

FCHD/FCPS COVID Case Reporting, Contact Tracing and Communication Process

School-Based Sites

For any self-reported COVID cases, the principal proceeds as follows:

1.

Principal completes the FCHD Case Notification form located at:

<https://redcap.link/FCHDSchoolReporting>

- ✓ This will initiate the contact tracing process by the FCHD.
- ✓ FCPS COVID team contacts will be automatically notified including Camille Bartus (Human Resources); Lorraine Trouton (School Health); Richard Michelback (Safety and Security), John Reynolds (Athletics), Lucy Caldwell (OCCR) and Lea Skurpski (DSS).

2.

Principal notifies RAS

- ✓ Notification to RAS that there is a self-reported COVID case, the case notification form has been submitted to the FCHD and contact tracing has been initiated.

3.

Principal notifies the PHN and SHA

- ✓ The PHN and SHA will guide the principal in the necessary **communications to the cohort** and any other impacted staff. This may include transportation staff, paraprofessionals, related services providers, etc. as identified by the PHN.
- ✓ In the absence of the PHN or SHA, the principal or designee should contact the HD Communicable Disease line at 703-409-8449.
- ✓ Identified students and staff in the cohort will be informed that they are to pause instruction and transition to distance learning, or remain home from work, for contact tracing and cleaning/disinfecting. The PHN will provide the communication letter to be sent.
- ✓ The school should keep a list of all those students and staff receiving this communication so that they can follow up with communication to all members of the cohort after contact tracing is completed.
- ✓ Principal will send **community notification** that COVID case investigation has been initiated.

4.

Follow up Communicable Disease (CD) call will be scheduled with FCHD CD Unit

- ✓ Upon completion of contact tracing, the FCHD will organize a follow-up CD call with the principal and COVID Team contacts.
- ✓ Principal will forward meeting information to RAS.
- ✓ The FCHD will provide recommendations regarding required cleaning and disinfecting; when the non-exposed students and staff in the cohort may resume face to face instruction; and when exposed students and staff may return and the required communications.
- ✓ **FCHD will advise what communication is necessary and share the required letters for principals to send at that time.**

5.

Principal follows-up and sends out communications, as recommended by the FCHD.

FCPS COVID Team updates the case in the COVID Database.

OCCR coordinates any additional division-level communications or notifications to the SB.

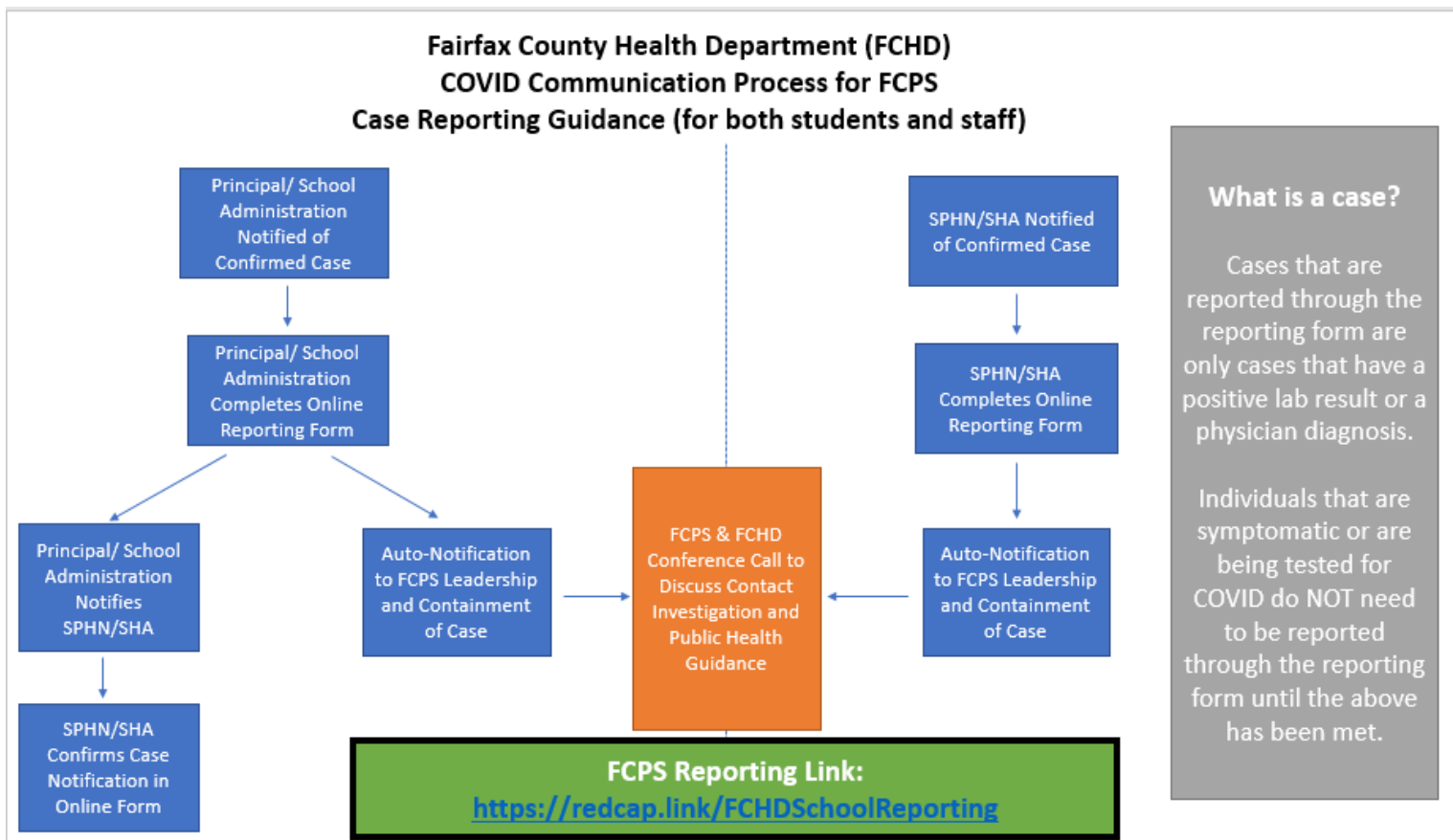
Fairfax County Health Department (FCHD) COVID Communication Process for FCPS Case Reporting Guidance (for both students and staff)

