



COVID-19 SCHOOL GUIDANCE

What to Do if Someone Tests Positive for COVID-19

Gather the following: Is the case symptomatic? yes no

Name of positive case: _____

Address: _____

Date of birth: ___ / ___ / ___

Positive test date: ___ / ___ / ___

Phone: _____ County of Residence: _____

Dates of attendance: _____

(dating back 2 days, or 48 hours, from the date of diagnosis)

Grade: _____ Building: _____

Teacher (if student): _____

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.