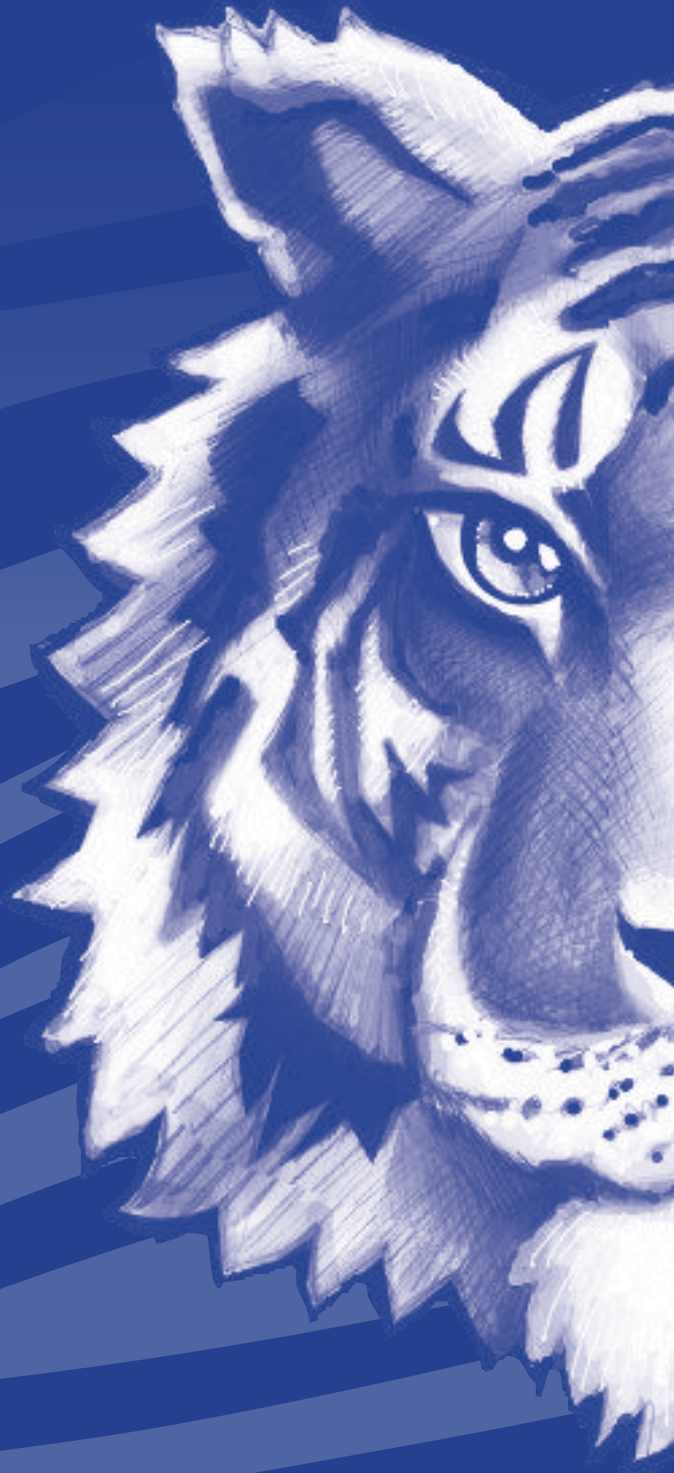


SMART RESTART

PLANNING FOR A SAFE RETURN
TO SCHOOL IN 2020-21

Communications Guidance for COVID-19 Positive Cases



Twinsburg City School District

...where the schools and the communities are one.

