

Student Confirmed Positive Case

Purpose

To ensure the health and safety of each member of our school family, the process below applies to students with a **Confirmed Positive Case** of COVID-19. All processes that involve COVID-19 cases will be shared with the Department of Health-Hillsborough as the lead agency for case investigation, contact tracing and quarantine decisions. As always, all student information will remain confidential, in accordance with applicable laws and regulations.

COVID-19 Symptoms

If anyone (student, employee, or visitor) shows any symptoms of COVID-19, it is extremely important that they not enter any school or district building and should contact their healthcare provider for guidance. COVID-19 symptoms (not associated with previously diagnosed conditions) include:

- 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

Student Confirmed Case Protocol

1. Parent/guardian should immediately contact the school administration or school nurse if a student receives a positive COVID-19 test result.
2. If the student is at school, they will be isolated and must go home immediately. If they are home, they should remain home.
3. Students may transition to remote learning with their current teachers if able.
4. School administration/school nurse will collect information about the case, including potential close contacts¹ with the positive person. Seating charts, class rosters with parent contact information, bus rosters, extracurricular rosters, athletic rosters and lunchroom seating will be collected.
5. School administration will call the Region Superintendent and the COVID Commander.
6. All documentation (listed in #4) used to confirm or negate direct contact will be shared with the HCPS COVID team.
7. School administration will complete the HCPS COVID-19 Reporting Form for the COVID-19 positive student.
8. The COVID Commander or a member of the HCPS COVID Team will provide immediate next steps to the site administration.
9. School administration/school nurse will contact close contacts of the positive student and provide direction (Blackboard).
10. COVID Team will contact the Department of Health-Hillsborough as soon as possible and share the above documentation.
 - Department of Health-Hillsborough will contact the student's family with additional guidance and contact tracing.
11. Department of Health-Hillsborough will lead the investigation and provide the HCPS COVID Team with appropriate communications and notification letters for distribution to the students and/or staff that they are identified as a close contact of a confirmed case.
12. Per the Department of Health-Hillsborough, the confirmed positive student will be required to isolate for the length noted below:
 - At least 10 days have passed since symptoms first appeared or since your positive test date;
 - At least 24 hours have passed *since last* fever without the use of fever-reducing medications; **and**
 - Symptoms have improved.
13. Classroom teacher and/or instructional staff and/or Kelly Services substitute teachers with close contact with students, per Department of Health-Hillsborough recommendations:
 - Close contacts¹ will be quarantined for 14 days and will continue to work remotely if able.
14. Affected area(s) will be deep cleaned per HCPS protocols within 24 hours.
15. Follow-up by the Department of Health-Hillsborough will occur, as appropriate, for all identified close contacts.
16. Student **must** meet the following criteria prior to returning to school:
 - COVID-19 Symptoms have improved **AND** fever free for 24 hours without the use of fever-reducing medications.
17. Student returns to school. Return to athletics protocols will be followed once the student returns to school (if applicable).

¹Close contact is defined by the Department of Health-Hillsborough as within six (6) feet for longer than fifteen (15) minutes

Confirmed Case of a Household Member

Purpose

To ensure the health and safety of each member of our school family, the process below applies to students with a **Confirmed Case of a Household Member** of COVID-19. All processes that involve COVID-19 cases will be shared with the Department of Health-Hillsborough, as the lead agency for case investigation, contact tracing and quarantine decisions. As always, all student information will remain confidential, in accordance with applicable laws and regulations.

COVID-19 Symptoms

If anyone (student, employee, visitor) shows any symptoms or conditions of COVID-19, it is extremely important that they not enter any school or district building and should contact their healthcare provider for guidance. COVID-19 symptoms (not associated with previously diagnosed conditions) include:

- 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

Confirmed Case of a Household Member Protocol

1. Parent/guardian should immediately contact the school administration or school nurse if a household member with whom the student lives receives a positive COVID-19 test result.
2. If the student is at school, they will be isolated and must go home immediately. If they are home, they should remain home.
3. Students may transition to remote learning with their current teachers.
4. School administration/school nurse will collect information about the case, including potential close contacts¹ with the exposed student. Seating charts, class rosters with parent contact information, bus rosters, extracurricular rosters, athletic rosters and lunchroom seating will be collected and filed.
5. School administration will call the Region Superintendent and the COVID Commander.
6. School Nurse will complete the COVID-19 line list for any potential close contacts¹.
7. The COVID Commander or a member of the HCPS COVID Team will provide immediate next steps to the school administration.
8. School administration/school nurse will advise the student's parent/guardian to follow up with a healthcare provider. The healthcare provider may (or may not) recommend the student be tested for COVID-19. The student's parent/guardian should ask the healthcare provider to explain the process and testing site locations.
 - If the student is tested, their parent/guardian should report the results of the test to the school administration/school nurse immediately, upon receipt.
 - If test results are positive, the student must follow the process for a **Student Confirmed Positive Case**.
9. Student will be required to quarantine for 14 days, per the Department of Health-Hillsborough.
10. Student returns to school. Return to athletics protocols will be followed once the student returns to school (if applicable).

