

QCUSD Reporting Procedures for COVID-19 Positive Test

The Center for Disease Control and Prevention and State and County Health Departments procedures for reporting COVID-19 symptoms or COVID-19 positive tests change periodically. The following procedures may be updated and employees, parents, and families will be notified of major changes to reporting procedures.

If a **student** becomes sick with COVID-19 symptoms or reports a positive COVID-19 test the procedures listed below should be followed:

1. The parent/guardian reports information to the School Health Office/Administration. Confidentiality must be maintained to the greatest extent possible.
2. If a student develops COVID-19 symptoms at school, the student will be separated from all other students and staff, with the exception of one staff member to supervise the student. This staff member will wear PPE, or a facial covering, and will maintain physical distance from the students at all times, unless there is an emergency. Staff will immediately notify a parent or emergency contact to pick up the student and will call 911 if the student appears to be in medical distress.
3. School site will call the parent to discuss possible exposure. If they are not reachable or decline to discuss the matter, the school will operate under the presumption that there is a possible COVID-19 exposure.
4. Areas that were exposed to symptomatic students for a prolonged period of time will be thoroughly cleaned and disinfected.
5. The student, and any other QCUSD students living in the home, will be excluded from the school until they have completed the isolation period as outlined in the [COVID-19 Release from Isolation Guidance - Flow Chart](#) or the [Maricopa County Department of Health Home Isolation Decision-Making Tool](#).
6. The Health Office/Administrator will report confirmed cases of COVID-19 to the Maricopa County Department of Health (MCDH) by filling out the attached [COVID-19 School Report Form](#) or [School Reporting Line List](#) and faxing it to 602-372-8935.
7. The Health Office/Administrator, with guidance from the Maricopa County Department of Public Health, will assess who may have had close contact with the individual at school in the two days prior to symptom onset and will inform staff and parents/guardians of their child's possible exposure to COVID-19 at school. The Center for Disease Control defines "close contact" as someone who was within six (6) feet of an infected person for at least 15 minutes starting from two (2) days before illness onset (or, for asymptomatic patients, two (2) days prior to specimen collection) until the time the patient is isolated. School personnel must maintain confidentiality of the infected student as required by the Americans with Disabilities Act ("ADA"), Family Educational Rights

and Privacy Act (“FERPA”), and the Health Insurance Portability and Accountability Act (“HIPAA”).

8. The Health Office/Administrator will send the MCDH COVID-19 School Report Form to Dr. Monroe, Assistant Superintendent.

If an **employee** becomes sick with COVID-19 symptoms or reports a positive COVID-19 test the procedures listed below should be followed:

1. The employee must report to the immediate supervisor. Confidentiality must be maintained to the greatest extent possible.
2. If an employee is at work, immediately isolate the individual. Follow protocol for contact with someone who is ill, including removing the employee from the work environment safely and/or interacting with the individual with appropriate physical protective equipment (PPE) and physical distancing.
3. The supervisor will send the individual home immediately.
4. Areas that were exposed to symptomatic employees or students for a prolonged period of time will be thoroughly cleaned and disinfected.
5. The employee will be excluded from work until they have completed the isolation period as outlined in the [COVID-19 Release from Isolation Guidance - Flow Chart](#) or the [Maricopa County Department of Health Home Isolation Decision-Making Tool](#).
6. Based on information received from the employee¹, the supervisor, with guidance from the Maricopa County Department of Public Health, will determine other employees or students who have had “close contact” with the individual so as to make informed decisions regarding next steps. The Center for Disease Control defines “close contact” as someone who was within six (6) feet of an infected person for at least 15 minutes starting from two (2) days before illness onset (or, for asymptomatic patients, two (2) days prior to specimen collection) until the time the patient is isolated.
7. The supervisor will fill out the attached [COVID-19 School Report Form](#). If it is a confirmed case of COVID-19, send the form to the Maricopa County Department of Health (MCDH) by faxing it to 602-372-8935 and send it to Dr. Monroe, Assistant Superintendent. If the case is not confirmed, the supervisor will send the MCDH COVID-19 School Report Form only to Dr. Monroe, Assistant Superintendent.
8. The supervisor will inform staff/parents/guardians of possible exposure to COVID-19 but maintain confidentiality of the infected individual as required by the Americans with Disabilities Act (“ADA”) and the Health Insurance Portability and Accountability Act (“HIPAA”).

1 An employee must not be discriminated against for having COVID-19 or refusing to answer questions regarding their possible exposure, diagnosis, or symptoms of COVID-19. If the individual is unwilling or unable to participate in the interview, operate under the presumption that there is a possible COVID-19 exposure.

Reporting and Notification

The Americans with Disabilities Act (“ADA”), Family Educational Rights and Privacy Act (“FERPA”), and the Health Insurance Portability and Accountability Act (“HIPAA”) will be considered in any district disclosure of possible COVID-19 infection.

In each instance, QCUUSD will maintain all information as a confidential medical record and will only disclose relevant non-identifying information to those individuals the district is permitted to provide notice. The Arizona Attorney General’s office has issued recent guidance on this issue: <https://www.azag.gov/sites/default/files/2020-03/I20-005.pdf>.