TWINSBURG, OHIO

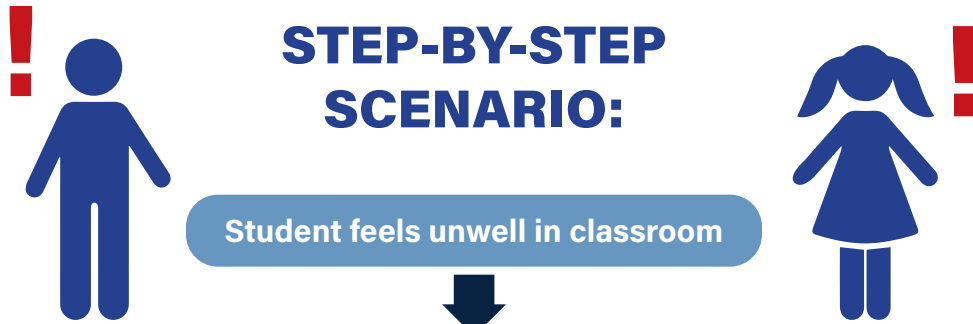
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www.twinsburg.k12.oh.us

THIS PLAN IS SUBJECT TO CHANGE AS
PUBLIC HEALTH GUIDELINES ARE UPDATED.

Revised September 25, 2020

WHAT IF A STUDENT TESTS POSITIVE?



Teacher provides mask for student (if student isn't already wearing one)

Teacher sends student to the Blue Clinic

Nurse takes student's temperature

Student has a reading over 100.4° F

Student waits in the Tiger Clinic until parent can pick up student

Parent has the option to get student tested



Test is NEGATIVE



Test is POSITIVE

- Parent is required to keep student home for a minimum of 24 hours with a temperature of over 100.4° F
- Parent receives negative test, if taken
- Will need an alternate diagnosis such as strep or other reason for their symptoms with written documentation from primary care physician. if not, exclude for ten (10) days from the symptom onset

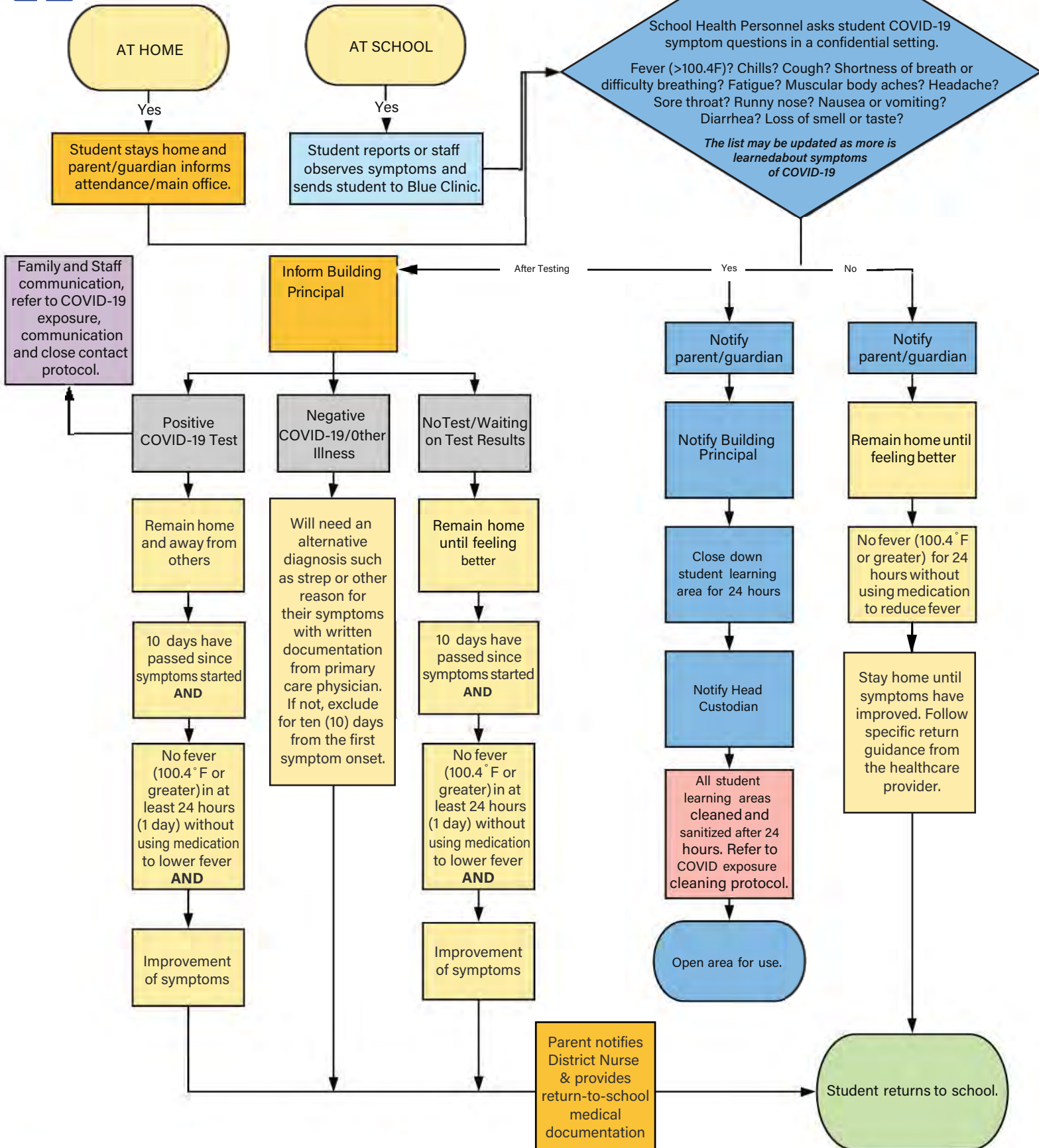
- Parent alerts school of positive test
- Building Principal alerts Superintendent
- Superintendent alerts Summit County Public Health Department.
- Summit County Public Health Department will confirm positive results, interview student/parent, and then conduct contact tracing.
- Superintendent will notify parents and staff members regarding the confirmed case.



