Maricopa County Department of Public Health

Dear School Partner,

Thank you for reporting cases of COVID-19 to Maricopa County Department of Public Health (MCDPH). We will investigate the cases that you reported to our office and follow-up with your school's point-of-contact with any further recommendations for your facility.

While we are investigating, you may begin implementing the following steps that align with Public Health recommendations.

1. Isolate and exclude ill persons from school

2. Determine if reported person has laboratory-confirmed COVID-19

3. Determine infectious timeframe for the person with COVID-19

4. Contact tracing, exclusion, and notification

5. Continue prevention efforts

6. COVID-19 testing available for those with close contact to someone infected with COVID-19

On page 10, you will find links to additional Resources and Guidance Documents, including a flow chart outlining our MCDPH investigation process for your reference.

Thank you for your partnership,

Marcy Flanagan, DBA, MPH, MA
Executive Director

Rebecca Sunenshine, MD, FIDSA
Medical Director

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1. ISOLATE & EXCLUDE ILL PERSONS FROM SCHOOL

Public health goal	Isolate ill person from others to prevent transmission of virus to susceptible people.
Question to ask yourself	Are there persons reporting positive COVID-19 testing and/or symptoms consistent with COVID-19*?

Checklist for recommended next steps:

☐ A person with COVID-19 should be excluded from the facility until they have completed the isolation period outlined in the [MCDPH Home Isolation Guidance](#).

☐ If any staff or student develops any symptoms consistent with COVID-19* that are not known to be a part of a chronic condition (i.e., asthma, allergies), they should:

    ☐ Be separated from other staff/students and excluded from the facility as soon as a parent/guardian can pick them up. See [Isolation Rooms in the School Setting](#).

    ☐ Remain excluded from the facility until they have completed the isolation period outlined in the [MCDPH Home Isolation Guidance](#).

☐ Report cases of COVID-19 (i.e., those who report their positive test results to the school) to MCDPH by filling out the [Online School Reporting Survey](#).

    ☐ Please be sure to include your facility's information on the survey report.

    ☐ MCDPH will investigate the case(s) per our MCDPH [COVID Case Investigation Flow Chart](#) and follow-up with your school's point-of-contact with any further recommendations for your facility.

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*Please note that symptoms consistent with COVID-19 include:

- Fever or chills
- Cough
- Sore throat
- Shortness of breath or difficulty breathing

- Headache
- Muscle pain/body aches
- New loss of taste or smell
- Congestion or runny nose
- Nausea or vomiting

- Diarrhea
- Fatigue (not as a sole symptom in the school setting)

Please continue to check the [CDC website](#) for the most up-to-date list of symptoms of COVID-19.

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2. DETERMINE IF REPORTED PERSON HAS LAB CONFIRMED COVID-19

Public health goal	Confirm that you are acting on a true case. Verify the lab evidence.
Questions to ask yourself	1. Does the student/staff have a diagnostic laboratory result? 2. Do you have all the lab report information needed to report case to MCDPH?

Background on diagnostic laboratory results:

There are 2 types of tests that are considered **diagnostic** (i.e., detects an active case that may be infectious to others) for an acute COVID-19 (SARS-CoV-2) infection.

1. **PCR test**: This COVID-19 test detects genetic material (RNA) of the virus.
   - Typical specimens tested include nasal swab, nasopharyngeal (NP) swab, sputum or saliva
   - Turnaround time ranges from 15 minutes to 2-3 days
2. **Antigen test**: This COVID-19 test detects certain proteins in the virus. (e.g. Abbott Binax NOW)
   - Typical specimen tested is a nasal swab
   - Turnaround time is approximately 15 minutes

HELPFUL NOTE: While they sound similar, antigen tests are not the same as antibody tests. Antibody, or "serology," tests are used to detect a past infection with COVID-19 and require a blood sample to detect the presence of antibodies. Antibody tests are **not** designed to detect an active infection of the virus and should **not** be used for diagnostic purposes.

