

Positive COVID-19 Test Reporting Process FOR STAFF

Due to the nature of the organizational structure of schools, the Division of Public Health (DPH) will ask for administrative help in contact tracing efforts. In instances where many people (staff and/or students) were exposed to a positive case, the best option to identify all the possible contacts using administrative support through the gathering of rosters, lists, or other measures to determine who was in certain places at certain times and thus was exposed.

THE NAMES OF THOSE TESTING POSITIVE MUST REMAIN CONFIDENTIAL AT ALL TIMES UNLESS THE INFORMATION IS CRITICAL FOR CONTACT TRACING.

Action	Completed
<ul style="list-style-type: none"> If a staff member reports a positive COVID Test result to the school, the school nurse will contact the Office of Infectious Disease Epidemiology within the Division of Public Health at this number 888-295-5156 and begin to gather information from the individual who is positive. If DPH learns of the school-related positive case first, DPH will contact the school nurse within 24 hours and the school nurse will assist in identifying contacts. 	
<ul style="list-style-type: none"> Record name and applicable dates on COVID Record Keeping Spread Sheet 	
<ul style="list-style-type: none"> The School Nurse will notify the Director of Operations. 	
<ul style="list-style-type: none"> The Director of Operations will notify the Superintendent and the building administrator. 	
<ul style="list-style-type: none"> The school nurse will provide the instructions at the end of this document to the person testing positive. 	
<ul style="list-style-type: none"> The Director of Operations, in consultation with DPH, may send a no/low risk exposure to a positive case letter to staff and students as guided by DPH. 	

If a staff member tests positive the school nurse will ask the individual with the positive test.

1. Phone number where you can be reached.	
2. When did your symptoms start?	
3. When did you have your COVID test?	
4. When did you get results back?	
5. Think about where you were in the building and who you came in contact with in the two days before you developed symptoms?	
6. The school nurse should record the names and whether they had a mask or not.	
7. The school nurse should record whether the contact was for longer than 15 minutes.	
8. Were you with anyone for longer than 15 minutes with or without a mask?	
9. The school nurse should record the names.	
10. The school nurse will pull relevant days' schedules from eSchoolPLUS.	

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DPH will work with the school nurse to identify high risk contacts. High risk contacts and any household members of Positive Cases will be sent home immediately if at school. [See script to use when talking with contacts.](#) They must:

- Quarantine for 14 days from the day of last exposure to someone with positive COVID test
- Self-quarantine means:
 1. Staying at home
 2. Not having visitors
 3. Staying at least 6 feet away from other people in your household.
 4. Using standard hygiene and washing hands frequently
 5. Not sharing things like towels and utensils

An epidemiologist from DPH will be in contact with staff to gather additional information. **It is very important that the staff member answer any phone calls with the DPH caller ID.** Staff are encouraged to be helpful in the contact tracing process by providing the details of all the contacts they can recall.

The school nurse will contact the Director of Personnel and Student Supports so that appropriate FFCRA leave paperwork can be issued and processed.

Low Risk Exposure staff may remain at work but must continue to wear a mask, practice safe hygiene measures and maintain social distancing. If they become ill, they must remain home and contact their health care provider, or get tested at one of the community testing sites. [See script for low or no risk contacts.](#)

IF A STAFF MEMBER HAS NO SYMPTOMS BUT DOES HAVE A POSITIVE COVID TEST, THE INFORMATION SHOULD REFLECT THE CONTACTS WITHIN 48 HOURS OF A POSITIVE TEST.

1. High-risk exposures refer to those who have had prolonged (more than 15 minutes within a 24-hour period) close contact (less than six feet distance) with persons infected with COVID-19 who were properly wearing a facemask
OR
Persons who were not wearing a facemask properly and had brief close contact (less than six feet distance) with a person infected with COVID-19.
2. Low-risk exposures generally refer to brief interactions with persons infected with COVID-19 who were wearing a facemask.

