

2021-2022



A HEALTHY & SAFE RETURN-TO-SCHOOL



COMMUNICATIONS GUIDANCE FOR COVID-19 POSITIVE CASES

HAMPTON CITY SCHOOLS
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HAMPTON, VIRGINIA
23669

THIS PLAN IS SUBJECT TO CHANGE AS PUBLIC HEALTH GUIDELINES ARE UPDATED.

REVISED 8/27/21

WHAT IF A **STUDENT SAYS HE/SHE IS ILL?**



STEP-BY-STEP SCENARIO:



Review of classroom health screening poster

Student feels unwell in classroom

Staff member ensures student is correctly wearing mask

Staff member sends student to school nurse

Nurse assesses student to determine if ill with COVID-like symptoms

Student placed in CARE room COVID-like symptoms are present

Parent/guardian or emergency contact picks up student

Parent/guardian has the option to get student tested

[Virginia Department of Health: COVID-19 Testing Sites](#)

- TEST IS NEGATIVE

Parent/guardian is required to keep student home for a minimum of 72 hours with a temperature of over 100.4°F

Parent/guardian receives negative test, notifies school nurse, and provides documentation of test result to nurse

Student rescreened by school nurse; asymptomatic can return to school.

+ TEST IS POSITIVE

Parent/guardian informs school of positive test and provides documentation of test result to nurse.

School informs Health Services

Health Service informs Hampton Health Department if appropriate

HCS COVID dashboard (on the division's website) is updated

Individuals who may need to quarantine or have been directly exposed to a positive case will be contacted (a school-wide courtesy notification will not be distributed).

⊘ NO TEST DONE

Parent/guardian is required to keep student home for 10 days since symptoms started.

Nurse will inform the parent/guardian the date to return.

Student rescreened by school nurse before approved to return to school or ride bus to school.

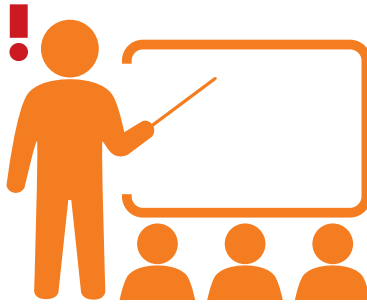
WHAT IF A FAMILY MEMBER TESTS POSITIVE?



STEP-BY-STEP SCENARIO:

- 1** | Student states one of their family members at home has COVID-19.
- 2** | Staff member notifies school nurse and student is sent to the clinic with a mask on.
- 3** | School nurse will assess the student for COVID-like symptoms.
If the student has symptoms, they will be placed in a CARE room with a mask on.
- 4** | School nurse will contact the parent/guardian to share with the parent/guardian that their student has informed the staff someone in their home is COVID-19 positive.
 - a.** *If found to be correct, the parent/guardian will be required to pick up the student immediately and will be given documentation on when to return. If the student begins showing COVID-like symptoms or tests positive for COVID, the parent/guardian notifies the school nurse. The school nurse will take appropriate steps.*
 - b.** *If found incorrect, and the student is without symptoms, they may return to class but will be evaluated each morning by the school nurse for 5 days to ensure no COVID-like symptoms.*
- 5** | In the event a student is quarantined for a period of time, teachers will work with the student and his/her parent/guardian to ensure structures are put in place so the student is able to continue learning and is not placed in a deficit position upon his/her return to school.

WHAT IF A **STAFF MEMBER** TESTS POSITIVE?



STEP-BY-STEP SCENARIO:

- 1** | Staff member tests positive for COVID-19
- 2** | Staff member alerts the school nurse or Director of Health Services (727-2363) of positive test results. Documentation of positive test result will be required. Details of illness and possible contacts will be determined.
- 3** | If a school-based employee, the HCS COVID dashboard (on the division's website) will be updated and individuals who may need to quarantine or have been directly exposed to the positive case will be contacted (a school-wide courtesy notification will not be distributed).
- 4** | If a non-school based employee, the HCS COVID dashboard (on the division's website) will be updated and individuals who may need to quarantine or have been directly exposed to a positive case will be contacted.
- 5** | If the staff member is a teacher, a substitute will be called to fill-in during time of self-isolation or another teacher will cover the class.

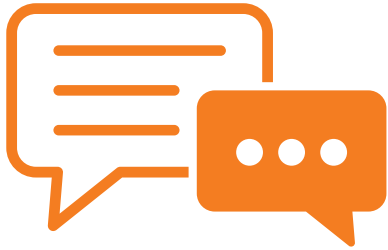
WHAT ARE COVID-19 SYMPTOMS?

We are asking all students and staff if they have any of the following symptoms or have had contact with someone with COVID-19, to remain home and contact the school nurse or, if not in a school, the Coordinator of Health Services (727-2363). You will be asked several questions to determine if you can come to school/work or need to contact your medical provider.

