

## Guidance for Schools Reporting Positive COVID-19 Cases

*What are the specific directions from the Indiana State Department of Health (ISDH) as school administrators are notified of students, their family members, or staff with COVID-19?*

Protocol for Schools When a Positive COVID-19 Result is Reported to a School:

- Ask the person the name of the testing facility where their test was taken
- If the person cannot name the testing facility, did not have an official test, are reporting symptoms only, or suspect they have COVID-19, please do the following:
  - Refer the person to their health care provider for guidance
  - Ask the person to stay at home until they have spoken with their health care provider
  - Do not do give medical advice or conduct an investigation – refer the person to their health care provider
- If the person has the name of the testing facility and received confirmation from a health care professional that they have tested positive for COVID-19, please record the following information:
  - Name of the testing facility
  - Date the test was done
  - Name of the person
  - Contact information for the person (best phone number)
  - Ask the person to stay at home until they have spoken with their health care provider and received instructions
  - Report a confirmed positive COVID-19 test to:
    - The local health department (LHD)
    - The Indiana Department of Education by completing the Report that can be found [here](#)
- If the person is a staff member, inform the employee of the school sick leave policy, of any supports or benefits that might be available to employees, and refer them to the school human resources department as needed

*Once the local health department has been notified, does the school have any further responsibility?*

No, once the school has notified the local health department of a confirmed case of COVID-19 with the information listed above, the local health department will:

- Contact the person confirmed with COVID-19
- Inform direct contacts regarding their possible exposure
- Give instructions to those involved with the confirmed case



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The local health department will contact the school if more information is needed. Due to privacy and confidentiality concerns, a public announcement or notification to any other individuals is not recommended. The local health department will contact and instruct the individuals involved with the confirmed case regarding the next steps needed for the health of those individuals.