workspaces of the person are thoroughly disinfected.
 - a. To the extent possible the areas used by the individual who tested positive for COVID-19 will be closed off and will not be used until after cleaning and disinfecting.
 - b. Follow the District's Facility Cleaning Policy.

Contact Tracing Process:

- Public Health Madison and Dane County (PHMDC) receives notification and contact information for all positive cases within the county.
- PHMDC case investigators attempt to call each individual who tests positive for COVID-19.
 - They provide information about COVID-19 and isolation
 - They ask the person who tested positive for COVID-19 about who they had contact with while infectious.
 - If the individual identifies that they were at a school while infectious, the case investigator will link the positive case to the school and then reach out directly to the school.
 - When schools are aware of a positive COVID-19 case that was inside a school building while likely infectious, the school is required to report the case to PHMDC

Close Contact Determination and Quarantining:

- If a student or employee had close contact with an individual who tested positive for COVID-19, the student or employee should quarantine for 14 days from the last date of exposure.
- If a close contact tests negative for COVID-19, they still have to quarantine for 14 days.
- If a close contact has a positive test for COVID-19, they should follow COVID-19 isolation guidelines (below), which may be shorter than the 14 day quarantine guideline originally provided.
- A close contact is someone who was within 6 feet of a positive COVID-19 case for 15 minutes or more within a 24 hour period.
- For a classroom or school transportation, a closed cohort model (where classrooms do not mix) and/or assigned seating will make it easier to identify close contacts and limit the number of people potentially exposed. It may be difficult for students to both maintain 6 feet of distance and to recall close contacts. Therefore, if school staff cannot identify close contacts in a classroom or on school transportation, the entire classroom/school bus would be required to quarantine for 14 days. If close contacts in the classroom/school bus are known, then only students/staff within 6 feet of a positive COVID-19 case would be required to quarantine.
- Other situations where someone is considered a close contact:
 - Had direct physical contact with a positive COVID-19 case (for example, a hug, kiss, or handshake).
 - Had contact with a positive COVID-19 case respiratory secretions (for example, coughed or sneezed on; contact with a dirty tissue; shared a drinking glass, food, towels, or other personal items).
 - Live with a positive COVID-19 case or stayed overnight for at least one night in a household with them.
 - These close contact definitions apply even if any or all parties were wearing face coverings or if physical barriers were used. These measures reduce the risk of spread but do not eliminate it.

Siblings or Other Students in the Household:

- If a student tests positive for COVID-19, their siblings or other students living in the same household will be required to quarantine as a close contact.
- If the close contact is unable to have complete separation from the student or person who had a positive COVID test:
 - Self-quarantine for the full 14 days after the person who tested positive ends their isolation.
- If able to completely separate from the person who tested positive:
 - Self-quarantine for 14 days after last contact with the person who tested positive.
- If a household member has a positive test, they will then follow the COVID-19 isolation guidelines for a person with a positive test.

- This means they may be able to return to school before their original 14 day quarantine date

Return to School After Exclusion/ Quarantine:

If a student or employee is excluded from the school environment due to COVID-19 symptoms or testing positive, they may return after they satisfy CDC's exclusion protocols.

1. COVID-19 symptoms and untested. Individuals who have not received a test proving or disproving the presence of COVID-19 but experience symptoms may return if the following three conditions are met:
 - a. They have been fever-free for 24 hours (without the use of fever reducing medications)
 - b. Their other symptoms have improved
 - c. It has been at least 10 days since their symptom onset
2. COVID-19 symptoms and tested. Individuals who experienced symptoms and have been tested for COVID-19 may return to school if the following conditions are met. Schools do not need to ask for documentation of results from staff or students.
 - a. They receive a negative test result:
 - i. If they are not a close contact, they meet other return to school criteria (e.g. fever-free for 24 hours or no vomiting/diarrhea for 24 hours)
 - ii. If they are a close contact, they meet other return to school criteria AND they complete their quarantine. OR:
 - b. They receive a positive test result:
 - i. They have been fever-free for 24 hours (without the use of fever reducing medications)
 - ii. Their other symptoms have improved
 - iii. It has been at least 10 days since their symptom onset
3. No symptoms and tested positive. Individuals who have not had symptoms but test positive for COVID-19 may return 10 days after their test, unless they develop symptoms, then they should follow 2.b above.

For staff and students who had a positive test, schools should not require negative tests in order to return to school. People with COVID-19 can test positive for weeks after their illness but are no longer infectious.

*Note: All close contacts are required to quarantine for 14 days from the date of last exposure even if they have a negative test.

School Building / District Closure

- PHMDC will determine school and district closures on a case-by-case basis.
- PHMDC will review outbreak data and make a determination based on several factors, including but not limited to number of positive cases, extent of exposure, and contact tracing capacity.
- Schools and district administrators may also choose to close their schools and districts based on impediments to school functioning, such as high absenteeism and staff shortages.

Note: This form is an edited version of the Action Plan For A Confirmed Or Suspected COVID-19 Case In A Dane County School. The full, unedited version of the plan can be found at: http://www.publichealthmdc.com/documents/school_action_plan.pdf.