**Process to report a confirmed COVID case**

Based on the Governor’s order, the following procedures will be followed concerning a positive COVID case in the school.

TO REPORT A CONFIRMED POSITIVE CASE OF A STUDENT.

Call the office of the building that your child attends and report the confirmed case.

HS/MS - 740-625-6055

Elem - 740-625-6488

When office is closed please email [mike.hebenthal@centerburgschools.org](mailto:mike.hebenthal@centerburgschools.org)

All calls reporting a confirmed case will immediately be reported to the Knox County Department of Public Health.

**Information shared with the community.**

Information will be sent out to the community concerning positive cases through the school’s website, district Facebook page, athletic twitter page and the ONECALL automated messaging system.

We are waiting on the Governor’s order as to what information needs to be released. Until we get that order we will release the student’s grade. Due to strict HIPPA and FERPA laws we cannot release any name or any other information that would identify the individual with the positive case.

ANY AND ALL CONTRACT TRACING AND NOTIFICATION TO THOSE IN CLOSE CONTACT WITH THE POSiTIVE CASE WILL BE HANDLED BY THE KNOX COUNTY DEPARTMENT OF PUBLIC HEALTH.

ANY CLOSURE OF CLASSROOMS OR SCHOOL BUILDINGS WILL BE DONE AT THE DIRECTION OF THE KNOX COUNTY DEPARTMENT OF PUBLIC HEALTH.