

COVID Case or Outbreak Response Protocol

You receive a report of a confirmed or suspected COVID-19 case or Outbreak (2 or more unrelated cases)

Check	Instructions	Note
	Inform principal/supervisor. MAINTAIN CONFIDENTIALITY.	
	Principal/supervisor will contact a District Nurse.	
School and District Nurse will contact the person/parent (Obtain an interpreter if needed):		
	Obtain contact information for the person. If the individual is a student, print Synergy STU201 with school, teacher, and health information.	
	Name	DOB
	School	Grade
	County person lives in:	
	Symptoms? How is the individual feeling? When did the symptoms start?	
	COVID test done and when? Picture of test?	
	Last date attended school in-person?	
	Last date Sports team practice/game or other School Activities?	
	Close Contacts at school? Who does the individual think they may have been in close contact with at school (within 6 feet for over 15 cumulative minutes in a day)?	
	Siblings? Schools attending?	
	Vaccinated? Date of last vaccination	
	Has the county public health department contacted the individual?	
	Tell the person/parent that a message may go out to the school/district based on CCPH guidance (it would not contain any personal identifying information).	
School and District Nurse will compile information:		
	Obtain information/log of: Names in cohort if class not following physical distancing (students and staff) - see Synergy attendance report, (contact other students or staff in the cohort who reported absent for illness, contact them for symptoms if not already provided), Health room log, Transportation log, Siblings, Other school activity logs where the individual was involved (such as sports), Visitor health screening log and/or raptor log	
District Nurse will contact Clackamas County Public Health		
	Clackamas County Public Health (CCPH)	

	<p>ph-phobteam@clackamas.us CONFIRM POSITIVE TEST 1. Fill out CCPH Facility COVID-19 Intake Form (if not already done for the school). 2. Fill out CCPH Positive and Presumptive staff Member/Student Reporting form (or Covid Exposure Spreadsheet if many students/staff involved)</p> <p>Provide log/contact information for the individual. Report current COVID-19 precautions: face coverings, physical distancing, hand washing, symptom screening, cleaning/disinfecting. Response factors: Actual exposure within the school setting Incidence in community, school, cohort Case specifics Next steps? Level of quarantine or temporary closure (e.g. cohort, building, other contacts), Heightened awareness, Enhanced surveillance and monitoring, Enhanced cleaning/disinfecting. Any COVID-19 testing to be done by CCPH or OHA?</p>	
District Nurse, Central Office Communications Director, and Principal will:		
	<p>Collaborate on school/district communication based on recommendation/letter from CCPH. Relay at CONSISTENT COMMUNICATION MESSAGE Email Letter from CD to all staff Listserve message from principal to school parent community. MAINTAIN CONFIDENTIALITY. Text and email to any quarantined student parents. Additional handouts that can be communicated. CDC Stop the Spread of Germs CDC Symptoms of COVID-19 OHA Keep Ill Students Out of School</p>	
District Nurse will:		
	<p>Contact School health room staff: Heightened awareness, enhanced surveillance and monitoring, enhanced cleaning/disinfecting.</p>	
	<p>Contact Facilities/Building Engineer: Disinfect classroom, bathroom, common areas, health room, high touch surfaces affected. Enhanced cleaning for those areas.</p>	
	<p>Contact district administrators whose staff may be involved</p>	
	<p>Update LOSD Website COVID Dashboard</p>	
	<p>Update District Nurse webpage news with the letter to the school</p>	
CO, School Principal, and District Nurse will continue to work with CCPH regarding further steps		