



HSA Middle Covid-19 Protocol for Reporting

Pursuant to the Ohio Department of Health Director's Order signed September 3, 2020, parents and guardians of students and school staff who have been diagnosed, whether by laboratory test or through clinical examination are encouraged to notify their school no later than twenty-four (24) hours after receiving a confirmed diagnosis.

1. Staff and students should complete a wellness check each morning prior to reporting to the building.
2. Staff and students should seek medical care regarding symptoms of a fever, cough, or shortness of breath the same day as concern of symptoms arises.
3. If a student is diagnosed or tests positive with COVID-19, the parent or guardian will need to contact the school (614) 428-6564. Contact this number any time and leave a message after school hours. Parents can also email this information to ms.covid@horizoncolumbus.org.
 - a. The message should include the student's first and last name and grade. The date of diagnosis or positive test. Also any other schools, districts or other educational settings (like after school settings) the student is enrolled.
 - i. In some cases, students are enrolled in multiple schools, districts or other educational settings (like after school settings). In these cases, if a district or school receives notification from a parent that their child has COVID-19, the district or school is then responsible for: Notifying the other districts, schools or educational settings in which that student is engaged in class or other activities and if another school district, school or educational setting notifies HSA Middle we will include the positive case in our own counts that are subsequently reported to our Local Health Department.
 - b. In some cases, staff teach or otherwise serve across multiple schools, districts or other educational settings. In these cases, if the staff person tests positive for COVID-19, they should report this information to all of the school settings in which they serve.
4. School Messenger and Concept SIS will be used to communicate via email and phone that the building has had a member of the school community test positive for COVID-19.
5. Within twenty-four (24) hours of becoming aware of a student, teacher, staff member or coach who has tested positive or been diagnosed, HSA Middle will report the case(s) to our local health department (LHD). Local health departments shall report the number of newly reported and cumulative positive tests or diagnosed COVID-19 cases in each school or school district for the previous reporting week to the Ohio Department of Health.



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6. A representative of the school or school district will be collecting information on COVID-19 positive cases and will be completing a form using a template that was provided by the Ohio Department of Education within 24 hours of notification that a student, teacher, staff member, or coach that has reported to HSA Middle has tested positive for or been diagnosed with COVID-19.
7. This data will be reported for both students and staff (including both full and part time).
 - a. Regardless of the student or staff member's primary mode of instruction/work, an individual should be classified as "on-site" if there was any interaction with other students or staff during the individual's infectious period.
 - b. *The infectious period is defined as the time from 48 hours before the onset of symptoms or 48 hours before sample collection of a positive test for asymptomatic individuals until the time when the individual is isolated.*
8. This information will be provided to the Local Health Department (LHD) within 24 hours of learning a case.
9. The information provided in the table below will be sent:

School Reporting Form				
Community School:	Horizon Science Academy Middle School -			
Submitter Name:	Alysia Mitzel			
Submitter Email:	mitzel@horizoncolumbus.org			
Submitter Phone Number:	(614)-428-6564			
Notification Date	New Student Cases - Completely Remote	New Student Cases - On-Site (Class or Activities)	New Staff Cases - Completely Remote	New Staff Cases - On-Site (Class or Activities)
	0	0	0	0