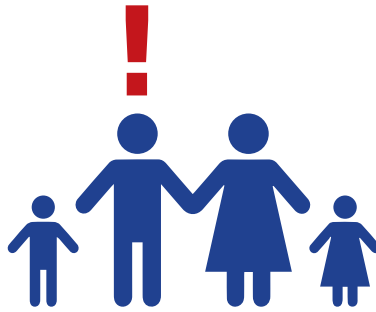
STUDENT FEELS ILL

COVID-19 Response Protocols

- Student
- Employee
- Custodial Services
- Parent/Guardian
- Supervisor
- District Office



WHAT IF A FAMILY MEMBER TESTS POSITIVE?



STEP-BY-STEP SCENARIO:

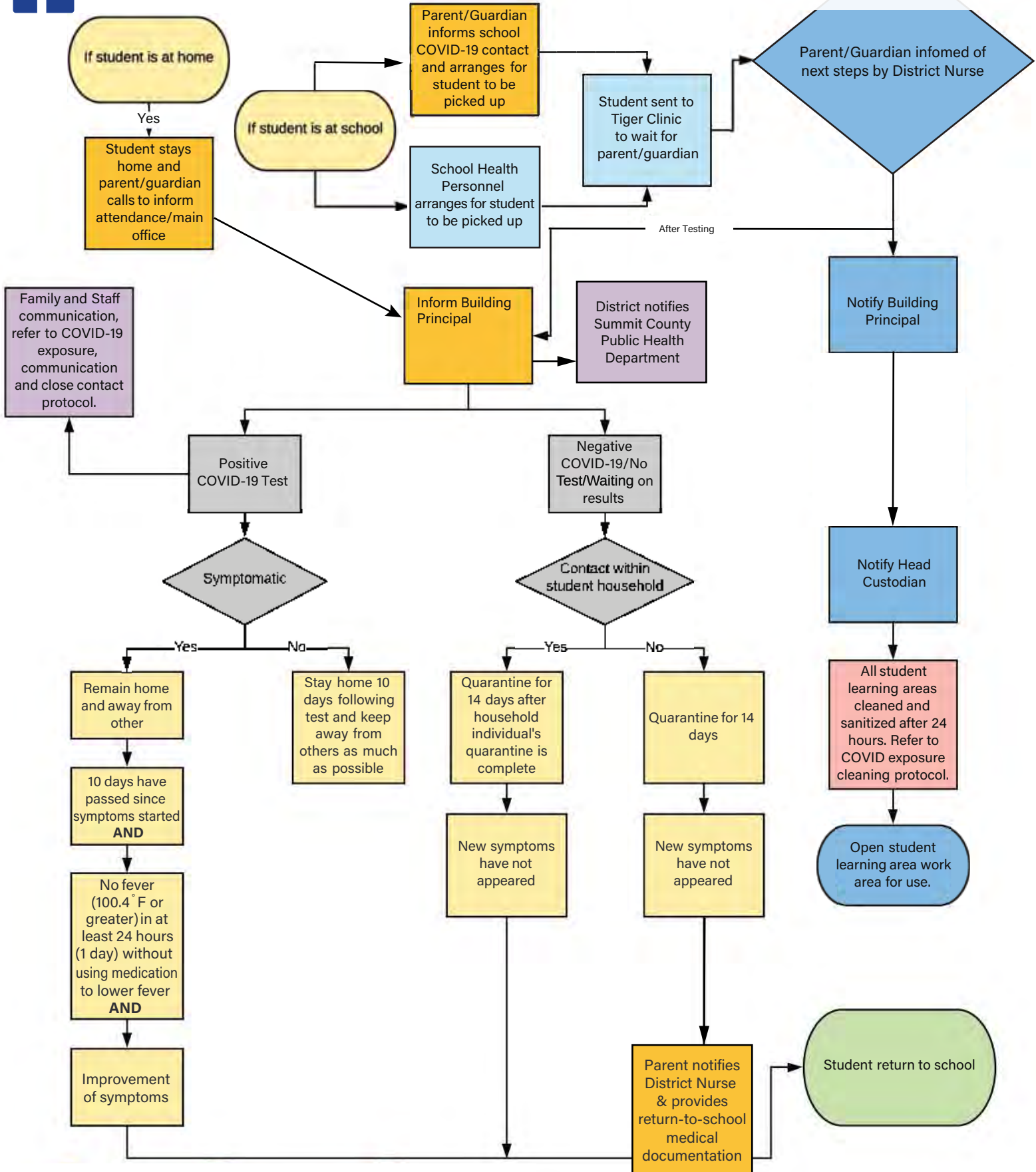
- 1** Student in class says one of their family members at home has COVID-19 and the teacher and other students overhear
- 2** Teacher notifies a school administrator of the comment
- 3** Administrator will escort student to the Blue Clinic where the student will have his/her temperature checked
- 4** Student will wait in the Tiger Clinic while the administrator contacts parent/guardian
- 5** Administrator shares with parent/guardian that their child has announced that someone in their home is COVID-19 positive and the school leader reminds