Checklist for collecting and reviewing the lab information:

☐ Ask the parent/staff to share a copy of the lab report to aid you in confirming the test type, specimen used, test result, and specimen collected date.

HELPFUL NOTE: You may see variations of wording for a positive test including *positive* or *detected*. See examples on page 4.

If you are unable to verify the lab result, you may elect to await MCDPH's full investigation prior to moving on to the next steps OR you may proceed with next steps using the unconfirmed report, should your administration choose to do so. Please note that proceeding with notification and exclusion using unconfirmed reports may result in unneeded quarantine and a requirement for the school to follow up with those individuals.

Continued

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2. DETERMINE IF REPORTED PERSON HAS LAB CONFIRMED COVID-19

RESOURCE: Reading a laboratory report

Laboratories report results differently. When you are reviewing a lab result, look for the following 6 key fields. Below are examples of the results that would correspond with a confirmed laboratory result.

1. *Patient name*
2. *Date collected*
3. *Specimen type* – *Nasopharyngeal, nasal swab, sputum, saliva, or respiratory*
4. *Test performed* – *SARS-CoV-2 PCR, NAA+ probe (PCR), Abbot ID NOW (PCR), or Binax NOW (antigen)*
5. *Result* – *Positive, Detected, or Reactive*
6. *Reference range* (Indicates what a normal result would be) - *Negative, Undetected, Non-reactive, Blank*

Examples of COVID-19 laboratory confirmed reports

Case example 1. Positive PCR from a saliva specimen; reference range is blank

Diagnostic Specimen Type: **Saliva**   Date Collected: **10/13/2020**
Test Result Date: **10/14/2020**
Laboratory Test:
        Test Performed: **94845-5 ABCTL-Saliva-SARS-CoV-2 PCR ()**

        Result: **Positive**

        Notes:
        Specimen Notes: Type: Saliva;
        Reference Range:

Case example 2. Positive PCR from a nasopharyngeal swab; result = detected; reference range = undetected

Diagnostic Specimen Type: **Nasopharyngeal swab**   Date Collected: **10/14/2020**
Test Result Date: **10/15/2020**
Laboratory Test:
        Test Performed: **94500-6 SARS-CoV-2 RNA Resp Ql NAA+probe (SARS-CoV-2 RNA PCR)**

        Result: **260373001 Detected SCT**

        Notes:
        Specimen Notes:
        Reference Range: Undetected

Case example 3. Positive antigen (Quidel Sofia) from a nasal swab; result = positive; reference range = blank

Diagnostic Specimen Type: **Nasal Swab**   Date Collected: **11/09/2020**
Test Result Date: **11/09/2020**
Laboratory Test:
        Test Performed: **95209-3 Quidel Sofia SARS Antigen FIA ()**

        Result: **Positive**

        Notes:
        Specimen Notes: Type: Nasal Swab;
        Reference Range:

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3. DETERMINE INFECTIOUS TIMEFRAME FOR PERSON WITH COVID-19

Public health goal	Determine when the positive person was infectious and whether there was a school exposure.
Question to ask yourself	Was the person with lab-confirmed COVID-19 on the school campus during their infectious period?

Background on infectious period

A person with COVID-19 is considered infectious from 2 days before their symptom onset (or 2 days before their positive test collection date if they are asymptomatic) until they have met the MCDPH Home Isolation Guidance.

Checklist for recommended next steps:

☐ Utilize the information obtained from staff, parent or student to help determine the start of the infectious timeframe for the COVID-19 positive person.

    ○ Asymptomatic COVID-19 positive person:

        ▪ Subtract two days from test date (date the specimen was collected) for the start date of the infectious timeframe. "Date collected" is on the lab report.

        ▪ Example: A student's lab report confirms a positive PCR test collected on 10/10/20 and the parent confirms the student did not have any symptoms. The start of the infectious timeframe would be 10/8/20.

    ○ Symptomatic COVID-19 positive person:

        ▪ Subtract two days from date of first symptom for onset of infectious timeframe.

