



COVID-19 Reporting & Communication Procedures for Students and Families

Smithville School District (SSD) is committed to providing transparent, factual information about COVID-19 to our families and staff while respecting the privacy of everyone's health-related information. When there is a positive, **lab-confirmed** case in your student's building, we will conduct **school related contact tracing** and directly notify individuals of known or possible exposure to be placed in a 14-day quarantine. Over time, Clay County Public Health Center (CCPHC) will conduct contact tracing outside of SSD to limit community spread.

WHAT TO EXPECT



When there is a COVID-19 Case in a School

Smithville School District **WILL**

- ✓ Conduct contact tracing to identify potential exposure based on proximity and time together.
- ✓ Provide as transparent reporting as possible about close contacts while still protecting confidentiality.
- ✓ Expand cleaning procedures in areas the infected person spent extended time.
- ✓ Monitor symptoms of students and staff, as well as case counts.
- ✓ Send students and staff home when they are ill.
- ✓ Continue to teach and learn from home when under quarantine.

SSD **WILL NOT**

- ✗ Provide personally identifiable information of an infected person.
- ✗ Immediately close schools for a positive case.
- ✗ Email all families in a school when there is a positive case.

What to do if a student has a lab-confirmed case of COVID-19

Parents and/or guardians are asked to report via phone call the lab-confirmed case to the BUILDING OFFICE and/or NURSE in the same way any illness is reported. Documentation of the test results may be faxed or emailed to the building nurse. Timeliness of the reporting is essential to ensure the safety and health of all who may have been exposed through close contact. SSD is required to report the illness to the local health department, who will then assist with tracing and quarantine rules. Please reference out [2020-2021 Re-Entry Plan Procedures and Guidelines](#) for more information on screening and reporting.

COVID-19 QUICK FACTS



EXPOSURE

Contact within 3-6 feet for >15 minutes within the 48 hours prior to the onset of symptoms in a person with COVID-19 OR a positive COVID-19 test in an asymptomatic person.

QUARANTINE

Keeps someone who has been exposed to the virus away from others. Quarantine for 14 days from last contact with a person with confirmed or suspected COVID-19 case.

If a person tests negative for COVID-19 during quarantine, they **must remain in quarantine for 14 days**. If a student is identified to have been exposed, and they are already at school, they will be isolated, and the parent/caregiver will be called for prompt pickup.

REPORTING POSITIVES

Contact your school immediately if your child or a household contact tests positive for COVID-19. Your child must quarantine for the specified time. Your child's school and the Clay County Public Health Center will follow up.

Addressing Rumors and Privacy

Please note that SSD will send notifications for positive COVID-19 cases, not campus-wide notifications for quarantine cases or for absences in general. You may hear from community members about a student or staff member who is ill or absent, but that does not mean they have COVID-19. Please talk to your students regarding respecting people's privacy about health-related information and do not assume all illnesses or all absences are a diagnosis of Coronavirus. SSD will keep a record of every confirmed case within our district, specific buildings and classrooms and will provide information to affected populations.