1. Principal/School Administration/Supervising Public Health Nurse (SPHN)/ School Health Aid (SHA) Notified of Confirmed Case
2. Principal/School Administration/ SPHN/SHA Completes Online Reporting Form
3. Principal/School Administration Notifies SPHN/SHA; Auto-Notification to FCPS Leadership and Containment of Case
4. SPHN/SHA Confirms Case Notification in Online Form; FCPS & FCHD Conference Call to Discuss Contact Investigation and Public Health Guidance

FCPS Reporting Link: <https://redcap.link/FCHDSchoolReporting>

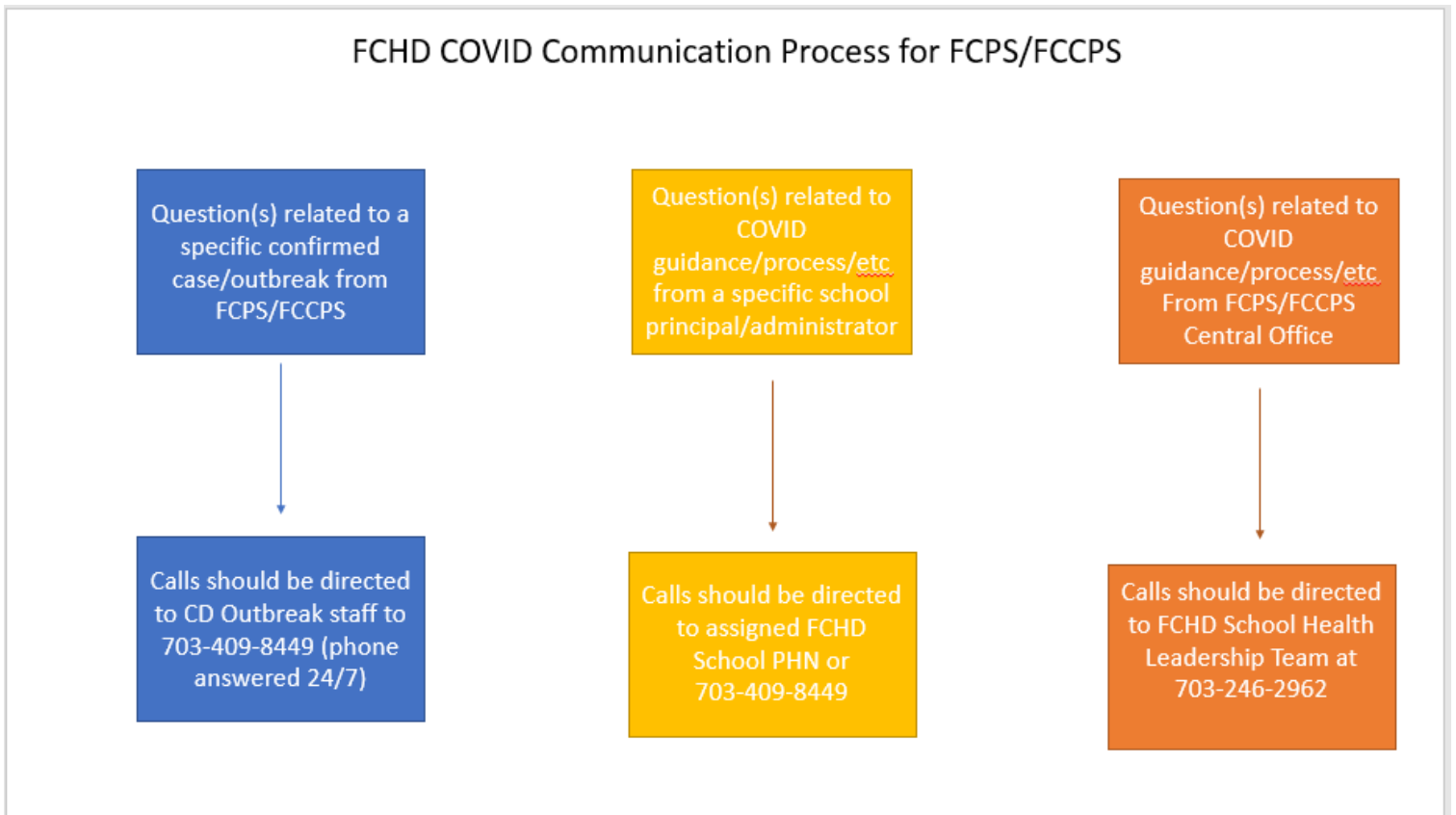
What is a case?

