

Positive COVID-19 Test Reporting Process FOR STUDENTS

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 students were exposed to a positive case, the best option to identify all possible contacts 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 parent/family reports a positive COVID Test result to the school, the school nurse will contact the Office of Infectious Disease Epidemiology within the DPH at this number 888-295-5156 and begin to gather information about 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 family of the child 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. 	

When a student tests positive the school nurse will ask the student/parent/family these questions.

1. Phone number where parent/guardian can be reached.	
2. When did the symptoms start?	
3. When did your child/youth have the COVID test?	
4. When did your child/youth receive results?	
5. Who did your child/youth play or associate with while at school during the past 48 hours?	
6. The teacher(s) should be asked who the student associated with over the past 48 hours.	
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 of contacts.	
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. Parents will be notified of high risk contacts of Positive Cases, and these students 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. Using standard hygiene and washing hands frequently
 2. Not sharing things like towels and utensils
 3. Staying at home
 4. Not having visitors
 5. Staying at least 6 feet away from other people in your household

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

Low Risk Exposure student may remain at school 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 STUDENT 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 School

Students must present clearance from DPH for return to school. **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

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.

3. 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 school has tested positive for COVID-19. FERPA regulations prohibit us from sharing the name of the individual with you. We have spoken to the individual about his/her interactions with others 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 pick up your child now. Your child must quarantine for 14 days from the date of his/her last exposure which was [insert date of last exposure]. Self-quarantine means:

1. The student must stay at home
2. The student and family members must follow DPH guidance regarding quarantine and testing
3. Do not have visitors
4. Stay at least 6 feet away from other people in your household
5. Using standard hygiene and washing hands frequently
6. 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 child's health and if your child begins to experience any of the following symptoms to seek medical attention:

- 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

Source: CDC, [Screening Students for Symptoms](#)

Seek immediate medical attention for difficulty breathing and bluish lips or face.

Positive COVID-19 Test Reporting Process FOR STUDENTS

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

We have learned that someone in your school has tested positive for COVID-19. FERPA regulations prohibit us from sharing the name of the individual with you. We have spoken to the individual about his/her interactions with student and staff and based on that information and guidance from the DPH, your child has no or low risk and does not have to quarantine at this time. Please remember that students must wear a mask in school at all times, we will practice social distancing and maintain hygiene protocols. As a general precaution, we are advising you to be attentive to your child's personal health and if your child begins to experience any of the following symptoms to seek medical attention:

- 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

Source: CDC, [Screening Students for Symptoms](#)

Seek immediate medical attention for difficulty breathing, and bluish lips or face.

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Instructions for families whose child has tested positive for COVID-19

You must pick up your child from school immediately. Your child may not attend school until they have been cleared by DPH.

Please contact your health care provider and inform them that your child has a positive test and is having symptoms. The student and family members must follow DPH guidance regarding isolation, quarantine and/or testing.

Seek immediate emergency care if your child:

- Is 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 your child is having other symptoms that concern you.

Your child should be isolated from others

- Your child should stay home until it is safe to be around others. Most people with COVID-19 can recover at home. Your child should not leave your home except to get medical care.
- Designate one care giver for your child to limit exposure to others. The caregiver will need to quarantine for 14 days after the person is able to end home isolation. This is usually ten days after symptoms first appear and the symptoms are improving.
- A caregiver should not be someone who is at high risk for serious illness with COVID.
- As much as possible keep your child separated from others by staying in a specific “sick room” or area and use a separate bathroom.
- When in contact with your child you and your child should wear a mask over your mouth and nose. If your child is around other people or animals (pets in the home) your child and others should wear a face mask.
- Continue personal hygiene protocols for your child, the caregiver and your family.
- Do not share personal items with others.
- Clean and disinfect high touch surfaces in child’s room daily and clean and disinfect in the household daily.

Resource: CDC, [When to Quarantine](#)

CDC, [Caring for Someone who is sick at home](#)

Caring for your child

- Rest and hydration for your child will be important.
- Over the counter medication, such as acetaminophen can help your child 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

Handouts for individuals who are sick with COVID-19

[English Instructions](#)

[Spanish Instructions](#)

[Chinese Instructions](#)