

Hingham Public Schools

POSITIVE COVID-19 CASE Process/Steps

Updated 9/27/20

1. School Nurse should be notified of all positive COVID-19 school related cases.
2. The student or staff member should stay at home and isolate for 10 days. They cannot return to school until symptoms, if any, have significantly decreased and they have been fever free for 24 hours without fever reducing medications.
3. The individual will be contacted by the local Board of Health for general information including demographics, signs & symptoms, date of symptom onset and who they may have been in close contact with. A close contact is an individual who was within 6 feet of the COVID positive individual for at least 15 minutes.
4. As feasible, to assist with contact tracing, make a list to include phone numbers and emails of any close contacts of the student or staff member. These close contacts are those beginning two days before the onset of symptoms (or positive test if asymptomatic) until the individual was isolated. See the contact tracing process steps for nurses to follow.
5. The School Nurse will notify the Hingham Board of Health (BOH) at 781-741-1466, to report a positive case to the Public Health Nurse.
6. Nurses will notify the Nurse Coordinator, Deborah Whiting @ 781-741-1530.
7. The school nurse will notify the school principal.
8. The Nurse Coordinator will notify the Superintendent, Dr. Paul Austin.
9. Communication by the Principal/nurse and or Superintendent will be sent to staff and families informing them of the positive test maintaining the confidentiality of all involved. The Superintendent will be alerted to all communications before they are sent.

10. All areas in the school visited by the COVID-19 positive individual will be promptly closed off until such areas can be thoroughly cleaned and disinfected. The areas may be reopened after 12 hours.
11. The bus (es) that the student or staff member was on will be promptly cleaned and disinfected before further use.
12. The COVID-19 Response Team will meet and review matrix data and determine if the school should make any changes with regard to opening or closing school.
13. The Superintendent of Schools should work in close collaboration and coordination with the Hingham Board of Health and Mass. Dept. of Public Health officials to make dismissal and large event cancellation decisions.
14. The Superintendent or designee will contact DESE Rapid Response Help Center at 781-338-3500 to report the case.
15. Continue education & related support for students via Virtual Remote Learning.
16. Ensure continuity of the Meals Program. Continue with "Grab & Go" bagged lunches.
17. Continue providing necessary services for children with special healthcare needs.
18. If the school finds out about the original COVID-19 positive test in the middle of a school day when the rest of the cohort is in class:
 - Make sure these students are wearing masks, including Pre-K, kindergarten and first grade. Enforce strict physical distancing and frequent hand washing.
 - Identify the individuals who may be "close contacts" of the positive case and notify students and their families.
 - Parents/guardian caretakers must pick up students that are close contacts as they may not take the bus home.
 - Close contacts should be tested and must self-quarantine for 14 days regardless of test results. They are asked to provide documentation of their test results to the school.

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html>

Deborah Whiting 7/5/20

Reviewed by Student & Staff Safety Subcommittee 7/6/20 & Nurses 7/9/20

Updated by the nurses 9/20/20