



### **Protocol for positive cases and efforts to reduce the spread of COVID-19:**

1. The school nurse or health services supervisor is notified by the staff member, parent, or student.
2. The school nurse or health services supervisor requests confirmation of the positive results to begin steps to identify those who may need to quarantine per Alabama Department of Public Health (ADPH) guidelines.
3. School administration reviews seating charts and confirms “close contacts” based on seating charts/activities with the teacher or staff. In some situations, a representative from the Mobile County Health Department is contacted for questions and clarification.
4. Once those identified as a “close contact” are verified, the students or staff are immediately placed in an isolated area in the health room or other designated areas on the campus/work site.
5. The school nurse or health services supervisor communicates with the staff members or students/parents/guardians identified as a “close contact” to explain the situation. Specific to the conversation, a positive case of COVID-19 was identified as being in “close contact” with them resulting in the need to quarantine for a 14-day period per ADPH guidelines. Any need for devices, internet access, or assistance with Schoology to aid in the transition to remote learning is also discussed. Then, personnel who will assist the student while learning from home are notified. There is also communication for attendance coding as well as administration and superintendent follow-up.
6. After investigative work is complete and instructions are given to those involved, the health services supervisor reports the case through the Report Card on the ADPH website.
7. Documentation is maintained on all positive cases, symptoms, and quarantines in a confidential area with the health services supervisor and superintendent.
8. There is constant follow-up on cases, situations, and mitigation efforts among all departments in the school setting involved with offering services to individuals impacted as well as those charged with cleaning/disinfecting areas within the school and work environment.
9. On-going efforts to educate and provide employees and students with information on COVID-19 prevention and spread are priority.
10. Personal protective equipment (PPE) are provided to all employees and students to support diligent efforts in preventing the spread of germs.