



WHEN A PERSON AT A K-12 SCHOOL HAS COVID-19

FOR SCHOOLS IMPLEMENTING UNIVERSAL INDOOR MASKING POLICIES

- Rapidly identify the impacted group setting and notify any potentially exposed group members of contact with 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 potentially exposed individuals quickly.
• If less than 24 hours have passed since the person with COVID-19 infection has been in the space, clean and disinfect the space.
• Notify school administrators, supervisors, and any others per your school's protocol and notify the Hawaii'i State Department of Health (DOH) within 24 hours via the online case reporting tool that DOH has requested that your school use. 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.

NOTIFYING POTENTIALLY EXPOSED INDIVIDUALS

Infectious period at school

= 48 hours prior to date symptoms started (if no symptoms, date positive test was collected) until date last at school

Identify the date when the person with COVID-19 infection first reported having symptoms (if no symptoms, date positive test was collected):

___/___/___

Identify the date when the person with COVID-19 infection was last at school:

___/___/___

If the person with COVID-19 was at school while infectious, group members should be notified if there was 15 minutes or more of exposure to a person with COVID-19 in a given K-12 setting (e.g., class, sports team, lunchroom, etc.).

After potentially exposed individuals are identified, notify them immediately and provide public health recommendations. People with in-school exposures are no longer required to quarantine, regardless of vaccination status. See Isolation and Quarantine Guidance for K-12 Schools for further guidance regarding close contacts that need to quarantine (e.g., household and other non-school related close contacts).

Provide a COVID-19 Notification of Potentially Exposed Individuals for K-12 Schools Form and the Summary Guidance for K-12 Schools to each group member:

- Fill in Contact's Name
• Fill in School Name

Let people know that any person who was not notified, is not a potentially exposed individual.

WHEN A PERSON AT A K-12 SCHOOL HAS COVID-19

FOR SCHOOLS IMPLEMENTING OPTIONAL INDOOR MASKING POLICIES

- 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. (See next section for further guidance on notifying close contacts).
- If less than 24 hours have passed since the person with COVID-19 infection has been in the space, clean and disinfect the space.
- Notify school administrators, supervisors, and any others per your school's protocol and notify the Hawai'i State Department of Health (DOH) within 24 hours via the online case reporting tool that DOH has requested that your school use. 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.

NOTIFYING CLOSE CONTACTS

Infectious period at school

= 48 hours prior to date symptoms started (if no symptoms, date positive test was collected) **until** date last at school

Identify the date when the person with COVID-19 infection first reported having symptoms (if no symptoms, date positive test was collected):

___/___/___

Identify the date when the person with COVID-19 infection was last at school:

___/___/___

If the person with COVID-19 was at school while infectious, identify close contacts of the person.

- An **adult close contact** is defined as within 6 feet of a person with COVID-19 infection for 15 minutes or more over a 24-hour period (regardless of mask use).
- A **student close contact in a K-12 indoor classroom** setting or an outdoor setting with sustained close contact (i.e., holding class outdoors with educator supervision), 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.
- In **cafeterias or indoor rooms** (e.g., breakroom, classroom) where people were eating and drinking or **not** wearing masks correctly and consistently, a close contact is any adult or student who was within 6 feet of a person with COVID-19 infection for 15 minutes or more over a 24-hour period.

If close contacts are identified, notify them immediately and send home those who need to quarantine. See [Isolation and Quarantine Guidance for K-12 Schools](#) for further guidance regarding which close contacts need to quarantine.

Provide a [COVID-19 Close Contact Notification for K-12 Schools Form](#) and the [Summary Guidance for K-12 Schools](#) to each close contact:

- Fill in Contact's Name
- Fill in School Name
- Fill in Return to School Date (5 days have passed from last contact with the person with COVID-19 infection)

Let people know that any person who was not notified, is not a close contact.

Compile the list of the person's close contacts using the [COVID-19 Close Contact Report Form](#) or other method for documenting close contacts and save for your school's records. Do **not** send to DOH unless this is requested.

HAWAI`I STATE DEPARTMENT OF HEALTH CONTACT INFORMATION FOR SCHOOL ADMINISTRATORS

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.

<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
<u>After Hours/Weekends/Holidays</u>			
O'ahu			(808) 600-3625
Neighbor Islands			(800) 360-2575, toll-free number

***Parents, guardians, and the general public can call the Hawai`i State Department of Health at (808) 586-8332 for additional guidance for K-12 schools.