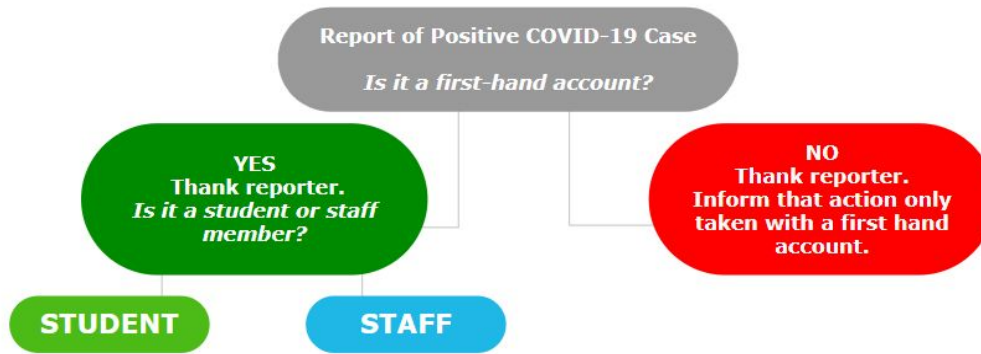




# SPRINGBORO SCHOOLS

1685 S. Main St. Springboro, OH 45066 | 937.748.3960 | www.springboro.org



## Student

Please complete the following checklist when a STUDENT COVID-19 positive case is reported to a school employee.

### **Springboro Community City School Employee**

1. Confirm report is a first hand account.
2. Report to your supervisor immediately.

### **Supervisor =Building Administrator/District Nurse**

3. Identify the location of the student
4. If the student is at school, ensure student reports to the sick clinic
5. Add student information into the COVID-19 Tracking Sheet
6. Text Larry, Carrie, Rob, Bronwyn, Scott
7. Bronwyn will contact Warren County Health Department
8. Investigate and Identify all possible close contact positive exposure
  - a. Positive exposure according to Warren County Health Department
    - i. 15 minutes or more of consecutive
    - ii. Close contact within 6 feet (mask or no mask)
9. Contact families of all confirmed close contact positive exposure by phone. Encourage student(s) to proactively quarantine & be prepared to hear from Warren County Health Department. *(same day if possible, no longer than 24 hours)*
10. Update student information into the COVID-19 Student Tracking Sheet
11. Parent Notification: ( Letters Provided by WCCHD, process determined by District Admin Team)
  - a. Send COVID-19 Positive Confirmed Class/Team Letter *(same day if possible, no longer than 24 hours)*
  - b. Send COVID-19 Positive Confirmed School/Large Group Letter w/ attached Warren County Health District letter *(same day if possible, no longer than 24 hours)*
12. Disinfect affected areas immediately if the student is in school or after school if the student is not in school.
13. Connect with the family on Day 10 if they are not back in school to check in and see how they are feeling.
14. Clinic Staff to complete the Return to School Assessment

## Staff

Please complete the following checklist when a STAFF COVID-19 positive case is reported to a school employee.

1. Confirm report is a first hand account.
2. If employee at work, Send employee home
3. Add staff information into the COVID-19 Staff Tracking Sheet
4. Text Carrie, Rob, and Bronwyn
5. Bronwyn or Carrie will contact Warren County Health Department
6. Investigate and Identify all possible close contact positive exposure
  - a. Positive exposure according to Warren County Health Department
    - i. 15 minutes or more of consecutive
    - ii. Close contact within 6 feet (mask or no mask)
7. Contact all confirmed close contact positive exposure by phone (*same day if possible, no longer than 24 hours*)
8. Send COVID-19 Positive Confirmed Staff Letter, including Warren County Health District attachment (*same day if possible, no longer than 24 hours*)
9. Disinfect affected areas immediately if the staff is in school or after school if the staff is not in school.
10. Connect with the staff on Day 10 if they are not back in school to check in and see how they are feeling.
11. If the staff member was positive, 2 negative tests within a 24 hour period between and reduced symptoms should be provided before approval to return.
12. Return to School Assessment form to be completed by HR department/ District Nurse

**\*\*Staff please refer to the HR Department Procedures for COVID-19 for additional important information.**