



## Portsmouth Public Schools Notification Protocols and Processes

### **For Students**

If a **student has tested positive** for COVID-19:

- 1) The SCHOOL NURSE will be contacted
  - a. The SCHOOL NURSE will reach out to the division's HEALTH SERVICES SUPERVISOR
  - b. The HEALTH SERVICES SUPERVISOR will reach out to the Virginia Health Department Epidemiologist assigned to Portsmouth Public Schools, who will begin the health department's contact tracing
  - c. Health Department Contact Tracers will reach out directly to students and staff who have been deemed to have been exposed/ in "close contact" to the individual and need to quarantine
- 2) Principals will prepare the provided "Notification of a Positive COVID-19 Case in Our Building" for the school, this message is located below, and send via a PPS Connect message to all students and staff members

*\*For student-athletes, athletic trainers will report any athletes who have tested positive to the school nurse to complete this process. This is imperative for the daily reporting necessary for the dashboard.*

*\*\*If there are two positive cases in one classroom, that class will be closed for 14 days. Schools can remain open, unless there are multiple "outbreaks" (two or more positive cases) in classrooms.*

If a **student appears symptomatic** at school:

- 1) The student will be escorted to an isolation room, where the SCHOOL NURSE can evaluate
- 2) The SCHOOL NURSE will complete the "Sick Student Notification" form
  - a. The hard copy of the form will be sent home with the child, but a scanned copy will be kept to be shared with the health department
- 3) No further communication is required at this time.

If a **student/family report that they have been exposed** to the virus (outside of school):

- 1) The SCHOOL NURSE will be notified
  - a. The SCHOOL NURSE will reach out to the division's HEALTH SERVICES SUPERVISOR to share with the health department to confirm

- 2) No further communication is required at this time.

**For Staff Members:**

If an **employee tests positive** for COVID-19:

- 1) The principal will send an email to [covid@portsk12.com](mailto:covid@portsk12.com), this email address is constantly monitored to address employee COVID-19 cases.
  - a. Human Resources will reach out to the Virginia Health Department Epidemiologist assigned to Portsmouth Public Schools, who will begin the health department's contact tracing
  - b. Health Department Contact Tracers will reach out directly to students and staff who have been deemed to have been exposed/ in "close contact" to the individual and need to quarantine.
- 2) Principals will prepare the provided "Notification of a Positive COVID-19 Case in Our Building" for your school, and send via a PPS Connect message to all students and staff members.

If a **staff member appears symptomatic** at school:

- 1) The staff member will be instructed to immediately go home.
- 2) Principals will email [covid@portsk12.com](mailto:covid@portsk12.com) and report that a staff member was symptomatic at school.
  - a. Human Resources will reach out to the staff member directly for next steps
- 3) No further communication is required at this time.

If a **staff member report that they have been exposed** to the virus (outside of school):

- 1) Principals will email [covid@portsk12.com](mailto:covid@portsk12.com) and report an employee has been exposed to the virus.
  - a. Human Resources will reach out to the staff member directly for next steps as well as reach out to the Health Department to confirm.
- 2) No further communication is required at this time.

## Notification of a Positive COVID-19 Case in Our Building

Good evening, Families:

This is a notification that an individual in our school building has tested positive for COVID-19.

We have completed close contact tracing as recommended by the CDC and the Virginia Department of Health. All those who may have been exposed/in close contact to this individual have been directly contacted by health department staff.

This notification is solely to make you aware there was a positive case, and we want to remind families they should continue to monitor their own health and the health of their children for [COVID-19 symptoms](#). Children with COVID-19 generally have mild, cold-like symptoms, such as fever, runny nose, and cough. Vomiting and diarrhea have also been reported in some children.

As a reminder, staff and families can assist lowering viral transmission by promoting healthy behaviors and following these practices:

- Stay home from school or work if sick, even if symptoms are mild.
- Avoid close contact with people who are sick.
- Put at least 6 feet of distance between yourself and other people - this is especially important for people who are at [higher risk](#) of getting very sick (e.g., older adults and anyone with a serious chronic medical condition, such as heart disease, diabetes, or lung disease).
- Avoid crowds and large gatherings.
- [Wear a mask](#) (also known as a cloth face covering) whenever you are with people who do not live with you.
- Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place or after blowing your nose, coughing, or sneezing.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover coughs and sneezes with a tissue (or sleeve), and then throw the tissue in the trash. Immediately wash your hands with soap and water for at least 20 seconds.
- Take care of your health overall. Stay current on your routine vaccinations (including the flu vaccine), eat well, and exercise to help your body stay resilient.

Per the school division's protocols, our entire building will be deep cleaned and disinfected tonight. Thank you for your continued support and partnership in keeping our schools safe for our students and staff.