

To Daycare/Schools Leaders,

Summit County Public Health (SCPH) will verify if an individual is a positive COVID-19 case in the Ohio Disease Reporting System. The case will then be entered into the SCPH internal electronic system. An investigator will attempt to contact the positive individual as soon as possible to complete an interview. Part of the interview is to obtain contacts and submit them into SCPH's contact tracing system. When a positive individual is involved with a Daycare/School, they may not have all the necessary information needed to report a contact. In these situations, SCPH needs assistance from the leaders of these facilities to assist with identifying close contacts that were associated with Daycare/School activities. Daycare/Schools are responsible for determining who is a close contact. The leader needs to work with the positive individual and their family to identify close contacts.

Personal close contacts (i.e. slumber party, household members, ride shares etc.) outside of the Daycare/School are not the responsibility of the Daycare/School to report. The positive case will be responsible to report their personal close contacts during an interview with SCPH.

A close contact is defined as:

Someone who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test date) until the time the patient is isolated.

At this time, whether or not an individual had on a fabric face mask or not, does not exclude them from being a close contact.

You will need you to report the positive individual's name and birthdate on our website, <https://www.scph.org/facility-positive-reporting>.

An electronic submission form will then be emailed to the email address you provided.

You will need the following information to report an individual as a contact:

Name

School/Daycare Name

Contact's Full Name

Contact's Exposure Date

Contact's Relationship to positive case (Student, Employee, or Household)

Minor (Yes or No)

Guardian's Name

Guardian's Telephone Number

SCPH contact tracing will then attempt to get a hold of these close contacts with instructions to quarantine for 14 days after their last exposure to the positive individual and monitor their symptoms. Midnight on the 14 day ends an individual's quarantine. On the 15th day, they are out of quarantine and have permission to be around others.

Testing negative during quarantine, does not waive the quarantine period.

Please review your facility's policy for handling a positive COVID-19 case for guidance.

In our experience, open and honest communication with the involved families helps alleviate issues and shows a united relationship between the Daycare/School and SCPH. To assist, SCPH has created a sample correspondence that can be used, which creates an efficient/consistent message to all families involved.

Dear Student or Employee,

You are receiving this letter because Insert name of the Daycare/School has identified you as having been in contact with an individual that has tested positive for COVID-19. We will provide your name and telephone number to Summit County Public Health.

You need to immediately stay away from others and stay in your home (quarantine).

SCPH will contact you by telephone and provide you with the following:

- Instructions on rules of quarantine
- Quarantine letter, emailed to you
- Offer contact tracing services, daily monitoring of symptoms
- Release from quarantine date

These efforts are to reduce the spread of COVID-19. We appreciate your cooperation.

Assistance with medical related questions can be directed to SCPH at 330-812-3705.

9/3/2020