

City of Middletown Health Department

POSITIVE COVID-19 PROCESS



School Employees:

- Immediate action
 - If not at home, send home immediately!
 - If home, stay home and expect call from local Health Department if haven't received already.
 - Encourage employee to listen to local Health Department and stay home until cleared.
- Prepare
 - List of contacts of fellow employees who were within 6 feet or less.
 - List of contacts of anyone else, if known.
 - List of others who would have been in close contact (6ft or less for more than 10 mins).
 - Prepare staffing options for close contacts to be quarantined for 10 days.
 - If not already, establish mask and social distancing policies.
- Call
 - Call your local Health Department 513.425.1818.
 - Ask to speak with a nurse.
- Send
 - Send prepared lists of contacts via email to assigned local Health Department staff member or fax to 513.425.7852.
- Clean
 - Due to delays in notification of positive cases, it is recommended by the Ohio Department of Health to thoroughly clean all rooms & **all high touch surfaces** as part of your daily regime.
- Monitor/Report
 - Ask all employees to self-monitor daily.
 - If anyone develops symptoms within 10 days tell them to contact the CMHD and their primary care physician.
 - Report rumors of **quarantined** individuals becoming symptomatic.

NOTE: Health Department recommendations will take into account each business operation or unique situation which will be discussed during the call with the local health department nurse. Positive individuals may not return to the school until they are at least 10 days from onset of symptoms AND over 24 hours with no respiratory/fever symptoms and no use of fever reducing medication.

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Students:

- Immediate action
 - If not at home, designate area to isolate child while waiting for parent to pick up.
 - School nursing staff must prepare and proceed with extreme caution, utilizing proper PPE and distancing as to not become a contact.
 - If home, expect parent to receive a call from local Health Department if haven't received already.
 - Encourage parent of student to listen to local Health District/Department and to stay home until cleared.
- Prepare
 - List of fellow students who were within 6 feet or less.
 - Gather family contact information.
 - If not already, establish mask and social distancing policies.
- Call
 - Call your local Health Department 513.425.1818.
 - Ask to speak with a nurse.
- Send
 - Send a letter from the school to parents.
 - Send prepared lists of contacts via email to assigned local Health Department staff member or fax to 513.425.7852.
- Clean
 - Due to delays in notification of positive cases, it is recommended by the Ohio Department of Health to thoroughly clean all rooms & **all high touch surfaces** as part of your daily regime.
- Monitor/Report
 - Encourage all individuals to comply with local Health Department.
 - Everyone should self-monitor daily.
 - If anyone develops symptoms within 10 days, report to local Health Department and send the person home.
 - Report rumors of **quarantined** individuals becoming symptomatic.

NOTE: Health Department recommendations will take into account each business operation or unique situation which will be discussed during the call with the local health department nurse. Positive students may NOT return to the school until they are at least 10 days from onset of symptoms AND over 24 hours with no respiratory/fever symptoms and no use of fever reducing medication.