- *Temperature of 100.4°F or greater sustained for several hours or days*
- *Sustained temperature of 100.4°F or lower with additional symptoms below*
- *Cough (new issue, more than just occasional or asthma related)*
- *Shortness of breath (new issue, not a diagnosed medical issue)*
- *Not feeling well, shaking/chills, feeling feverish*
- *Headache (not just occasional; if accompanied with other symptoms no entry should be considered)*
- *Muscle pain all over body (new issue, not a diagnosed medical issue)*
- *Sore throat*
- *Vomiting today or within the last three days*
- *Diarrhea today or within the last three days (new issue, not a diagnosed medical issue)*
- *New loss of appetite and/or taste and/or smell*
- *Undiagnosed new skin rash over a moderate percentage of body*
- *Close contact with someone who has tested positive for COVID-19 or the flu in the last 14 days OR suspected positive but not tested*
- *NEW Cold like symptoms, nasal and/or sinus congestion*



NOTIFICATION OF **POSITIVE CASE**



Once HCS has been informed of a positive case and contact tracing has been completed, individuals to include staff members and/or students who may need to quarantine or have been directly exposed to a positive case will be contacted personally by the school or Director of Health Services. The HCS COVID dashboard (on the division's website) will be updated by close of business each school day. A school-wide courtesy notification to staff members and families who have not been directly exposed will not be distributed. This is a change from last year's communication procedures.






FERPA

The **Family Educational Rights and Privacy Act (FERPA)** is a federal law enacted in 1974 that protects the privacy of **student education records**.

The Act serves two primary purposes:

1. Gives parents or eligible students more control of their educational records
2. Prohibits educational institutions from disclosing “personally identifiable information in education records” without written consent






Who must comply?	Protected information	Permitted disclosures
 <ul style="list-style-type: none"> • Any public or private school: <ul style="list-style-type: none"> – Elementary – Secondary – Post-secondary • Any state or local education agency <p>Any of the above must receive funds under an applicable program of the US Department of Education</p>	 <p>Student Education Record: Records that contain information directly related to a student and which are maintained by an educational agency or institution or by a party acting for the agency or institution</p>	 <ul style="list-style-type: none"> • School officials • Schools to which a student is transferring • Specified officials for audit or evaluation purposes • Appropriate parties in connection with financial aid to a student • Organizations conducting certain studies for or on behalf of the school • Accrediting organizations • Appropriate officials in cases of health and safety emergencies • State and local authorities, within a juvenile justice system, pursuant to specific state law • To comply with a judicial order or lawfully issued subpoena

HIPAA

The **Health Insurance Portability and Accountability Act (HIPAA)** is a national standard that protects sensitive **patient health information** from being disclosed without the patient’s consent or knowledge. Via the Privacy Rule, the main goal is to

- Ensure that individuals’ health information is properly protected while allowing the flow of health information needed to provide and promote high quality health care and to protect the public’s health and well-being.



Who must comply?	Protected information	Permitted disclosures
 <ul style="list-style-type: none"> • Every healthcare provider who electronically transmits health information in connection with certain transactions • Health plans • Healthcare clearinghouses • Business associates that act on behalf of a covered entity, including claims processing, data analysis, utilization review, and billing 	 <p>Protected Health Information²: Individually identifiable health information that is transmitted or maintained in any form or medium (electronic, oral, or paper) by a covered entity or its business associates, excluding certain educational and employment records</p>	 <ul style="list-style-type: none"> • To the individual • Treatment, payment, and healthcare operations • Uses and disclosures with opportunity to agree or object by asking the individual or giving opportunity to agree or object • Incident to an otherwise permitted use and disclosure • Public interest and benefit activities (e.g., public health activities, victims of abuse or neglect, decedents, research, law enforcement purposes, serious threat to health and safety) • Limited dataset for the purposes of research, public health, or healthcare operations

1. Permitted disclosures mean the information can be, but is not required to be, shared without individual authorization.

2. Protected health information or individually identifiable health information includes (a) demographic information collected from an individual and (i) is created or received by a healthcare provider, health plan, employer, or healthcare clearinghouse and (2) relates to the past, present, or future physical or mental health or condition of an individual; the provision of healthcare to an individual; or (iii) that identifies the individual, or (iv) with respect to which there is a reasonable basis to believe the information can be used to identify the individual.

For more information, please visit the Department of Health and Human Services’ [HIPAA website](#) and the Department of Education’s [FERPA website](#).





Hampton City Schools does not discriminate with regard to race, color, religion, national origin, sex, sexual orientation, gender, gender identity, age, disability, ancestry, marital status, pregnancy, child birth or related medical conditions, status as a veteran, genetic information, or other characteristic protected by law in its programs, activities and employment practices and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Robbin G. Ruth, Executive Director of Human Resources and Title IX/ADA Coordinator, One Franklin Street, Hampton, VA 23669, 757 727-2000