        ▪ Example: A staff member's lab report confirms a positive antigen test collected on 10/10/20. In speaking with the staff, they report a mild cough starting on 10/6/20. The start of the infectious timeframe would be 10/4/20.

☐ Utilize the MCDPH Home Isolation Guidance, to help determine how long the COVID-19 positive person should be excluded. The flow chart on the Isolation Guidance can be helpful to determine when the isolation period is complete, and the person would no longer be considered infectious.

☐ Utilize your attendance records and staff/parent information to determine if the person attended during the infectious timeframe and what classes/activities they attended.

4. CONTACT TRACING, EXCLUSION & NOTIFICATION

Public health goal	Determine who might have been a close contact with the person who tested positive for COVID-19 during the infectious period and exclude them from school to prevent further transmission.
Questions to ask yourself	1. Who are the staff/students with possible exposure to the person with COVID-19? 2. How should I notify the exposed students and staff? 3. How long do I exclude exposed persons?

Checklist for determining who might have been exposed to the person with COVID-19:

☐ Utilize the COVID-19 positive person's infectious timeframe & the classes/activities the person attended while infectious to determine possible exposure dates and locations for your facility.

- The potential exposure timeframe (timeframe when the COVID-19 positive person attended school while infectious) was from _____ to _____ in the _____ classroom/_____school activity/_____sports team.

OR

- Person was NOT on campus and did NOT attend any school activities at any time during the infectious timeframe.

☐ Identify students and staff who are close contacts of the person with COVID-19. A close contact is anyone who was **within 6 feet** of a person with COVID-19 while infectious for a **cumulative total of 15 minutes or more over a 24-hour period** or who had **physical contact** with a person with COVID-19 while infectious.

> HELPFUL NOTE: If person with COVID-19 was NOT on the campus at any time during the infectious timeframe, then there is NO exposure to your school and NO need for contact tracing or notification.

If an exposure is determined:

☐ Please send MCDPH a line list of students and staff who are identified as close contacts by filling out the exposed person portion of the Online School Reporting Survey

Once an exposed person line list is received, MCDPH will offer daily quarantine monitoring to those persons identified with possible exposure.

Continued

4. CONTACT TRACING, EXCLUSION & NOTIFICATION

Checklist for notifying <u>exposed</u> staff and students:

☐ Send a notification letter to parents/guardians & staff to inform them of their (their child's) exposure.

☐ Please utilize the appropriate staff or student letter template for notification (see page 10).

☐ Provide them with the MCDPH Quarantine Guidance.

Checklist for determining length of exclusion from campus for exposed persons:

☐ Identified close contacts should be under quarantine for 14 days from the LAST exposure to a person infected with COVID-19.

☐ MCDPH recommends that all students under quarantine be excluded from school.

☐ Essential businesses **(including schools)** should allow essential employees **who have been exposed to COVID-19 but <u>do NOT have symptoms</u> to continue to work** during their post-exposure quarantine period. These employees should be required to wear a cloth face covering for the 14 days after the last day they were exposed or be excluded from work.

> HELPFUL NOTE: The 14 days for quarantine is determined using the <u>LAST day of possible exposure as Day 0</u>, then count 14 days forward. The contact <u>may return to school on Day 15</u> (after the quarantine period has ended). **A negative test during the quarantine timeframe does NOT end the quarantine period early.**

Example:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		Last Exposure (Day 0)	Quarantine Day 1	Quarantine Day 2	Quarantine Day 3	Quarantine Day 4
Quarantine Day 5	Quarantine Day 6	Quarantine Day 7	Quarantine Day 8	Quarantine Day 9	Quarantine Day 10	Quarantine Day 11
Quarantine Day 12	Quarantine Day 13	Quarantine Day 14	Return to school			

MCDPH will be concurrently investigating the reported person with COVID-19 and will reach out to the school point-of-contact with the findings of our investigation. If discrepancies are determined between the report and the investigation findings (e.g. person determined to have a negative test result), then the school will be responsible for reaching back out to the notified persons with the updated information.