Cases that are reported through the reporting form are only cases that have a positive lab result or a physician diagnosis. Individuals that are symptomatic or are being tested for COVID do NOT need to be reported through the reporting form until the above has been met.



FCHD COVID Communication Process for FCPS/FCCPS

- For questions related to a specific confirmed case/outbreak from FCPS/FCCPS, calls should be directed to CD Outbreak staff at 703-409-8449 (phone answered 24/7)
- For questions related to COVID guidance/process/etc. from a specific school principal/administration, calls should be directed to assigned FCHD School PHN or 703-409-8449
- For questions related to COVID guidance/process/etc. from FCPS/FCCPS Central Office, calls should be directed to FCHD School Health Leadership Team at 703-246-2962



FCHD/FCPS COVID Case Reporting, Contact Tracing and Communication Process

Central Offices/Non-School Based Sites

For any self-reported COVID cases, the program administrator/manager proceeds as follows:

1.

Program Administrator/Manager completes the FCHD Case Notification form located at:
<https://redcap.link/FCHDSchoolReporting>

- ✓ This will initiate the contact tracing process by the FCHD.
- ✓ FCPS COVID team contacts will be automatically notified Camille Bartus (Human Resources); Loraine Trouton (School Health); Richard Michelback (Safety and Security), John Reynolds (Athletics), Lucy Caldwell (OCCR) and Lea Skurpski (DSS).

2.

Program Administrator/Manager notifies DAS (Department Assistant Superintendent)

- ✓ Notification that there is a self-reported COVID case and the case notification form has been submitted to the FCHD.

3.

Follow up Communicable Disease (CD) Call will be scheduled with FCHD CD Unit

- ✓ Upon completion of contact tracing, the FCHD will organize a follow-up CD call with the program administrator/manager and COVID Team contacts.
- ✓ Program administrator/manager will forward meeting information to DAS.
- ✓ The FCHD will provide recommendations regarding required cleaning and disinfecting; if there was exposure or no exposure and when staff may return to the work site.
- ✓ **FCHD will provide the required letters for program administrator/manager to send at that time.**

4.

Program Administrator/Manager will work with Human Resources (HR) to identify all staff requiring communication, as recommended by the FCHD. HR will ensure all required communication to staff.

FCPS COVID Team updates the case in the COVID Database.

OCCR coordinates any additional division-level communications or notifications to the SB.

SRS COVID CASE COMMUNICATION PROCESS

The Supporting Return to School (SRS) program follows comprehensive health and safety protocols and procedures to reduce potential exposure and prevent the spread of COVID-19 to protect the health of children, families, and staff. These programs are located in 37 FCPS schools.

1.

When confirmed cases of COVID-19 occur in an SRS program, SRS staff is responsible for notifying the FCHD to complete contact tracing.

- ✓ Lead contacts for this program include Anne Goldstein(anne.goldstein@fairfaxcounty.gov) and Tony Humphrey (tony.humphrey@fairfaxcounty.gov).
- ✓ When SRS staff is informed that a member of their program (staff or student) tests positive for COVID-19, SRS staff works closely with FCHD to identify anyone who had close contact with the person who tested positive for COVID-19.

2.

Following contact tracing, SRS staff notifies families, staff, and the FCPS principal at the SRS location.

- ✓ SRS staff also notifies Maura Burke (mdburke@fcps.edu), Leona Smith (lmsmith3@fcps.edu), Francine Furby (fffurby@fcps.edu) and Lucy Caldwell (lhcaldwell@fcps.edu) of confirmed cases.

3.

When notified by SRS of a confirmed case of COVID-19, the principal notifies the RAS and sends out communication to the school/community.

- ✓ OCCR will provide principal with the required communication
- ✓ OCCR coordinates notification to the SB.