



Confirmed COVID-19 Case Protocol Information for Families

AACPS follows the professional and expert recommendations of local, state health officials, and the Centers for Disease Control (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.

Symptoms of COVID-19, as defined by the Maryland Department of Health and Maryland State Department of Education:

New onset cough or shortness of breath; OR

At least 2 of the following: fever of 100.4° or higher, chills, shivering, muscle pain, sore throat, headache, loss of sense of taste or smell, or gastrointestinal symptoms (nausea, vomiting or diarrhea).

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

- If a person in its household has been exposed to a person who is confirmed to have COVID-19, **call the school nurse or school administration immediately.**
- **Students of such households must stay home or be promptly picked up from school.**

When a school is affected by a confirmed case of COVID-19

If a student or school staff member develops symptoms of COVID-19-like illness during the school day, the school shall (as outlined by the Maryland Department of Health and the Maryland State Department of Education):

- **Isolate the student in a designated area.**
- **Assess** (by the school health staff) **for applicable symptoms** and confidentially notify the student's family.
- **Call the student's family to pick up the child** for at least the remainder of the school day
- **Provide further guidance** after advisement from the county health department.
- **Clean areas where the student made physical contact.**

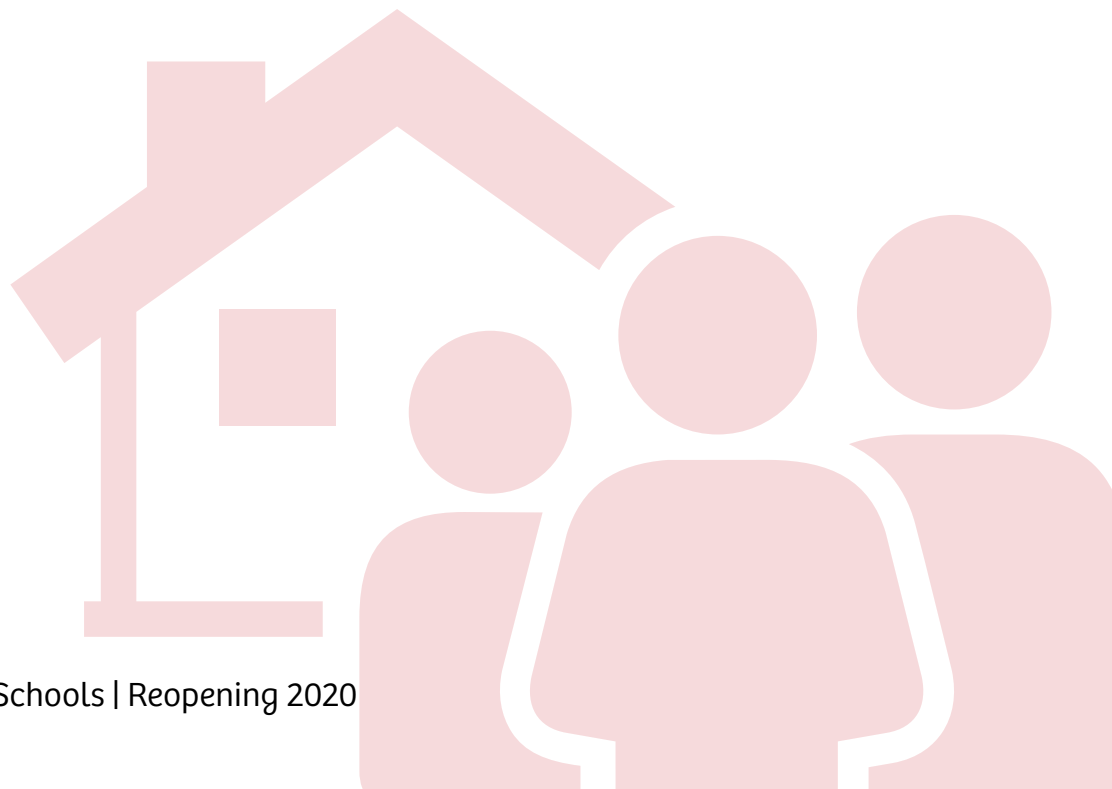
When a school is informed of a laboratory confirmed case of COVID-19 in a student or school staff member, the school shall work with the county health department to conduct contact tracing to determine who has been in close contact with the involved individual.

- The school 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.
- **The school will defer to the county health department** for all matters regarding quarantine, exclusion, and return to school for persons with a positive test for COVID-19 and 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.

Confirmed COVID-19 Case Protocol—Information for Families

Communication of a confirmed case of COVID-19

- **Confidential communication** will occur between the involved family, health officials, and school administration
- **Individuals will not be identified** in public notifications
- **Discreet notification will be provided to the school community** regarding school processes that are affected
- AACPS officials 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.





Confirmed COVID-19 Case Protocol Information for Employees

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

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Symptoms of COVID-19, as defined by the Maryland Department of Health and Maryland State Department of Education:

New onset cough or shortness of breath; OR

At least 2 of the following: fever of 100.4° or higher, chills, shivering, muscle pain, sore throat, headache, loss of sense of taste or smell, or gastrointestinal symptoms (nausea, vomiting or diarrhea).

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

- **Employees shall 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 work day, 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 county health department** to assess symptoms.
- **Direct the employee to leave** for at least the remainder of the work day. 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** after advisement from the county health department.
- **Clean areas where the employee made physical contact.**

When a school or school system facility is informed of a laboratory confirmed case of COVID-19 in a student or school staff member, 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 defer to the county health department** for all matters regarding quarantine, exclusion, and return to school for persons with a positive test for COVID-19 and 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.

Confirmed COVID-19 Case Protocol—Information for Employees

Communication of a confirmed case of COVID-19

- **Confidential communication will occur** between the staff member, supervisor, health officials, and human resources.
- **Individuals will not be identified** in public notifications.
- **Discreet notification will be provided** to the affected facility.
- AACPS officials 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.

