Anne Arundel County Public Schools | Reopening 2020–21

Confirmed COVID-19 Case Protocol
Information for Employees

AACPS follows the professional and expert recommendations of local and state health officials, and the Centers for Disease Control and Prevention (CDC) to make informed decisions regarding the health and safety of students, staff, and visitors.

Please note that public health data and information which informs such recommendations are subject to change. AACPS will make modifications in accordance with local, state, and federal requirements.

As defined by the Maryland Department of Health, COVID-19 symptoms are any ONE of the following:

fever of 100.4° or higher **difficulty breathing** **new onset of severe headache**
sore throat **diarrhea or vomiting** **new loss of taste or smell**
cough

For persons with chronic conditions such as asthma, the symptoms should represent a change from the baseline.

If your household is affected by a confirmed case of COVID-19

- ***Employees must immediately notify their supervisor*** if they or a person in their household has been exposed to an individual who is confirmed to have COVID-19.

- ***Staff from such households will receive instruction from their supervisor*** after advisement from the county health department.

When a school, central office, or satellite office is affected by a confirmed case of COVID-19

If an employee develops symptoms of COVID-19-like illness during the workday, supervisors or managers of a facility will (as outlined by the Maryland Department of Health and the Maryland State Department of Education):

- ***Liaise with the Anne Arundel County Department of Health*** to assess symptoms.

- ***Direct the employee to leave*** for at least the remainder of the workday. If the employee is unable to leave immediately, they will be isolated to a designated area. (Information regarding leave for individuals with COVID-19 or who are quarantined may be found at ***www.aacps.org/leave***.)

- Provide further guidance to the employee from the county Department of Health, which may include information regarding seeking medical care, quarantine duration, and COVID-19 testing.

- ***Follow the established cleaning protocol,*** especially where the employee made physical contact. The cleaning protocol can be found at ***www.aacps.org/safetyprotocols***.

When a school or school system facility is informed of a laboratory confirmed case of COVID-19 in a student or employee, the AACPS Contact Tracing Team and the school will work with the county health department to conduct contact tracing to determine who has been in close contact with the involved individual.

- ***Supervisors will use state and local guidance documents***, such as "***Decision Aid: Exclusion and Return for Laboratory Confirmed COVID-19 Cases and Persons with COVID-19-like Illness in Schools, Child Care Programs, and Youth Camps***" by the Maryland Department of Health, to determine the next course of action (quarantine, exclusion, etc.) for the individual.

- ***Supervisors will follow instructions from the county health department*** for all matters regarding quarantine, exclusion, and return to school for persons with a positive test for COVID-19. The AACPS Contact Tracing Team will direct the school regarding communication and next steps for those who had close contact.

- If the ***number of laboratory-confirmed cases of COVID-19 or persons with symptoms at a specific facility or area meets the definition of an outbreak,*** the county health department will make decisions on how to respond.

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Additional information from the Department of Health's Reopening Schools COVID-19 Health Guidelines for Anne Arundel County

This information relates to school response; however, AACPS will apply the same criteria and effort to assess and handle cases and outbreaks at satellite and central offices.

"When there is a confirmed case of COVID-19 or COVID-19 like illness identified in school, that person's cohort will be assessed for quarantine. Isolation and quarantine will be managed by the Department of Health in partnership with AACPS.

A classroom or cohort outbreak is when there are two or more confirmed cases within that classroom or cohort, from different households, within 14 days.

A school-based outbreak is defined as (a) three or more classrooms or cohorts with outbreaks at the same school within a 14- day period, or (b) 5% or more of unrelated students and staff at a school with COVID-19 within a 14-day period.

Cases and outbreaks will be tracked to provide ongoing information about community spread, in-school spread, and the effectiveness of mitigation strategies in school. The Department of Health and AACPS will communicate directly with anyone requiring isolation and quarantine. AACPS will communicate with affected school communities while maintaining the health privacy of those directly affected."

About the AACPS Contact Tracing Team

The AACPS Contact Tracing Team is a group of education professionals that assists schools, satellite and central offices with the rapid and efficient collection of information regarding positive COVID-19 cases in school system buildings. The Team is responsible for:

- Coordinating with building administrators and supervisors regarding employees and students with positive COVID-19 cases

- Notifying the Anne Arundel County Department of Health of positive COVID-19 cases

- Providing guidance in consultation with the Anne Arundel County Department of Health regarding quarantining individuals who have been in close contact with an individual who tested positive for COVID-19

- Notify employees who have deemed to be a close contact while in an AACPS school or building

- Managing COVID-19 positive case-related data

Communication of a confirmed case of COVID-19

- *Confidential communication will occur* between the employee, supervisor, health officials, and human resources.

- *Individuals will not be identified* in public notifications.

- *Notification will be provided* as appropriate to the affected facility.

- *AACPS officials, including the Executive Director of Human Resources and the Chief Communications Officer, and county health officials have a direct line of communication and collaboration* to ensure swift contact tracing and accurate information.

- *Cleaning protocols can always be reviewed* at *www.aacps.org/safetyprotocols.*