the parent/guardian that per the Summit County Public Health Department recommendation, if a child lives in the home with a family member that is positive, the recommendation is that the child quarantine away from positive contact for 14 days from the last day of case's isolation
- 6** School leader shares that any work that the child would miss during the quarantine can be made up. Administrator will inform teacher so schoolwork can be provided during absence



STUDENT HAS CLOSE CONTACT WITH CONFIRMED COVID-19 INDIVIDUAL

COVID-19 Response Protocols

- Student (Yellow circle)
- Employee (Light Blue circle)
- Custodial Services (Red circle)
- Parent/Guardian (Orange circle)
- Supervisor (Dark Blue circle)
- District Office (Purple circle)

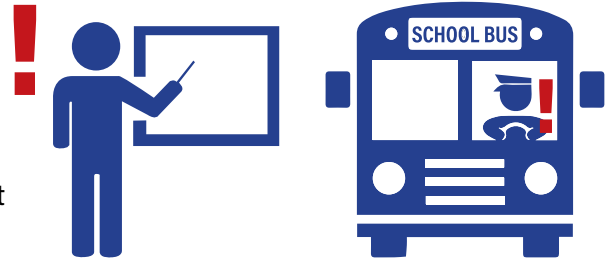


WHAT IF A STAFF MEMBER TESTS POSITIVE?



