



# What to Do if Someone Tests Positive for COVID-19

☐ **Gather the following:** Is the case symptomatic? ☐ yes ☐ no

Name of positive case: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ County of Residence: \_\_\_\_\_

Grade: \_\_\_\_\_ Building: \_\_\_\_\_

Teacher (if student): \_\_\_\_\_

Date of birth: \_\_\_\_\_

Positive test date: \_\_\_\_\_

Dates of attendance: \_\_\_\_\_  
(dating back 2 days, or 48 hours, from the date of diagnosis)

District: \_\_\_\_\_

☐ **Determine who the positive case has had close contact within the last 2 days at school:**  
(less than 6 feet apart, for at least 15 minutes)

Contact Name	DOB	Address/City/Zip	Phone Number(s)	Alternate Phone	Date of Last Contact

☐ **Notify them immediately with directions that local health department will follow up:**

- Instruct close contacts to self quarantine for 14 days and monitor for symptoms. (See **Contact Tracing fact sheet**)

☐ **Submit this report to the local health department in the county where the positive case lives.** (not where the school is located)

- If Saginaw, please call the Saginaw County Health Department at (989) 758-3887 or fax the report to (989) 758-3888

☐ **Initiate school community communications to families.**

☐ **Clean and disinfect according to protocol.**