If you submitted a list of students and staff who were exposed via the Online School Reporting Survey and later determined there was no exposure, please email MCDPHcontacttracing@maricopa.gov to have persons withdrawn from the MCDPH daily quarantine monitoring system.

5. CONTINUE PREVENTION EFFORTS

Continue to implement enhanced infection control measures including:

☐ Ensure physical distancing in the facility as outlined in the *MCDPH Recommendations for Physical Distancing and Minimizing Exposure* guidance: MCDPH Physical Distancing in Schools

☐ Follow masking recommendations as outlined in the *MCDPH Recommendations for Use of Face Coverings in the School Setting* guidance: MCDPH Face Coverings in Schools

☐ Review and enforce the athletic activity guidance as outlined in the *Arizona Interscholastic Association (AIA) Recommended Guidelines for Return to Activity*: AIA Return to Activity Guidelines & *Recommended Guidelines for Return to Activity*: AIA Sport Specific Modifications

Staff should:

☐ Develop a system to monitor all staff for fever and symptoms consistent with COVID-19*.

☐ Reinforce that staff should not report to work when ill.

☐ Ask employees to report known COVID-19 exposures to the designated personnel.

☐ Request all staff wear face masks (cloth or otherwise) while at work.

Staff and students should NOT:

✕ Be required to provide a healthcare provider's note if they are sick to confirm their illness or to return to work/school if they have completed the isolation period as outlined in MCDPH Home Isolation Guidance.

✕ Be required to have a negative COVID-19 test to return to work/school.

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- Fever or chills
- Cough
- Sore throat
- Shortness of breath or difficulty breathing

- Headache
- Muscle pain/body aches
- New loss of taste or smell
- Congestion or runny nose
- Nausea or vomiting

- Diarrhea
- Fatigue (not as a sole symptom in the school setting

Please continue to check the CDC website for the most up-to-date list of symptoms of COVID-19

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6. COVID-19 TESTING AVAILABLE FOR CLOSE CONTACTS

Public health goal	Identify others who might be ill, exclude them from in-person learning and offer them COVID-19 testing
Question to ask yourself	Do we have additional symptomatic or asymptomatic people in our school community?

In order to support our schools with testing requests from students/staff who have symptoms consistent with COVID-19* or have been in contact with a COVID-19 positive person, we have developed a relationship with Banner Urgent Care to facilitate testing.

This partnership allows for our school point-of-contacts to send any person exposed to COVID-19 or experiencing symptoms associated with COVID-19 to any Banner Urgent Care facility.

Persons seeking testing through this service, must make an appointment at a Banner Urgent Care facility and take the testing flyer (English / Spanish) with them to the appointment.

We understand that this option may not be best for every school, and we can work with you to identify other testing options. Please email us at CommunityTesting@maricopa.gov and one of our testing specialists will work with you, if needed.

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Resources & Guidance Documents

MCDPH documents to assist in your facility exposure & to share as you see fit:

- [MCDPH Home Isolation Guidance](#)
- [MCDPH Home Isolation Guidance - Spanish](#)
- [Quarantine and Social Distancing Guidelines](#)
- [Quarantine and Social Distancing Guidelines -Spanish](#)
- [School & Childcare Child Exposure Notification Letter Template](#)
- [School & Childcare Child Exposure Notification Letter Template -Spanish](#)
- [School & Childcare Staff Exposure Notification Letter Template](#)
- [School & Childcare Staff Exposure Notification Letter Template -Spanish](#)

Additional resources:

- Maricopa County Public Health coronavirus home page: [maricopa.gov/coronavirus](#).

  On this page, you will find the most up-to-date information on COVID-19 and guidance for preventing transmission in our community.

- MCDPH has a dedicated email and hotline to receive public health inquiries from school parents:
  - Email address: [COVIDparenthotline@maricopa.gov](#)
  - Hotline: 2-1-1, option 6 for the COVID-19 hotline, option 3 for parents

- MCDPH COVID Case Investigation Flow Chart