STEP-BY-STEP SCENARIO:

- 1** Staff member tests positive for COVID-19
- 2** Staff member alerts building principal of a positive test
- 3** Building Principal alerts Superintendent regarding positive test
- 4** Superintendent contacts Summit County Public Health Department to notify them of a positive case. The Summit County Public Health Department will obtain test results, interview positive case, and begin contact tracing
- 5** Summit County Public Health Department conducts contact tracing and alerts any person(s) or families that need to quarantine due to prolonged contact with positive case
- 6** Superintendent will inform staff members and parents of confirmed case
- 7** If the staff member is a teacher, a substitute will be called to fill-in during the time of quarantine



Returning to School After Illness

Student or staff diagnosed as having COVID-19 with symptoms must meet the following criteria to return to school:

- 1 day (24 hours) with no fever (without using fever reducing medication) **and**
- improvement in other symptoms **and**
- 10 days since symptoms first appeared

Student or staff diagnosed as having COVID-19 without symptoms (asymptomatic) must meet the following criteria to return to school:

- 10 days have passed since test without any symptoms developing

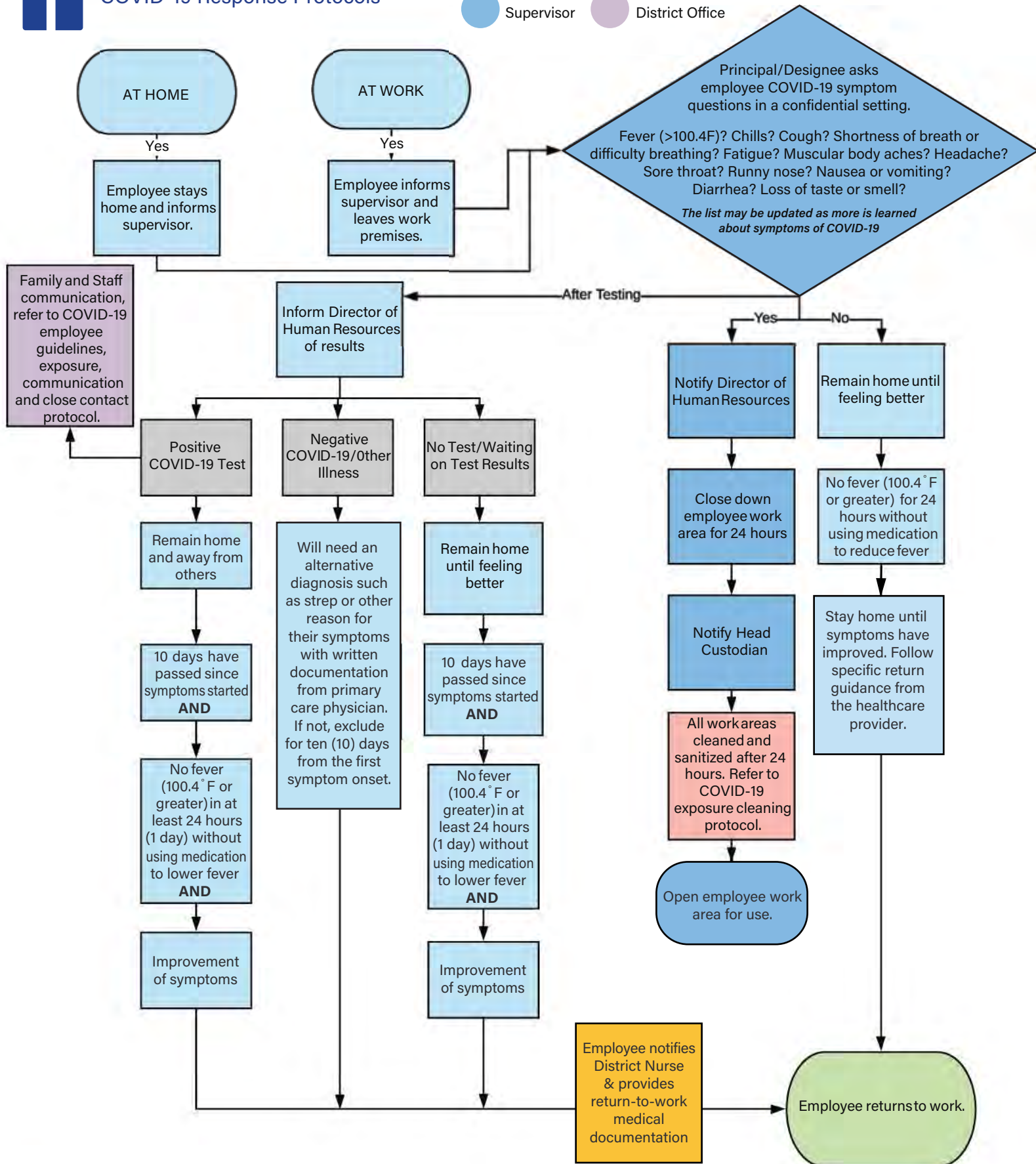
<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>



