



COMMUNICATIONS PROTOCOL

QUESTIONS REGARDING A POSITIVE CASE IN MY SCHOOL

► IN THE EVENT OF A POSITIVE CASE:

- PRINCIPALS WILL SEND A "LOW RISK OF EXPOSURE " NOTIFICATION TO PARENTS OF STUDENTS WITHIN THE SAME CLASSROOM OR BUS IN THE EVENT OF A POSITIVE STUDENT CASE.
- IF MORE THAN ONE CLASSROOM OR AREA HAS BEEN EXPOSED, COMMUNICATION WILL BE SENT TO THE ENTIRE BUILDING. PARENTS OF STUDENTS FOUND TO BE "CLOSE CONTACTS" (BASED ON CDC GUIDELINES) WILL BE NOTIFIED DIRECTLY.
- HR WILL SEND NOTIFICATION TO ALL STAFF IF THERE IS A POSITIVE CASE WITHIN THE BUILDING AND "CLOSE CONTACTS" WILL BE NOTIFIED DIRECTLY.



If a school district employee is asked to share any known information related to a positive case, please refer to the script below for an appropriate response:

"The school has been notified of a confirmed positive case of COVID-19 in the building, however, this information is protected by law through HIPAA. The DuPage County Health Department is conducting contact tracing and will advise parents/guardians by phone if their student had close contact with a positive case. In an effort to keep our school community healthy and safe we require that anyone with one or more symptoms of COVID-19 not return to school without an alternate diagnosis from a health professional, negative COVID test, or completion of a required quarantine period. We will continue these procedures, in addition to mask wearing, social distancing, increased cleaning protocols, and regular hand-washing to help stop the spread of COVID-19."

