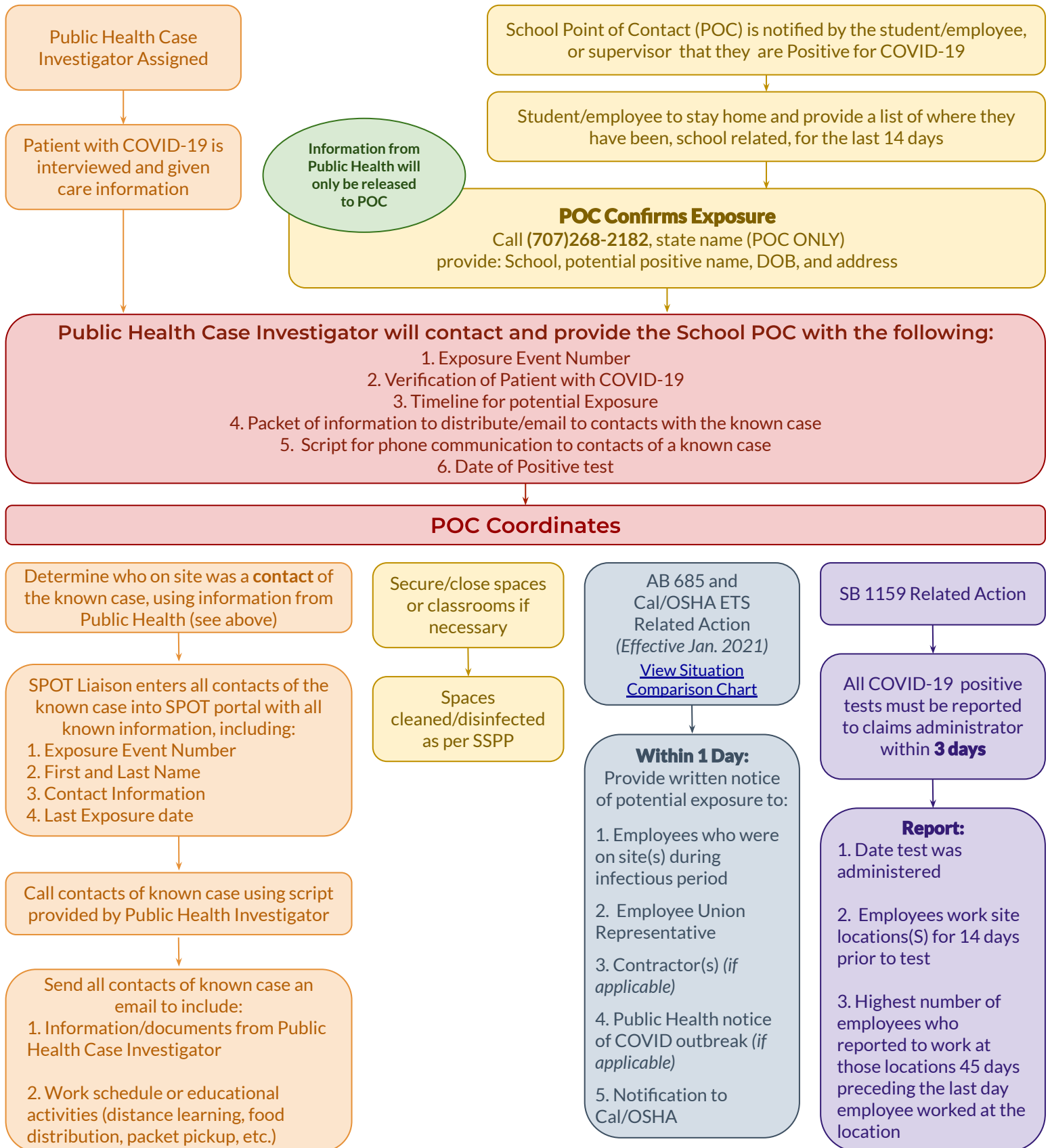# School Investigation and Reporting for COVID-19 Positive Cases

Student or Employee tests positive
(Scenario #3 in [COVID Responses Guidance Document](#))

Public Health Case Investigator Assigned

Patient with COVID-19 is interviewed and given care information

Information from Public Health will only be released to POC

School Point of Contact (POC) is notified by the student/employee, or supervisor that they are Positive for COVID-19

Student/employee to stay home and provide a list of where they have been, school related, for the last 14 days

POC Confirms Exposure
Call **(707)268-2182**, state name (POC ONLY)
provide: School, potential positive name, DOB, and address

Public Health Case Investigator will contact and provide the School POC with the following:
1. Exposure Event Number
2. Verification of Patient with COVID-19
3. Timeline for potential Exposure
4. Packet of information to distribute/email to contacts with the known case
5. Script for phone communication to contacts of a known case
6. Date of Positive test

POC Coordinates

Determine who on site was a **contact** of the known case, using information from Public Health (see above)

SPOT Liaison enters all contacts of the known case into SPOT portal with all known information, including:
1. Exposure Event Number
2. First and Last Name
3. Contact Information
4. Last Exposure date

Call contacts of known case using script provided by Public Health Investigator

Send all contacts of known case an email to include:
1. Information/documents from Public Health Case Investigator
2. Work schedule or educational activities (distance learning, food distribution, packet pickup, etc.)

Secure/close spaces or classrooms if necessary

Spaces cleaned/disinfected as per SSPP

AB 685 and Cal/OSHA ETS Related Action *(Effective Jan. 2021)*
[View Situation Comparison Chart](#)

Within 1 Day:
Provide written notice of potential exposure to:

1. Employees who were on site(s) during infectious period

2. Employee Union Representative

3. Contractor(s) *(if applicable)*

4. Public Health notice of COVID outbreak *(if applicable)*

5. Notification to Cal/OSHA

SB 1159 Related Action

All COVID-19 positive tests must be reported to claims administrator within **3 days**

Report:
1. Date test was administered

2. Employees work site locations(S) for 14 days prior to test

3. Highest number of employees who reported to work at those locations 45 days preceding the last day employee worked at the location

When staff/student is released Public Health Investigator will provide POC with 'release from quarantine' notice
Public Health Hotline: (707)268-2182

Revised January 13, 2021