EMPLOYEE FEELS ILL

COVID-19 Response Protocols

- Employee
- Custodial Services
- Supervisor
- District Office

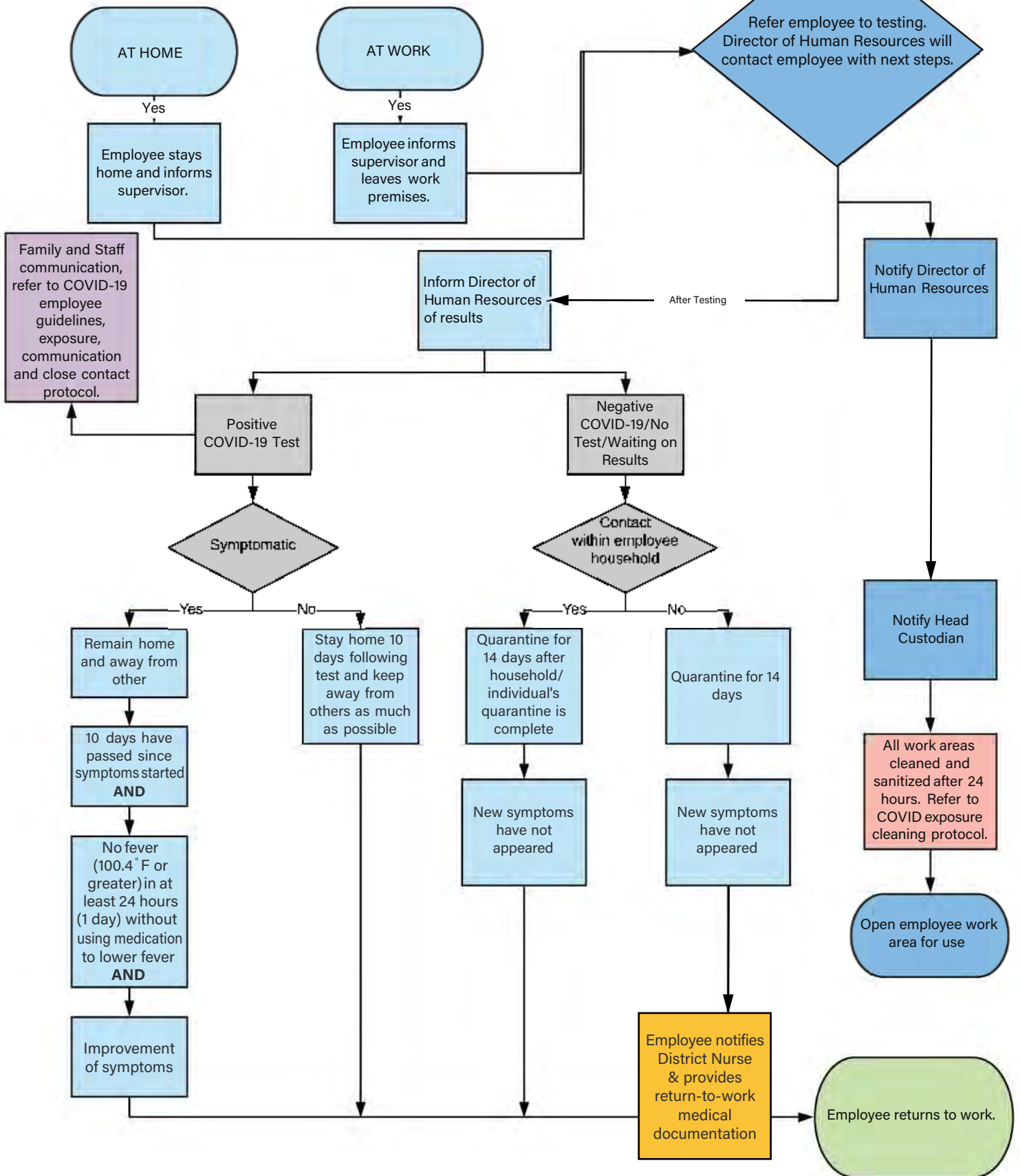




EMPLOYEE HAS CLOSE CONTACT WITH CONFIRMED COVID-19 INDIVIDUAL

COVID-19 Response Protocols

- Employee
- Custodial Services
- Supervisor
- District Office



WHAT IF I HAVE COVID-19 SYMPTOMS?



For people (e.g., children, care providers, or staff) who have symptoms consistent with COVID-19, **STAY HOME.**

Symptoms of COVID-19 include:

New onset cough or shortness of breath by themselves OR at least one (1) of the following:

- fever (100.4°F or higher)
- chills
- muscle or body aches
- sore throat
- loss of sense of smell or taste
- gastrointestinal symptoms of diarrhea, vomiting, or nausea
- cough
- shortness of breath or difficulty breathing
- fatigue
- headache
- congestion or runny nose

If a person has a new symptom (for example, new loss of smell only) with no other diagnosis to explain it, they should stay home and talk to their health care provider about testing for COVID-19, even if it is the only symptom they are experiencing.

Being Prepared for the Possibility that a Student or Staff Member Tests Positive COVID-19

- Once the District is aware of a staff member or a student that has tested positive for COVID-19, a contact to Public Health will be made to report the case at <https://www.scpd.org/facility-positive-reporting>.
- A positive case will prompt a case investigation to identify potential close contacts. A phone call will be made to contacts.
- The school district will cooperate with the Summit County Public Health Department in contact tracing to identify close contacts of the case.