¹Close contact is defined by the Department of Health-Hillsborough as within six (6) feet for longer than fifteen (15) minutes

Symptomatic Student

Purpose

To ensure the health and safety of each member of our school family, the process below applies to **Symptomatic Students** (e.g. students who are experiencing symptoms of COVID-19). All processes that involve COVID-19 cases will be shared with the Department of Health-Hillsborough, as the lead agency for case investigation, contact tracing and quarantine decisions. As always, all student information will remain confidential, in accordance with applicable laws and regulations.

COVID-19 Symptoms

If anyone (student, employee, visitor) shows any symptoms or conditions of COVID-19, it is extremely important that they not enter any school or district building and should contact their healthcare provider for guidance. COVID-19 symptoms (not associated with previously diagnosed conditions) include:

- 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

Symptomatic Student Protocol

1. Students and/or their parent/guardian should immediately report to the school administration/school nurse if the student is experiencing any COVID-19 related symptoms.
2. If the student is at school, they will be isolated and must go home immediately. If they are home, they should remain home.
3. School administration/school nurse will collect information about the case, including potential close contacts¹ with the symptomatic student. Seating charts, class rosters with parent contact information, bus rosters, extracurricular rosters, athletic rosters and lunchroom seating will be collected and filed.
4. School administration will advise the student's parent/guardian to follow up with a healthcare provider. The healthcare provider may (or may not) recommend the student be tested for COVID-19. The parent/guardian should ask the healthcare provider to explain the process and testing site locations.
 - If the student is tested, they should remain at home until they have results of the test and share these with school administration/school nurse immediately, upon receipt.
 - If test results are positive, the student must follow the process for a **Student Confirmed Positive Case**.
5. Student may be required to quarantine per the recommendations of their healthcare provider or per the Department of Health-Hillsborough based on symptoms.
6. Student **must** meet the following criteria prior to returning to school:
 - COVID-19 Symptoms have improved **AND** fever free for 24 hours without the use of fever-reducing medications.
7. Student returns to school. Return to athletics protocols will be followed once the student returns to school (if applicable).

¹Close contact is defined by the Department of Health-Hillsborough as within six (6) feet for longer than fifteen (15) minutes

Exposure to a Close Contact of a Confirmed Case

Purpose

To ensure the health and safety of each member of our school family, the process below applies to students with **Exposure to a Close Contact of a Confirmed Case** of COVID-19. All processes that involve COVID-19 cases will be shared with the Department of Health-Hillsborough, as the lead agency for case investigation, contact tracing and quarantine decisions. As always, all student information will remain confidential, in accordance with applicable laws and regulations.

COVID-19 Symptoms

If anyone (student, employee, visitor) shows any symptoms or conditions of COVID-19, it is extremely important that they not enter any school or district building and should contact their healthcare provider for guidance. COVID-19 symptoms (not associated with previously diagnosed conditions) include:

- 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

Exposure to a Close Contact of a Confirmed Case Protocol

1. Parent/guardian should contact the school administration/school nurse if there is a known student exposure to a close contact¹ with a confirmed case.
2. The parent/guardian and student will be advised to:
 - Monitor themselves closely for any symptoms.
 - Follow up with health care provider with any concerns.
3. Student remains at school following HCPS social distancing guidelines and use of mask/face coverings **unless directed by their health care provider or the Department of Health-Hillsborough to quarantine.**

¹Close contact is defined by the Department of Health-Hillsborough as within six (6) feet for longer than fifteen (15) minutes

Additional Information and Resources

Websites

The following websites are valuable resources of information for our school community:

- <https://www.cdc.gov/>
- <http://hillsborough.floridahealth.gov/>
- <https://www.hillsboroughcounty.org/en>

HCPS COVID-19 Reporting Form

Principals/Supervisors should use the link below to report a *Confirmed Positive Employee Case* or *Direct Contact/Exposure to a Confirmed Positive* person.

- https://forms.office.com/Pages/ResponsePage.aspx?id=-f2oEP_CDU6cGR_iwYgWSrMQ1FIWhnVGg31bzx9C5XdUNzBPNIk1Q0pJNTVDMU1MRINYMjIjVT1oxQS4u

HCPS COVID-19 Email Address

The following email address has been established for our school community to ask questions and share concerns with the HCPS COVID Team:

- COVID@hcps.net