



COVID-19

HAWAII STATE DEPARTMENT OF HEALTH

CONTACT NOTIFICATION GUIDANCE FOR SCHOOLS

To reduce the spread of COVID-19 in Hawai'i's schools, rapidly identify and send home any close contacts of a person with COVID-19 infection, **while keeping the person's identity and personal health information confidential**. School administrations have access to staff and student records and have relationships with staff, students, and families. Therefore, the school is best positioned to identify and notify close contacts quickly.

Step 1: Identify the date when symptoms started for the person with COVID-19 infection (if no symptoms, date positive test was collected): ____/____/____

Step 2: Identify the date when the person with COVID-19 infection was last at school: ____/____/____

Step 3: Infectious period at school: 2 days before symptoms started (if no symptoms, 2 days before test date) until the person with COVID-19 infection was last at school: ____/____/____ to ____/____/____ (2 days before symptoms Last day at school or test date)

Step 4: Identify close contacts of the person with COVID-19 infection during infectious period.

- An **adult close contact** is defined as within 6 feet of a person with COVID-19 infection for a combined total of 15 minutes or more over a 24-hour period (regardless of mask use).
- A **student close contact in a K-12 indoor classroom setting**, where everyone is wearing a mask correctly and consistently, is defined as within 3 feet of a person with COVID-19 infection for 15 minutes or more over a 24-hour period.
- Adult and student close contacts who are fully vaccinated¹ **and** asymptomatic do **not** have to quarantine and can go to school.

Step 5: If close contacts are identified while at school, send them home immediately.

Step 6: Provide a [COVID-19 Close Contact Notification for Schools form](#) to each close contact:

- Fill in Contact's Name
- Fill in School Name
- Fill in Return to School Date (10 days have passed from last contact with the person with COVID-19 infection²)

Step 7: Provide close contacts with [COVID-19 Isolation and Quarantine Guidance for Schools](#).

Step 8: If the person was at school while infectious, compile a list of the person's close contacts using the [COVID-19 Close Contact Report Form](#) or other method for documenting close contacts such as a word document or excel spreadsheet and save for your school's records. Do **not** send to DOH unless this is requested.

Step 9: A healthcare provider letter is not necessary for close contacts to return to school once 10 days² have passed since the last exposure to the person with COVID-19 infection, as long as the close contact did not develop symptoms or test positive for COVID-19.

Step 10: If you have any questions regarding close contact identification or notification, please call the number for your island listed below or e-mail doh.c19schools@doh.hawaii.gov.

1 People are fully vaccinated 2 weeks after their second dose in a 2-dose series, such as Pfizer-BioNTech, Moderna, and AstraZeneca, or 2 weeks after a single-dose vaccine, such as Johnson & Johnson’s Janssen vaccine. If you do not meet these requirements, regardless of your age, you are not fully vaccinated.
 2 Quarantine is 14 days for close contacts living or working in congregate settings, including if there are household members who work in congregate settings (e.g., correctional facilities).

HAWAI`I STATE DEPARTMENT OF HEALTH TELEPHONE NUMBERS FOR SCHOOLS

<u>Island</u>	<u>Hours</u>	<u>Contact</u>	<u>Telephone Number</u>
O’ahu	M-F 7:45 am-4:30 pm	Disease Reporting Line	(808) 586-4586, Option 4 for Schools (808) 587-6845, Option 4 for Schools
Maui Moloka’i Lanai	M-F 7:45 am-4:30 pm	Maui District Health Office	(808) 984-8213 (School Liaison)
Kauai			
Hawai’i (Hilo)			
Hawai’i (Kona)	M-F 7:45 am-4:30 pm	Big Island DHO (Kona)	(808) 796-0098

After Hours/Weekends/Holidays

O’ahu	(808) 600-3625
Neighbor Islands	(800) 360-2575, toll-free number