- Definition of close contact: Someone within 6 ft. of a case for at least 15 minutes during the contact window.
- Definition of contact window:
 - Symptomatic case - 48 hours before symptom onset date until the date the case is isolated.
 - Asymptomatic case - 48 hours before the specimen was collected until the case was isolated.
- To expedite contact tracing, our school district will document updated attendance records, seating charts, and contact phone numbers.

COMMUNICATIONS PROTOCOL



POSITIVE CASE:

A NOTIFICATION WILL BE SENT BY THE SCHOOL DISTRICT IF THERE IS A POSITIVE CASE.

"There is a confirmed case in your child's class. We are working with Summit County Public Health Department to identify contacts. If your child is a contact, you will receive a phone call from a contact tracer."



SCHOOL MESSAGE TO PARENT/GUARDIAN

The Summit County Public Health Department will alert any families if a student has had prolonged contact with a positive case.



SAMPLE COMMUNICATIONS LETTER

from the Summit County Public Health Department



1867 West Market St. | Akron, OH 44313-6901 | P: (330) 923-4891 | TF: (877) 687-0002 | F: (330) 923-71

scph.oi

DATE:
TO:
DOB:

ORDER OF QUARANTINE

Dear ,

Pursuant to 3701.13, .56 and 3707.04, .05, .08, .09, .14, .16, .25, .34 of the Ohio Revised Code, the Health Commissioner **HEREBY ORDERS** that you be **QUARANTINED**. Violation or failure to comply with this order may result in your detention and/or criminal prosecution. You shall be quarantined at your home or agreed upon location. In accordance with SCPH policy, you are considered released from Quarantine when you have met the criteria listed below.

This Order is issued because we have determined that you may have, or have been exposed to COVID-19.

