This plan is subject to change as public health guidelines are updated.
WHAT IF A STUDENT TESTS POSITIVE?

STEP-BY-STEP SCENARIO

Student feels unwell in classroom → Teacher sends student to school clinic → Nurse takes student’s temperature at clinic door before entering → Student’s temperature is over 100.4°F → Nurse isolates student until parent can pick up student → Parent has the option to get student tested for COVID-19

TEST IS NEGATIVE
- Parent is required to keep student home for a minimum of 24 hours with a temperature over 100.4°F
- Parent receives negative test, if taken
- Operations resume as normal and student goes back to school after 24 hours or when better

TEST IS POSITIVE
- Parent alerts school of positive test
- School alerts Central Office
- School conducts contact tracing
- District notifies Department of Health
WHAT IF A FAMILY MEMBER TESTS POSITIVE?

Student in class says one of their family members at home has COVID-19 and the teacher and other students overhear.

Teacher notifies a school administrator of the comment.

Administrator will take student from class to bring to the school clinic for a temperature check.

Student will wait in the isolation room while the administrator contacts parent/guardian.

Administrator shares with parent/guardian that their child has announced that someone in their home is COVID-19 positive and the school leader reminds the parent/guardian that per the Department of Health Public’s recommendation, if a child lives in the home with a family member that is positive, the recommendation is that the child self isolates away from positive contact for 14 days beginning from the last day of exposure with the positive contact.

School leader shares that the child will continue working on their school work through Canvas during their self-isolation.
WHAT IF A STAFF MEMBER TESTS POSITIVE?

1. Staff member tests positive for COVID-19
2. Staff member alerts administration of positive test
3. Administrator alerts Central Office regarding positive test
   COVID Response Team conducts contact tracing and alerts any person(s) or families that need to self-isolate due to prolonged contact with positive case
4. District contacts the Department of Public Health to notify them of a positive case.
5. If the staff member is teacher, a substitute will be called to fill-in during time of self-isolation
WHAT IF I HAVE COVID-19 SYMPTOMS?

DECISION TREE FOR PEOPLE WITH COVID-19 SYMPTOMS IN YOUTH, STUDENT, AND CHILD CARE PROGRAMS
For people (e.g., children, care providers, or staff) who have symptoms consistent with COVID-19, stay home.

SYMPTOMS OF COVID-19 INCLUDE:
New onset cough or shortness of breath by themselves OR at least 2 of the following: fever (100.4°F or higher), chills, muscle pain, sore throat, loss of sense of smell or taste, and gastrointestinal symptoms of diarrhea, vomiting, or nausea.
If a person has a new symptom (for example, new loss of smell only) with no other diagnosis to explain it, they should stay home and talk to their health care provider about testing for COVID-19, even if it is the only symptom they are experiencing.

For people who received a laboratory test for COVID-19

**POSITIVE TEST RESULT:**
Stay home at least 10 days since symptoms first appeared AND until no fever for at least 24 hours without medication AND improvement of other symptoms.
* Siblings and household members also stay home for 14 days

**NEGATIVE TEST RESULT BUT SYMPTOMS WITH NO OTHER DIAGNOSIS:**
Stay home at least 10 days since symptoms first appeared AND until no fever for at least 24 hours without medication AND improvement of other symptoms.
Siblings and household members also stay home for 14 days.

For People with a COVID-19 diagnosis without a lab test or people with symptoms consistent with covid-19 without a medical evaluation (e.g., monitoring symptoms at home)

Stay home at least 10 days since symptoms first appeared AND until no fever for at least 24 hours without medication AND improvement of other symptoms.
Siblings and household members also stay home for 14 days.

For people with other diagnoses (e.g., norovirus, strep throat) that explain the symptoms, or when a healthcare provider says symptoms are connected to a pre-existing condition

Stay home until symptoms have improved. Follow specific return guidance from your healthcare provider.
If symptoms related to a pre-existing condition change or worsen, talk to a healthcare provider to determine next steps.
* Siblings and household members do not need to stay home.
WILL I KNOW ABOUT POSITIVE CASES?

POSITIVE CASE NOTIFICATION:
Buford City Schools will notify families if their student has been identified as a close contact with a positive case. In accordance with FERPA and HIPPA we will not be sending other communications.

**FERPA**
The Family Educational Rights and Privacy Act (FERPA) is a federal law enacted in 1974 that protects the privacy of student education records.

The Act serves two primary purposes:
1. Gives parents or eligible students more control of their educational records
2. Prohibits educational institutions from disclosing “personally identifiable information in education records” without written consent

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<th>Who must comply?</th>
<th>Protected information</th>
<th>Permitted disclosures</th>
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| • Any public or private school:  
  - Elementary  
  - Secondary  
  - Post-secondary | • Student Education Record: Records that contain information directly related to a student and which are maintained by an educational agency or institution | • School officials  
• Schools to which a student is transferring  
• Specified officials for audit or evaluation purposes  
• Appropriate parties in connection with financial aid to a student  
• Accrediting organizations  
• Organizations conducting certain studies for or on behalf of the school  
• Appropriate officials in cases of health and safety emergencies  
• State and local authorities, within a juvenile justice system, pursuant to specific state law  
• To comply with a judicial order or lawfully issued subpoena |

**HIPAA**
The Health Insurance Portability and Accountability Act (HIPAA) is a national standard that protects sensitive patient health information from being disclosed without the patient’s consent or knowledge. Via the Privacy Rule, the main goal is to:
- Ensure that individuals’ health information is properly protected while allowing the flow of health information needed to provide and promote high quality health care and to protect the public’s health and well-being.

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<th>Protecte d Health Information</th>
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| • Every healthcare provider who electronically transmits health information in connection with certain transactions  
  • Health plans  
  • Healthcare clearinghouses  
  • Business associates that act on behalf of a covered entity, including claims processing, data analysis, utilization review, and billing | • To the individual  
• Treatment, payment, and healthcare operations  
• Uses and disclosures with opportunity to agree or object by the individual or giving opportunity to agree or object  
• Incident to an otherwise permitted use and disclosure  
• Public interest and benefit activities (e.g., public health activities; victims of abuse or neglect, decedents, research, law enforcement purposes, serious threat to health and safety)  
• Limited dataset for the purposes of research, public health, or healthcare operations |

1. Permitted disclosures mean the information can be, but not required to be, shared without individual authorization.

2. Protected health information or individually identifiable health information includes demographic information collected from an individual and 1) is created or received by a healthcare provider, health plan, employer, or healthcare clearinghouse and 2) relates to the past, present or future physical or mental health or condition of an individual the provision of healthcare to an individual or the past, present, or future payment for the provision of healthcare to an individual and 3) identifies the individual or 4) With respect to which there is a reasonable basis to believe the information can be used, alone or in combination with other information, to identify the individual.

For more information, please visit the Department of Health and Human Services’ HIPAA website and the Department of Education’s FERPA website.