

Positive Student/Staff Checklist for Child Care and TK-12 Schools
2022-2023 School Year
Current as of 8/18/22

For questions, contact Marin County Public Health (MCPH) Schools and Child Care Team through our [Technical Assistance Portal](#) or phone.

1. **Isolate** positive student/staff from others and send home if still on campus.
2. **Determine the correct date of return to school after isolating at home** using the [Isolation and Quarantine Guide](#). Provide this date to the family. Encourage them to notify any close contacts and all of the activities outside of school their child might have participated in while infectious. Ensure the family has rapid tests on hand, and send home testing supplies as needed.
3. **Notify families of any exposure and recommended action steps for exposed individuals** in child care, TK-5 settings, and high risk activities (team, activity group, etc.). Interview the student and notify any social contacts of students in middle and high school settings. Consult the [Isolation and Quarantine Guidance](#) chart for definitions of high risk activities and more information on exposures in various settings.
 - a. **How to notify?** You may notify families using your school's messaging program, phone, email and/or send a letter home. For exposure notice templates, see the [Isolation and Quarantine Guidance](#) table titled "Students and staff who have been directly exposed to someone with COVID-19".
 - b. **What should exposed individuals do next?** See the [Isolation and Quarantine Guidance](#) table titled "Students and staff who have been directly exposed to someone with COVID-19". Exposed students are **recommended to test** on Day 5 after the last exposure to the positive person or if symptoms develop **and to wear a mask** for 10 days following any exposure.
4. **Create a testing plan for the exposure.**
 - a. **Obtain testing supplies:**
 - i. **Schools:** Please contact rapidresponse@marinschools.org
 - ii. **Child Care Providers:** Please contact jody@mc3.org
 - b. **Test and Track:**
 - i. **Schools signed up with Primary.Health:**
 1. Your school may **test students onsite** and report the positive test on the Primary.Health platform,
OR
 2. Ask parents to test at home and **ensure** parents report the positive test into the Primary.Health platform. If families are having difficulty with reporting a test into Primary.Health, they should call (650) 275-5419.
 3. If you're not sure if your school is enrolled in Primary.Health, ask your district/school administrator/PHL.
 - ii. **Child Cares and Schools not signed up with Primary.Health:**
 1. You may send home tests with families and track the results or another testing platform that your school uses. Tracking results enables schools to monitor ongoing transmission and will prepare schools to report weekly case numbers.

2. Ask families to report the test to MCPH using the Self Test Reporting form: <https://coronavirus.marinhhs.org/SelfTestReporting>.

5. All TK-12 schools must report Weekly Case Numbers to Marin County Public Health using [SPOT](#).

New Users (first time entering a weekly report)	Existing Users (once you have registered)
<ol style="list-style-type: none"> a. Go to SPOT b. Click on “New User” c. Choose Marin county d. Choose Report a New School Exposure e. “Location Name” is your school name f. Fill out all required fields 	<ol style="list-style-type: none"> a. Sign in to the SPOT portal. b. Click on “View Locations and Exposures” c. Click on your location d. Click on “Report New Exposure” in the top right corner of the screen e. Fill out all required fields
<ol style="list-style-type: none"> g. For “Exact Location”, enter “total school” h. For start date of exposure/end date of exposure: enter the dates of the week you are reporting for (the previous Thursday through Wednesday of the week you are reporting for) i. Enter the number of cases reported to your school during this time. Provide the count from both phone reports and Primary.Health. j. Enter the number of total students and staff at your location k. “Reasons for Report”: Choose Multiple Case Reports l. When asked “Do you want to report case information now,” click “No, I will provide this information later once the Health Department has confirmed the information.” m. Click Next, then Finish 	

6. **Outbreak Protocol: take action to stop the spread:** MCPH encourages that schools and child cares [implement COVID-19 mitigation strategies](#) to control the spread of illness. Your TK-12 school and child care facility are encouraged to remain open based on available staff.

Population	Outbreak Reporting Threshold
TK/K-12 Schools – Students only	5% of total student enrollment within 14 days Submit intake form to SPOT
TK/K-12 Schools – Staff only	3 or more cases. See CalOSHA guidelines for regulations on how to respond to workplace outbreaks. Email schools@dir.ca.gov for more information on CalOSHA regulations.
Child Care – Children & Staff	Submit intake form to SPOT

More information can be found on the Public Health Liaisons website:

<https://sites.google.com/marinschools.org/mcoerethinkingschools/public-health-liaisons>

If you have any urgent questions about any of the steps above, please contact the Schools Team through our [Technical Assistance Portal](#).