Quarantine Instructions:

- Check your temperature twice a day; once in the morning and once in the evening
- Stay at home for 14 days after known exposure
- Maintain 6 foot social distance
- Avoid contact with people at higher risk for severe illness (unless they live at the same home and have had the same exposure)
- If an **EMERGENCY** occurs, contact 911 and inform the dispatcher you are under Ordered Quarantine by Summit County Public Health. Please follow all instructions by the dispatcher or emergency service personnel.

Notify your primary care physician or Summit County Public Health if you do not have a primary care physician, immediately if you develop any of the following symptoms:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Please direct all questions, inquiries, or concerns to our main phone line: 330-926-5795.

SUMMIT COUNTY PUBLIC HEALTH:

Donna R. Skoda – Health Commissioner
Summit County Public Health

Revised: 5/4/2020

Please be advised individuals in special populations (e.g., healthcare workers) and those who are immunocompromised will have different criteria for release.




FERPA

The **Family Educational Rights and Privacy Act (FERPA)** is a federal law enacted in 1974 that protects the privacy of **student education records**.

The Act serves two primary purposes:

1. Gives parents or eligible students more control of their educational records
2. Prohibits educational institutions from disclosing “personally identifiable information in education records” without written consent






Who must comply?	Protected information	Permitted disclosures ¹
 <ul style="list-style-type: none"> • Any public or private school: <ul style="list-style-type: none"> – Elementary – Secondary – Post-secondary • Any state or local education agency <p>Any of the above must receive funds under an applicable program of the US Department of Education</p>	 <p>Student Education Record: Records that contain information directly related to a student and which are maintained by an educational agency or institution or by a party acting for the agency or institution</p>	 <ul style="list-style-type: none"> • School officials • Schools to which a student is transferring • Specified officials for audit or evaluation purposes • Appropriate parties in connection with financial aid to a student • Organizations conducting certain studies for or on behalf of the school • Accrediting organizations • Appropriate officials in cases of health and safety emergencies • State and local authorities, within a juvenile justice system, pursuant to specific state law • To comply with a judicial order or lawfully issued subpoena

HIPAA

The **Health Insurance Portability and Accountability Act (HIPAA)** is a national standard that protects sensitive **patient health information** from being disclosed without the patient’s consent or knowledge. Via the Privacy Rule, the main goal is to

- Ensure that individuals’ health information is properly protected while allowing the flow of health information needed to provide and promote high quality health care and to protect the public’s health and well-being.



Who must comply?	Protected information	Permitted disclosures ¹
 <ul style="list-style-type: none"> • Every healthcare provider who electronically transmits health information in connection with certain transactions • Health plans • Healthcare clearinghouses • Business associates that act on behalf of a covered entity, including claims processing, data analysis, utilization review, and billing 	 <p>Protected Health Information²: Individually identifiable health information that is transmitted or maintained in any form or medium (electronic, oral, or paper) by a covered entity or its business associates, excluding certain educational and employment records</p>	 <ul style="list-style-type: none"> • To the individual • Treatment, payment, and healthcare operations • Uses and disclosures with opportunity to agree or object by asking the individual or giving opportunity to agree or object • Incident to an otherwise permitted use and disclosure • Public interest and benefit activities (e.g., public health activities, victims of abuse or neglect, decedents, research, law enforcement purposes, serious threat to health and safety) • Limited dataset for the purposes of research, public health, or healthcare operations

1. Permitted disclosures mean the information can be, but is not required to be, shared without individual authorization.

2. Protected health information or individually identifiable health information includes demographic information collected from an individual and 1) is created or received by a healthcare provider, health plan, employer, or healthcare clearinghouse and 2) relates to the past, present, or future physical or mental health or condition of an individual; the provision of healthcare to an individual; or the past, present, or future payment for the provision of healthcare to an individual; and

(i) That identifies the individual, or
(ii) With respect to which there is a reasonable basis to believe the information can be used to identify the individual.

For more information, please visit the Department of Health and Human Services’ [HIPAA website](#) and the Department of Education’s [FERPA website](#).





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