**CCPS**

**Office of School**

**Safety & Security**





Charles County Public Schools

Office of School Safety & Security

*5980 Radio Station Road*

*La Plata, MD 20646*

*301-392-5550*

**COVID-19 Standard Operating Procedures**

**Notification of a Positive COVID-19 Staff or Student**

**8-12-2020**

The below guide was established to guide CCPS in cases where a student or staff member notifies the system that they have a positive test result and have been in a CCPS facility.

* Staff members who test positive for COVID-19 must self-report test result to Human Resources as soon as possible.
* Parents/Guardians of students are expected to notify their child’s principal of positive COVID-19 test results as soon as possible.

When CCPS is notified of a positive COVID-19 test result from a student, inquire about the following:

* When was their test completed?
* When was the last time the student was in the building?
  + Pull and archive potential contact tracing information:
    - Synergy
    - ScholarChip

Internal Notifications/Mitigation Team:

* Principal
* School Administration
* Supporting Services
* Student Services
* Office of School Safety and Security
* Supervising School Nurse
* Office of Communications
  1. Notification of contacts who must quarantine:
* Charles County Health Department will lead the contact tracing process;
* CCPS will work with the health department to identify persons who may have had close prolonged contact with the person testing positive for COVID-19;
* When authorized by the Health Department the Office of Communications should provide written notification to all identified contacts.

The notification should include the following:

* When to seek medical care
* How to monitor for symptoms
* Who to contact and how to contact them if they develop symptoms of COVID-19 while under quarantine
* The projected length of quarantine if remain asymptomatic
* Plan for maintaining remote learning for those who remain well enough to engage in learning while under quarantine
* Information about local COVID-19 testing sites

Mitigation strategies that CCPS is prepared to implement when appropriate:

* Cleaning, disinfection, and sanitizing
* Fogging
* Closing the facility if necessary

When student return to school after a positive COVID-19 diagnosis:

* Students should not return to school until all the following have been satisfied:
  + 10 days since onset of symptoms, AND
  + 24 hours since last fever, AND
  + Symptoms have improved.

Parents who wish to have their children return to school after their child has tested positive for COVID-19 must maintain continuous communication with their school’s nurse via the telephone between the test results and the child’s return to school. Telephonic check-in should be no less than every two school days.

The parent’s failure to remain in contact with the school will result in a delay of the student returning to in-person instruction.

Staff members who test positive for COVID-19 must follow the latest guidance from the Office of Human Resources.