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Returning to Work

Staff members must present clearance from DPH for return to work. **Please request for notification to be provided via email or US mail only (not text).**

Returning to School

If Symptomatic: May return to school when:

- 10 days from the date of symptom onset *and*
- Individual must have a minimum of 24 hours fever free without the use of medication *and*
- “Improvement in symptoms”*

**Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation*

If Asymptomatic: May return to work 10 days after positive test date; however, if your healthcare provider recommends additional testing he/she will let you know when you can end isolation.

Resource: Division of Public Health

Definition of exposure levels

1. High-risk exposures refer to those who have had prolonged (more than 15 minutes within a 24-hour period) close contact (less than six feet distance) with persons infected with COVID-19 who were not wearing a facemask or who were not wearing a facemask properly.
3. Low-risk exposures generally refer to brief interactions with persons infected with COVID-19 who were wearing a facemask.
4. No exposure means you have had no contact or exposure to the person testing positive.

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Use this script when calling or speaking with contacts of positive cases who are at **high or moderate risk**:

We have learned that someone in our building has tested positive for COVID-19. HIPPA regulations prohibit us from sharing the name of the individual with you. We have spoken to the individual about his/her interactions with staff and based on that information and guidance from the DPH, your exposure is considered high or moderate risk. Because of this you will need to leave work now and quarantine for 14 days since the date of your last exposure which was [insert date of last exposure]. Self-quarantine means:

1. Stay at home
2. Do not have visitors
3. Stay at least 6 feet away from other people in your household.
4. Using standard hygiene and washing hands frequently
5. Not sharing things like towels and utensils

An epidemiologist from the Delaware Division of Public Health will be in contact with you. **It is very important that you answer any phone calls with the DPH caller ID.** We are advising you to be attentive to your personal health and if you begin to experience any of the following symptoms to seek medical attention and let the medical provider know that you were potentially exposed to someone who tested positive for COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

If someone is showing any of these signs, **seek emergency medical care immediately**:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

Source: CDC: [Symptoms of Coronavirus](#)

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Use this script when contacting or speaking with someone who is at **low or no risk**:

We have learned that someone in our building has tested positive for COVID-19. HIPPA regulations prohibit us from sharing the name of the individual with you. We have spoken to the individual about his/her interactions with staff and based on that information and guidance from the DPH, you have no or low risk and do not have to quarantine at this time. Please remember to wear a mask in the building at all times, practice social distancing and maintain hygiene protocols. As a general precaution, we are advising you to be attentive to your personal health and if you begin to experience any of the following symptoms to seek medical attention and let the medical provider know that you may have been exposed to someone who tested positive for COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

If someone is showing any of these signs, **seek emergency medical care immediately**:

- Trouble breathing
- Persistent pain or pressure in the chest
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Source: CDC: [Symptoms of Coronavirus](#)

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Instructions for staff who have tested positive for COVID-19

You must leave work immediately. You may not report to work until cleared by DPH.

Please contact your health care provider and inform them that you have a positive test and are having symptoms.

Seek immediate emergency care if you:

- Are short of breath
- Having difficulty breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

Call your health care provider if you are having other symptoms that concern you.

Isolate yourself from others

- Stay home until it is safe to be around others. Most people with COVID-19 can recover at home. Do not leave your home except to get medical care.
- In the home, if you are sick or infected, separate yourself from others by staying in a specific “sick room” or area and use a separate bathroom.
- Wear a mask over your mouth and nose if you must be around other people or animals (pets in the home).
- Continue personal hygiene protocols.
- Do not share personal items with others.
- Clean and disinfect high touch surfaces in sick room daily.

Take care of yourself

- Rest and stay hydrated.
- Take over the counter medication, such as acetaminophen to help you feel better.

Resource: CDC, What to do if you are sick. <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html#warning-signs> Retrieved: August 28,2020

CDC handouts for individuals who are sick with COVID-19

[English Instructions](#)

[Spanish Instructions](#)

[Chinese Instructions](#)