



# COVID-19

## HAWAII STATE DEPARTMENT OF HEALTH

### WHAT TO DO IF A PERSON AT SCHOOL HAS COVID-19

#### WHEN A SCHOOL LEARNS OF A PERSON WITH COVID-19 INFECTION

1. If the person with COVID-19 infection is currently at school, isolate immediately and send them home as quickly as possible.
2. If less than 24 hours have passed since the person with COVID-19 infection has been in the space, clean *and* disinfect the space.
3. Notify school administrators, supervisors, and any others per school protocol.
4. Notify the Hawai'i State Department of Health (DOH) within 24 hours via the communication channel which DOH has requested that your school use (by phone, email, or online case reporting tool).
5. The case's principal, supervisor or program contract manager is responsible for reporting the case to the DOH. If the case visited multiple campuses, it should only be reported to the DOH one time.
6. If additional guidance is needed from the DOH, contact the DOH by phone (see page 2) or e-mail at [doh.c19schools@doh.hawaii.gov](mailto:doh.c19schools@doh.hawaii.gov).
7. Determine if the person was at school while infectious using the [COVID-19 Contact Notification Guidance for Schools](#).
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.
9. Notify any close contacts using the [COVID-19 Contact Notification Guidance for Schools](#).
  - a. **Do not disclose the person's identity or personal information to close contacts; that information is confidential.**
  - b. Close contacts who are fully vaccinated<sup>1</sup> *and* asymptomatic, do *not* need to quarantine and can attend school.<sup>2</sup>
  - c. Persons who are *not* close contacts do *not* need to quarantine and can attend school.

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<sup>1</sup> 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.

<sup>2</sup> Close contacts who are fully vaccinated *and* asymptomatic should get tested 5-7 days after exposure and wear a mask in public indoor settings for 14 days or until a negative test result.

## COMMUNICATION

- When a person with COVID-19 infection is identified, the school should provide appropriate information for students, families, and staff.
- Each situation is different. The details of your current situation may require more or less information sharing.
  - The school should identify in-school close contacts of a person with COVID-19 infection and notify them of exposure.
  - Let people know that any person who was *not* notified, is *not* a close contact.
  - Close contacts who develop symptoms consistent with COVID-19 should be tested and contact a healthcare provider, if necessary.
  - As always, any person who develops symptoms consistent with COVID-19 should stay home, be tested, and call a healthcare provider, if necessary.
  - The school should consult the DOH [COVID-19 Guidance for Schools](#) for additional information.
  - Additional information is available at [CDC’s Considerations for Case Investigation and Contact Tracing in K-12 Schools and Institutions of Higher Education \(IHEs\)](#), updated October 19, 2021.

## HAWAII 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